



DATE OF ISSUE: 14 NOVEMBER 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 46 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 **15 DECEMBER 2008**

**AMENDMENT** : **Department of Public Service and Administration:** Kindly note that the post of Deputy Director: Employee Wellness and Transformation, advertised in PSVC 40 of 2008 (Post 40/46), has been withdrawn.

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**DEPARTMENT OF CORRECTIONAL SERVICES**

*The Department of Correctional Services is an Equal Opportunity Affirmative Action Employer. In support of the Department's Equity Targets, applicants need to indicate race, gender and disability status on the application forms/CV's.*

<b><u>APPLICATIONS</u></b>	:	Applications must be sent to the relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Ms Malotane M J: 012 307 2540 or Mr Chauke M H: 012 307 2643) Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms Mholo J: 051 404 0268/051 4040270) Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Ms Xhego N: 043 706 7834) Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001 (Ms F Dubula: 012 420 0174) Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: (Mr Boswell W 012 323 4818: Limpopo/Mpumalanga/N West Region) Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: (Ms Sanders M: (021 550 6059) KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 (Mr N Langer/ Y Rupram: 033 355 7370)
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>NOTE</u></b>	:	Application must be accompanied by a Z83 form/internal application form, certified copies of ID, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.

**OTHER POSTS**

<b><u>POST 46/01</u></b>	:	<b><u>DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R346 590 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (2 Posts) (Thohoyandou, Rooigrond) Gauteng Region (Zonderwater)
<b><u>REQUIREMENTS</u></b>	:	Recognized degree/diploma in Accounting or Financial Management with proven management experience. Proven knowledge of the Public Finance Management Act and Treasury Regulations, relating to Financial Management and Accounting. Procurement & Public Finance Administration on management level, Sound communication and initiative skills, Strong leadership qualities.
<b><u>DUTIES</u></b>	:	The Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard. Assist the Area Commissioner to the execute his duties in terms of the Public Finance Management Act (PFMA). This includes performing the duties of Chief Financial Officer by ensuring optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 46/02</u></b>	:	<b><u>DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE</u></b>
<b><u>SALARY</u></b>	:	R346 590 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Upington) Eastern Cape Region ( St Albans Med A)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Sound communication skills, Valid driver's licence, Knowledge and understanding of the Public Service Act, Regulations and Labour Relations Act, Ability to plan/organize, Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RIGHTS</u></b> Directorate: Correction Administration
<b><u>SALARY</u></b>	:	R174 243 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Head Office (Pretoria)
	:	Grade 12 and recognized three year degree/diploma in Social Science and experience in Correction Administration, Knowledge in finance, Valid driver's licence, Must be computer literate, Sound communication skills, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Policy formulation and coordination. Monitor human rights of offenders. Develop, evaluate and review policies on human rights. Liaise with internal and external stakeholders with regard to human rights. Assist with the management of finance for the directorate, Analyze statistics, Manage overcrowding.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/04</u></b>	:	<b><u>ASSISTANT DIRECTOR: IMPACT ANALYSIS</u></b> Directorate: Risk Profile Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum
	:	National Head Office
	:	Grade 12 and recognized three year degree/diploma in Social/ Behavioural Sciences and two years relevant experience. Knowledge and experience in Monitoring and Evaluation, Knowledge of research methodology (both qualitative and quantitative). Good financial and personnel skills, Must be computer literate. Valid driver's licence, Ability to work independently.
<b><u>DUTIES</u></b>	:	Control the development and maintenance of a system to analyze impacts of profiles on crime categories. Assess the adequacy and impact of intervention programmes and services. Profile special categories of crime and their intervention needs. Identify and define categories of crime. Establish databank of types of crime related to offender and victims. Compile crime categories according to characteristics. Develop characteristics of offender related to crime. Assess the programming needs of offenders based on their profiles and crime committed. Work with multi disciplinary teams to compile correction/ sentence plans for every offender. Assist with the prediction of future criminal offending behaviour. Assist the Parole Boards with regard to release decisions leading to probation, or parole. Develop and monitor the implementation of policies. Compile operational and action plans to achieve the strategic objectives of the department as set out in its strategic plan. Manage resources.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: PAS SYSTEM MANAGEMENT</u></b> Directorate: Logistics
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum
	:	National Head Office
	:	Grade 12 with recognized three year degree/diploma in Supply Chain Management/ Purchasing Management with relevant experience in Supply Chain Management. Three years of which was served at post level 8, Experience in electronic supply chain management systems, Valid driver's licence, Must be computer literate.
<b><u>DUTIES</u></b>	:	Implement, maintain and ensure after care support and monitor LOGIS/ PAS/ WAT systems. Formulate and distribute procedures for electronic logistics systems. Manage integrity in operational databases of logistics system. Manage system security policies of logistics systems. Manage the national codifying division that is responsible for identifying, describing, numbering (ICN'S/Supplies) and cataloguing items. Responsible for the annual financial closure processes on logistics systems in accordance with the requirements of National Treasury. Manage continuous updating of homepage of Logistics. Manage identified projects. Manage human resources in the division. Manage budget allocated to the division. Manage assets and IT equipment in the division.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION</u></b> Directorate: Social Work Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum
	:	National Head Office
	:	Grade 12 with recognized four year degree in Social Work, Registration with the SACSSP. Managerial/ supervisory experience, Knowledge and experience in monitoring and evaluation of programmes, Understanding of Correctional Services setting, Sound communication, interpersonal and problem solving skills, Valid driver's licence, Must be computer literate.
<b><u>DUTIES</u></b>	:	Monitor the implementation of legislations, policies and procedure. Evaluate the impact of services and programmes on offenders. Monitor the maintenance of service level standards. Manage projects and financial management.

<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: YOUTH AFFAIRS</u></b> Directorate: Social Work Services
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with recognized four year degree in Social Work/ and registration with SACSSP/ diploma in Child and Youth Care. Managerial/ supervisory experience, Knowledge of child and youth care issues, Valid driver's licence, Must be computer literate, Sound communication, interpersonal and problem solving skills.
<b><u>DUTIES</u></b>	:	Participate in the development of policies and procedures relevant to Social Work Directorate. Develop and manage programmes. Monitor and evaluate services and programmes. Network and liaise with external stakeholders. Manage Projects and Finance.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/08</u></b>	:	<b><u>ASSISTANT DIRECTOR: CASE MANAGEMENT COMMITTEE</u></b> Gauteng Region Western Cape Region
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Boksburg Med A) Western Cape Region (Voorberg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Ability to plan and organize, Sound communication skills, Must be computer literate. Case Management Committee and / or Case Management Administration experience.
<b><u>DUTIES</u></b>	:	Assess offenders in terms of risks, security classification and allocation for labour activities. Manage Offender Rehabilitation Path (ORP) which include the compilation of the offenders' sentence plans implementation and monitoring thereof. Manage activities of case assessment teams and case intervention teams. Ensure the implementation of sentence plans. Submit reports to Head of the Correctional Centre/Correctional Supervision and Parole Board for consideration of the possible placement of an offender on parole/correctional supervision. Manage disciplinary procedures for offenders. Manage transfer of offenders to and from other correctional centres. Manage financial and logistical activities.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/09</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort Max, Johannesburg Female) (2 Posts) Limpopo/Mpumalanga/North West Region (Rooigrond Med A) Eastern Cape Region (East London Med A, Mthatha Central) Free State/Northern Cape Region (Kroonstad Juvenile) Western Cape Region (Brandvlei Med)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and relevant experience of offender administration. Analytical ability, Sound communication skills (verbal and written), Ability to plan and organize, Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over movement of offenders in the correctional centre, Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistics and financial management administration.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region Ms Mholo J: (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort) Limpopo/Mpumalanga/North West Region (Rustenburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Interpersonal skills in dealing with requests by offering assistance with

		troublesome offenders and counseling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in a prison environment. Good interpersonal and negotiation skills. Strategic planning ability. Must be computer literate.
<b><u>DUTIES</u></b>	:	Execute control regarding functions that include safe custody, physical care, treatment and community re-integration of offenders. Execute control regarding establishment and rendering of security. Advise the head correctional centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: DH SECURITY</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum Gauteng Region (Baviaanspoort) Grade 12 and recognized three year degree/diploma with relevant experience. Valid driver's licence, Analytical ability and sound communication skills. Ability to plan and organize, Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage security matters, Responsible for the maintenance of existing security matters and upgrading thereof. Manage finance. Implement Departmental Policies. Advise management regarding security matters. Keep personnel up to date regarding security matters.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 46/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum Gauteng Region (Johannesburg) Limpopo/Mpumalanga/North West Region (Rooigrond) Free State/Northern Cape Region (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Must be computer literate. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS and . project management. Sound communication and presentation skills. Proven experience in a BAS environment.
<b><u>DUTIES</u></b>	:	Implement financial accounting policy in the management area in accordance with current procedures. Plan and execute financial accounting inspections. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Compile, coordinate and distribute MTEF allocation. Load and balance budget on BAS. In- year- monitoring and overall expenditure control. Effective risk management to ensure compliance with the risk management plan of Department of Correctional Services. Effective management of debtors. Proper maintenance of control accounts and financial reporting.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Mholo J: (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/13</u></b>	:	<b><u>PRINCIPAL SOCIAL WORK SERVICES</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum Gauteng Region (5 Posts) (Krugersdorp Med, Pretoria Central, Johannesburg Med C, Modderbee Community Corrections x2) Eastern Cape Region (St Albans Max) Kwazulu Natal Region (Qalakabusha) Free State/Northern Cape Region (2 Posts) (Upington, Kroonstad Med C) Western Cape Region (2 Posts) (Drakenstein Med B Youth, Pollsmoor Med B)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and BA Degree in Social Work. Registration with the South African Council for Social Services, Valid driver's licence, Conversant with acts, policies and legislation pertaining to social work practice, Ability to interpret policy/legislative matters and operate within the management area, Sound communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders
<b><u>DUTIES</u></b>	:	Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

<b><u>ENQUIRIES</u></b>	:	Mr N Langer (033 355 7370): Kwazulu/Natal Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/14</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPERVISOR: LOGISTICS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Gauteng Region (Johannesburg) Free State/Northern Cape Region (Regional Office) Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Must be computer literate. Valid driver's licence. Experience in supply chain management related training will be an added advantage. Knowledge of PFMA and treasury regulations. Knowledge of supply chain management framework and white paper on corrections. Good knowledge of public service regulations, HRD policies/procedures and skills development Act, Act 97 of 1998.
<b><u>DUTIES</u></b>	:	Compile and coordinate logistics training plan. Ensure that infrastructure for operational training available and maintained. Develop and maintain training material. Manage all training activities. Manage human resources. Coordinate and provide training information and advice to management. Estimate and manage training budget for logistics. Train in cooperation with regional offices and the directorate: HR Development. Coordinate the activities of national and regional trainers. Responsible for the submission of statistics on operational training to management, monitoring and reporting. Evaluate logistical training.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Western Cape Region (2 Posts) (Pollsmoor, Southern Cape) Eastern Cape Region (Kirkwood)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in Supply Chain Management. Must be computer literate, Valid driver's licence, Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA (Preferential Procurement Policy Framework Act), Procurement and Logistical procedures.
<b><u>DUTIES</u></b>	:	Manage sub-ordinates. Implement Supply Chain Management in the Management Area. Assist management with PAS/Logistic systems and Asset Management. Administrate bids. Undertake procurement inspections.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/16</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRODUCTION WORKSHOPS AND AGRICULTURE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Eastern Cape Region (East London) Limpopo/Mpumalanga/North West Region (Barberton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and three year degree/diploma in Agricultural Sciences/Economic Sciences, Sound experience in agricultural and production workshop management, Valid driver's licence. The incumbent must be dynamic and professional. Ability to plan and organize events properly, Sound communication skills, Must be computer literate. Thorough knowledge of project management.
<b><u>DUTIES</u></b>	:	Coordinate policy. Quality assessment of agricultural and production workshops services. Develop/maintenance of production workshops and service standards in the management areas. Manage production workshop labour. Manage the environment, production workshop equipments and occupational safety (OHS Act). Manage personnel and finances.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/17</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Western Cape Region (Pollsmoor) Limpopo/Mpumalanga/Norht West Region (Klerksdorp) Free State/Northern Cape Region (Kroonstad)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Train and develop interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compile monthly training statistics and annual training reports. Deliver effective HRD administration. Manage learnership

		programmes and conduct assessment on learners on the Correctional Science Learnership NQF Level 4. Manage internship programmes. Facilitate HRD programmes in management area. Program and schedule training interventions. Evaluate training as well as monitor training and logistical arrangement of training courses. Assist with the marketing of bursaries.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/18</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: HR ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Western Cape Region ((2 Posts)Brandvlei, Pollsmoor) Free State/Northern Cape Region (Upington) Gauteng Region (Boksburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Manage human resources. Follow-up on correspondences. Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administrate finance and primary measurements. Administrate performance of merit assessments. Manage leave and absence.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 46/19</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEAD: COMMUNITY CORRECTIONS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Western Cape Region (Knysna)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant management experience. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision of persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identify community service programmes. Manage logistical and personnel Administration. Responsible for the facilities and equipment of the section. Allocate staff to specific duties. Disciplinary action against offending staff. Manage financial administration and budget allocated.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMMES</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Kwazulu Natal Region (2 Posts) (Waterval, Pietermaritzburg Area Commissioner) Eastern Cape Region (Kirkwood)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Analytical ability, Sound communication skills and ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage EAP programmes in the management areas. Manage equity affairs in the management areas. Manage sports policy of the management areas. Manage clubs/mess. Monitor transformation process within the management areas. Manage personnel, finance and logistical administration.
<b><u>ENQUIRIES</u></b>	:	Mr N Langer /Rupram: (033 355 7370): Kwazulu/Natal Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: HR SUPPORT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R174 243 per annum Eastern Cape Region (2 Posts) (St Albans, Kirkwood) Limpopo/Mpumalanga/North West Region (Klerksdorp) Gauteng Region (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma or related qualifications, with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage performance management function in the management area. Manage personnel awards and achievement bonuses. Manage personnel, finances and logistics.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region



<b><u>POST 46/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOPS AND AGRICULTURE</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape (Kirkwood)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in agriculture with relevant experience. Presentation, interpersonal, problem solving and sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Quality assessment of agricultural services. Development/maintenance of agriculture service standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment, occupational safety, finances and personnel. Manage the budget allocation. Training of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Mthatha)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in accounting or financial management, with proven management experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to financial management and accounting, Knowledge of Procurement Administration and Public Finance Administration on management level. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive.
<b><u>DUTIES</u></b>	:	The Department requires services of a person with extensive knowledge of exposure to and experience in the finance and procurement management environment. Exercise control in the management area. As the Area Coordinator: Finance, the candidate must assist the Area Commissioner in execution of his/her duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure optimal utilization of resources, support with regard to management of regional budgets within the framework of relevant legal directives, regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: CORRECTIONS</u></b> Limpopo/Mpumalanga/North West Region Western Cape Region
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Klersdorp) Western Cape Region (Southern Cape (George))
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and experience of offender administration. Valid driver's licence, Analytical ability, Sound communication skills, Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage classified information. Control the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Manage policy documentation of Department of Correctional Services policy documents and directives. Update policy documents and directives according to amendments received. Promote security awareness. Investigate incidents. Manage emergency support unit. Logistical, personnel and financial administration
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: HR UTILIZATION</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Barberton Area Commissioner)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Personnel Management, Human Resource Management, Behavioural Science or equivalent qualification with extensive experience in administration. Sound knowledge of Human Resources and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code and relevant legislation. Knowledge of PFMA
<b><u>DUTIES</u></b>	:	Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Department. Implement national human resources management policy in the region. Inspect personnel administration in the region. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfers, finance and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region

<b><u>POST 46/26</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEAD SATELLITE: COMMUNITY CORRECTIONS OFFICE</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant management experience. Valid driver's licence. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identify community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocate staff to specific duties. Disciplinary action against offending staff. Financial administration. Budget funds.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Klerksdorp)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Supervise work undertaken by the personnel clerk. Act as labour relations officer for the Correctional Centre. Supervise the work undertaken by the registration clerk. Act as information officer for the correctional centre. Manage logistical administration. Responsible for the equipment used by the component. Manage personnel and administration. Determine duty register/leave arrangements. Allocate staff to specific duties. Manage financial administration. Budget for funds and be accountable for expenditure in terms of the component. Manage merit assessment of staff. Act as loss control officer for the correctional centre. Supervise personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/28</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: EMPLOYEE RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (4 Posts) (Thohoyandou, Klerksdorp, Rooigrond, Barberton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Labour Relations and relevant experience in a collective bargaining and labour relations environment. Sound knowledge of labour legislation and labour relations practices. The incumbent should be able to proactively identify likely causes and solutions to employee related problems. Good negotiation, conflict management, strategic capability, administrative, analytical, communication and presentation skills. Valid driver's licence. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage labour unrest. Manage collective bargaining. Manage the grievance procedure/disciplinary system. Undertake labour relations research. Plan activities. Manage personnel and finance.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 46/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: DH HEALTH SERVICES</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (3 Posts) (Upington, Kroonstad Med A, Kimberley) Western Cape Region (Goodwood) Limpopo/Mpumalanga/North West Region (Klerksdorp)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized degree/diploma in Nursing registration with the South African Nursing Council as a registered nurse with relevant experience. Primary Health Care qualification will be a strong recommendation. Sound communication skills. Manage resource , analytical, observant and leadership skills. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage the provision of comprehensive primary health care within a prison environment. Co-ordinate with both internal and external role players in providing health care services. Manage resources (human, finances, equipment and information). Ensure and monitor compliance to relevant legislation, policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J: (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Sanders M (021 550 6059): Western Cape Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 46/30</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL CATEGORIES</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Regional Commissioner)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Valid driver's licence. Analytical ability. Sound communication skills. Dynamism and professional. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Mainstream gender sensitivity in the region. Ensure that gender issues are mainstreamed. Manage projects and programmes pertaining to equity. Develop gender sensitivity. Manage equity affairs in the region. Promote gender sensitivity in the region. Ensure gainful employment of disabled persons. Monitor the implementation of gender policies. Monitor the transformation process. Co-chair the regional transformation unit. Manage personnel and financial administration. Must be accountable for sports and recreation. Maintain performance plans of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J: (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/31</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region : (DRC) (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with administrative support experience. Valid driver's licence. Environmental exposure. Must be computer literate. Administrative support. Negotiation and presentation skills.
<b><u>DUTIES</u></b>	:	Ensure smooth administration of documentation in relation to both document flow system in the Office of the Deputy Regional Commissioner and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content and appropriate route lists. Develop administrative procedures for the Deputy Regional Commissioner's office and compliance by members of the Regional office with return dates required on tasks allocated. Ensure the drafting of routine letters/memos, develop standard format letters for receipt of correspondence and documentation, proactively acknowledging correspondence and indicating referral to relevant person/process, typing of letters/memos on instruction of DRC or office staff. Process content of incoming and outgoing documentation, thorough studying of incoming documentation and advising the DRC, coordinating relevant documentation and ensuring processing as single entity where relevant, indication of return dates and urgency/priority of content of document. Ensure appropriate filing of documents, through return of documents to component of origin for filing, filing of documents required for current use in office, opening of new files in accordance with filing system, keeping computerized register of filing system and accessing documentation required by members of the office. Responsible for the financial and logistical management of the office including monthly budgeting and costing processes, allocation of funds and amendment of estimates and acquisition of office equipment. Provide financial management support to the DRC in relation to budgeting and expenditure.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/32</u></b>	:	<b><u>ASSISTANT DIRECTOR: OPERATIONAL SUPPORT</u></b> Directorate: Correction Administration
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Social Science with experience in Correction Administration, Knowledge of Public Finance Administration. Must be computer literate, Sound communication skills, Ability to work under pressure, Valid driver's licence.
<b><u>DUTIES</u></b>	:	Formulate and coordinate policy. Develop, evaluate and review policies regarding the admission and detention of offenders. Liaise with internal/external stakeholders with regard to the admission and detention of offenders. Assist with the management of finances for the directorate. Analyze statistics. Involve in the management of overcrowding. Participate in strategic planning of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/33</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: CARE SERVICES</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Barberton Med B) Eastern Cape Region (Mdantsane) Kwazulu Natal Region (7 Posts) (Greytown, Ladysmith, Ebongweni, New Hanover, Ncome Med A, Nkandla, Nongoma)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Social Work Services or Psychological Service. Professional registration with the council for social workers or HPCSA. Relevant experience in social work/psychology. Ability to plan and organize. Sound communication skills. Must be computer literate. Thorough knowledge of programme management.

<b><u>DUTIES</u></b>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region Mr N Langer (033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/34</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: SH: INTERNAL SECURITY</u></b> <b><u>LIMPOPO/MPUMALANGA/NORTH WEST REGION</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Potcherstroom)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Valid driver's licence. Top secret security classification. Analytical ability. Sound communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage internal security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Manage finance. Implement departmental policy. Advice management regarding internal security matters. Keep personnel up to date regarding internal security matters.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 46/35</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (2 Posts) (Witbank, Barberton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management and presentation skills. Proven experience in a BAS environment.
<b><u>DUTIES</u></b>	:	Implement financial accounting policy in the management area in accordance with current procedures. Plan and execute financial accounting inspections. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Compile, coordinate and distribute MTEF allocation. Load and balance budget on BAS. In- year monitoring and overall expenditure control. Effective risk management to ensure compliance with the risk management plan of the Department of Correctional Services. Effective management of debtors. Proper maintenance of control accounts and financial reporting.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/36</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Thohoyandou Med A)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma, and/or equivalent qualification in education skills, Registration with professional council and relevant management experience, Must be computer literate.
<b><u>DUTIES</u></b>	:	The incumbent will coordinate and manage the following: Formal education, skills development, arts and culture, recreation, ABET, effective medical care and hygienic standards in the management area.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/37</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: HUMAN RESOURCE MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (3 Posts (Losperfontein HCC, Rustenburg HCC, Rooigrond HCC)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Human Resource Management and/or relevant experience. Knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code and relevant legislation. Knowledge of the PFMA. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage the implementation of human resource policies. Co-ordinate staff privileges, leave, merit awards/bonuses and pension schemes. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation. Manage personnel investigation. Report irregularities. Rendering of advice. Manage housing subsidies. Receive

		application for housing. Capture approved subsidies on PERSAL. Manage transfers. Budget transfer costs at state expense. Manage remuneration control. Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 46/38</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: HEAD SATELLITE: COMMUNITY CORRECTIONS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum Eastern Cape Region (Umtata) Grade 12 and recognized three year degree/diploma and/or relevant experience. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identify community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region.
<b><u>POST 46/39</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER: (PAROLEES AND PROBATIONERS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum Limpopo/Mpumalanga/North West Region (Bothaville Community Corrections) Kwazulu Natal Region (2 Posts) (Empangeni, and Escort Community Corrections)
<b><u>DUTIES</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Dynamic and professional. Ability to plan and organize and sound communication skills.
<b><u>ENQUIRIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision for inmates serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identification of community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Disciplinary action against offending staff. Manage financial administration and budgeting of funds.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Mr N Langer (033 355 7370): Kwazulu/Natal Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/40</u></b>	:	<b><u>SUPERVISOR: LOGISTICS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum Limpopo/Mpumalanga/North West Region (Witbank HCC) Eastern Cape Region (2 Posts) (East London, St Albans)
<b><u>DUTIES</u></b>	:	Grade 12 and recognized degree / diploma in Supply Chain Management with relevant experience, successfully attended PAS training and BAS training. Must be computer literate. Valid driver's licence.
<b><u>ENQUIRIES</u></b>	:	Implement logistical policies/procedures in the management area. Manage stock, LOGIS/PAS system and assets. Undertake logistical inspection/investigations. Manage logistical infrastructures. Manage and consolidate returns.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 46/41</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: SH: AGRICULTURE</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum Eastern Cape Region (2 Posts) (Lusikisiki, Mthata Medium) Limpopo/Mpumalanga/North West Region (Polokwane)
<b><u>DUTIES</u></b>	:	Grade 12 and recognized three year degree/diploma in Agriculture or relevant qualifications and experience. Must be computer literate. Presentation interpersonal, problem solving and sound communication skills. Valid driver's licence.
<b><u>ENQUIRIES</u></b>	:	Quality assessment of agricultural services. Develop/maintain agriculture services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipments, occupational safety, finances logistics and personnel. Manage budget allocation. Train personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region

<b><u>POST 46/42</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: CASE MANAGEMENT ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Kwazulu Natal Region (Port Shepstone) Free State /Northern Cape (Kroonstad) Gauteng Region (Modderbee (Nigel))
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma, and/or relevant experience. Ability to plan and organize. Sound communication skills.
<b><u>DUTIES</u></b>	:	Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate prison labour. Maintain safe custody by personnel. Manage inmates privileges.
<b><u>ENQUIRIES</u></b>	:	Mr N Langer /Y Rupram(033 355 7370): Kwazulu/Natal Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 46/43</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: SH: NUTRITIONAL SERVICES</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Limpopo/Mpumalanga/North West Region (Bethal Area Commisioner)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Previous experience as a caterer, Sound communication and interpersonal skills, Must be computer literate.
<b><u>DUTIES</u></b>	:	Prepare meals. Ensure that rations are edible and hygienic. Determine meal content for special diet offenders. Determine ingredient and quantities required per meal. Supervise the containerization of food for transport to serveries. Ensure that all offenders receive the same quantity during serving. Ensure that all utensils are cleaned after every meal. Ensure safe placement of anti pesticides. Train inmates. Ensure replacement of stale food. Control security of equipment. Supervise the unlock of inmates. Control catering equipment. Ensure medical parades. Ensure cleanliness at all times. Manage logistical and financial administration.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/44</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGER: MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Eastern Cape Region (Kirkwood) Free State/Northern Cape Region (Upington) Western Cape Region (Brandvlei)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma, with experience in financial management. Must be computer literate, Valid driver's licence, Knowledge of the Public Finance Management Act and Treasury Regulations and BAS.
<b><u>DUTIES</u></b>	:	Provide financial management information and advice managers. Responsible for the submission of the monthly in year management, monitor and reporting reports according to the National Treasury reporting requirements. Compile and submit Adjustment Estimates, the MTEF Budget. Maintain activity delimitation of the Department. Provide financial training with regard to Financial Management and Human Resource Management. Provide an administrative support function.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/45</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: PERSAL CONTROLLER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Limpopo/Mpumalanga/North West Region (Regional Office) Western Cape Region (Drakenstein) Kwazulu Natal Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience in Human Resource/PERSAL environment. PERSAL training and valid driver's licence will be essential. Analytical ability, environmental exposure, presentation, negotiation, evaluation and planning skills. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the regions are properly trained and ensure continuous training as and when enhancements are effected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitor interaction between the users and supervisor. Authorized suspense files transactions and verification with source documents. Evaluate and recommend PERSAL controller and monitor changes to the system in line with the SCC system. Maintain post establishment on PERSAL (including aspects such as employment out of adjustment). Human resource utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination. Service benefits e.g salary payment, allowance, medical assistance,

		remunerated overtime, rewards for performance, housing assistance and bursaries. Plan activities and the management of personnel and finance.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region Mr N Langer /Y Rupram(033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/46</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: SH: ASSET MAINTENANCE</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Brandvlei)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma or Technical Diploma or Trade Diploma and/or relevant experience. Trade diploma/certificate will be an advantage. Valid driver's licence. Experience in building administration. Must be computer literate. Dynamisms and professionalism. Ability to plan and organize. Sound communication skills.
<b><u>DUTIES</u></b>	:	Manage asset maintenance at the correctional centre. Co-ordinate policies. Quality assessment of building services. Develop/maintain building work standard. Manage capital, maintain projects, occupational safety, finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/47</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: MESS</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Drakenstein)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma, and/or relevant experience, Valid driver's licence, Dynamism and professionalism, Ability to plan and organize, Sound communication skills, Trained as a caterer, Supervisory experience.
<b><u>DUTIES</u></b>	:	Control catering activities at the mess kitchen. Set strategic objectives and standards. Control training and development of inmates as cooks. Manage administrative duties, Advice management on nutritional matters.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/48</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: HUMAN RESOURCE DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Allandale)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Human Resource Development or equivalent qualification in Social Science. Registration with professional council and/or relevant management experience. Valid driver's licence. Must be computer literate.
<b><u>DUTIES</u></b>	:	Facilitate and co-ordinate the development of Human Resources according to the needs of the DCS in the management area. Ensure the implementation of human resources development policies. Responsible for training programmes, self-development, training research and career planning. Manage training, identify personnel for attending courses and transport arrangement. Manage lecturers, examinations and in-service training programme. Develop activities and infrastructural requirement for HR development. Manage personnel and finance. Develop community service programs. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Personnel development/counselling of staff. Financial administration. Budgeting of funds.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/49</u></b>	:	<b><u>SPAO: PROFESSIONAL SERVICES PROCUREMENT</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere. Must be computer literate. Valid driver's licence. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government procurement processes. Good managerial skills. Experience in the invitation and evaluation of Processional Services Bids. Sound communication skills verbal and non verbal.
<b><u>DUTIES</u></b>	:	Manage administration of Bids for Professional Services. Manage compilation of Task directives and the advertising of bids for Professional Services. Manage and check recommendations of bids. Attend compulsory meetings and assist bidders on uncertainties regarding the bidding process. Brief evaluation panels with proceeding. Ensure compilation of recommendations. Check recommendations according to Prescripts and task Directives. Attend Bid committee meetings. Liaise with external and internal clients.

<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/50</u></b>	:	<b><u>SPAO: GENERAL STOCK PROCUREMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum National Head Office Eastern Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere. Must be computer literate. Valid driver's licence. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government procurement processes. Good managerial skills. Experience in the invitation and evaluation of Processional Services Bids. Sound communication skills.
<b><u>DUTIES</u></b>	:	Manage administration of Bids. Manage the advertising of bids. Manage and check recommendations of bids. Attend compulsory meetings and assist bidders on uncertainties regarding the bidding process. Ensure compilation of recommendations. Check recommendations according to Prescripts and Task Directives. Attend Bid Committee meetings. Liaise with external and internal clients.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/51</u></b>	:	<b><u>SPAO: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL</u></b> Directorate: Procurement
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere, Must be computer literate, Valid driver's licence, Knowledge of Supply Chain Management legislation and related prescripts, Knowledge of Government procurement processes, Good managerial skills, Sound communication skills (verbal and written verbal).
<b><u>DUTIES</u></b>	:	Revise and implement all procurement related policy. Revise and update Procurement Delegated Powers. Handling of Procurement related enquiries. Administrate irregular Expenditure. Arrange and facilitate information session for potential bidders. Conduct monitoring visits in regions and personnel administration.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/52</u></b>	:	<b><u>SPAO: DISPOSAL MANAGEMENT</u></b> Directorate: Logistics
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage human resources. Handle all reports of disposals. Control a system for depreciation for all moveable assets. Handle the implementation of announced delegated powers. Assists with the formulation of development, maintenance and advice on policy and procedures with regard to disposal management and research of best technology. Monitor and evaluate disposal management. Ensure that income earned from the selling of disposed items is handle according to legislation and internal orders. Knowledge of PFMA. Knowledge of PAS/BAS. Ensure that assets on disposal are sold against book.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/53</u></b>	:	<b><u>SPAO: OPERATIONAL TRAINING</u></b> Directorate: Logistics
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage training plan and schedule training needs for PAS/WAT/LOGIS. Ensure infrastructure availability for PAS/WAT/LOGIS training facilities nationally. Manage human resources. Nominate decentralized trainers for PLASWAT/LOGIS. Manage operational training sub-section. Knowledge of PFMA. Knowledge of human resource development.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office



<b><u>POST 46/54</u></b>	:	<b><u>SPAO: SUBSIDIZED AND DEPARTMENTAL TRANSPORT</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in the logistical sphere. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Formulate, analyze and implement Departmental Subsidized Motor Transport Scheme Policy in a fair, equitable, transparent competitive and cost effective mode. Ensure compliance with the provision of schemes. Empower scheme participant with regard to policy and procedures. Coordinate and evaluate application and make recommendations with regard to the allocation of subsidized vehicles. Liaise between department, financial service provider and companies with regard to the management of subsidized motor scheme. Update the utilization statistics of subsidized vehicles. Implement departmental subsidies motor scheme and ministerial vehicle policy. Coordinate applications to the advisory committee for new/ replacement, withdrawal and premature withdrawal of subsidized vehicles. Manage budge and attend monthly financial meetings. Give inputs for submissions made to National Department of Transport/National treasury for the request above departmental delegation. Evaluate reports submitted to the directorate in respect of the management and utilization of departmental subsidized motor schemes. Monitor the efficient execution of policy and procedures in practice. Update and submit management information for decision making. Manage human resource plan for logistics personnel. Coordinate departmental subsidized vehicles maintenance, insurance claims procurement and logistical processes. Manage office assets register. Make timeous recommendation with regard to the withdrawal and non compliance with subsidized motor schemes. Provide support for Directorate in the development of operational planning, task sheets annual report progress and performance.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/55</u></b>	:	<b><u>SPAO: PROVISIONING ADMINISTRATION MANAGEMENT</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in supply chain management or electronic system administration. Conversant in English. Must be computer literate. Valid driver's licence. Knowledge of PFMA, IT policies, procedures and Supply Chain Management guide for Accounting Officers. Ability to access utilized information. Report writing, presentation, initiative, planning, organize, leadership, control, interpersonal conflict and resolving problems, diversity management and analytical skills.
<b><u>DUTIES</u></b>	:	Ensure that data integrity within specifically allocated regions is checked and corrective measures instituted to address this in the PAS/WAS/LOGIS. Receive, evaluate complaints of users on PAS/WAT/LOGIS and make recommendations to ASD regarding possible solutions. Physical aftercare visits to sites and maintenance on the PAS application. Maintain system security policies for the PAS/WAT/LOGIS application. Manage/maintain all system functions required for the sub-system controller (profile type 3). Assist with policy formulation and management of electronic implementation of Logistics/IT support policy and procedures which are fair transparent, efficient and cost effective. Ensure that all policies and procedures are adhered to in cooperation with all stakeholders, (e.g. ITC's Applix CCB). Evaluate and coordinate the needs of users within applicability and reality in order to support the maintenance of the PAS/WAT/LOGIS with regard to the following: PAS/WAT/LOGIS application enhancements. New program developments. Technical support. Batch processing user requirements and needs. Manage codification section at Head Office. Maintain LOGIS User Manual.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/56</u></b>	:	<b><u>SPAO: TRANSPORT MANAGER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in fleet management. Knowledge of transport legislation and prescript. Sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Effective fleet management in the Region. Provide guidance and support to personnel in the Region. Train transport personnel and drivers in the Region. Transport inspections in the Region. Liaise with Service Providers.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region

<b><u>POST 46/57</u></b>	:	<b><u>SPAO: SYSTEM CONTROLLER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with relevant experience in procurement. Knowledge of BAS/PAS/WAT/LOGIS systems. Knowledge of logistical legislation and prescripts. Sound communication skills. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide guidance and support to personnel in the Region on BAS/PAS/WAT/LOGIS systems. Train logistic personnel in the Region. Logistical inspections in the Region. Ensure data integrity of information applicable to financial statements. Obtain information from the systems for return purpose.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 46/58</u></b>	:	<b><u>SH: FORMAL EDUCATIONIST</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (2 Posts) (Pretoria Central, Boksburg Juvenile) Western Cape Region (Hawequa) Kwazulu Natal Region (4 Posts) (Ebongweni, Waterval Med B, Ekuseni, Durban Youth Centre)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage. Must be computer literate.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implement education policy at correctional facilities in the management area. Set standards for educational services in accordance with Government Education Departments. Quality assessment of educational services. Ensure service level standards for education and training. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Mr N Langer (033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/59</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CENTER COORDINATOR: STAFF SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Krugersdorp Med) Kwazulu Natal Region (2 Posts) (Waterval Med B, Port Shepstone) Free State /Northern Cape Region (Virginia) Western Cape Region (Swellendam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Analytical ability. Ability to plan and organize. Sound communication skills.
<b><u>DUTIES</u></b>	:	Personnel Management: Supervise the work undertaken by the personnel clerk and registration clerk. Act as labour relations officer for the centre. Act as information officer for the correctional centre. Responsible for the equipment used by the component. Determine duty register/leave arrangements. Allocate staff to specific duties. Financial administration, budget funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the centre. Supervise utility staff.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr N Langer /Y Rupram(033 355 7370): Kwazulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/60</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH SECURITY</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (2 Posts) (Nelspruit, Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Valid driver's licence. Analytical ability. Sound communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Manage finance. Implement departmental policy. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/61</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: CORRECTIONS AND CARE</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Modderbee Community Corrections) Limpopo/Mpumalanga/North West Region (Standerton, Head Community Corrections)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/ diploma and/or relevant experience. Dynamic , professional. Sound communication skills. Ability to plan and organize. Must be computer literate. Valid driver's licence. Participate in case review team for community corrections.
<b><u>DUTIES</u></b>	:	manage monitoring services. Determine conditions of house arrest and supervision for inmates serving sentences in the community corrections. Manage programs, identify community service programs. Logistic administration. Responsible for the facilities and equipment of the section. Personnel administration. Disciplinary action against offending staff. Financial administration and budgeting of funds.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/62</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Gauteng Region (3 Posts) (Pretoria Central, Modderbee, Johannesburg Med A) Western Cape Region (Prince Albert) Kwazulu Natal Region (2 Posts) (Empangeni, Ebogweni) Free State/Northern Cape Region (Goedemoed Med B)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma, and/or relevant experience. Must be computer literate. Knowledge of the Public Finance Management Act and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Implement unit management within the unit. Ensure training of staff pertaining to unit management principles. Implement procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other roleplayers. Manage of inmate development staff (PDS). Implement structured day programmes for the unit which includes the rostering of programmes in conjunction with the PDS. Implement the three meals system as part of the structured day programme. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Structured day programmes must make provision for the content of sentence plans. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Manage finance, personnel and logistical related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Mr N Langer / Y Rupram (033 355 7370): Kwazulu/Natal Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/63</u></b>	:	<b><u>SH: SENIOR SOCIAL WORKER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Gauteng Region (2 Posts) (Boksburg Community Corrections; Pretoria Central) Western Cape Region (Dwarsrivier,) Kwazulu Natal Region (6 Posts) (Durban Med C, Port Shepstone, Pietermaritzburg, Kokstad, Ebogweni, Durban Med B) Eastern Cape Region (8 Posts) (Middledrift, St Albans Med A, Port Elizabeth, Kirkwood, Graaf-Reinet Head Community Correction, Mdantsane, Sada, Mthatha) Limpopo/Mpumalanga/North West Region (2 Posts) (Standerton Med A, Volksrust) Free State /Northern Cape Region (Colesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and BA Degree in Social Work. Registration with the South African Council for Social Services. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters and operate within the management areas. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders. Must be computer literate.
<b><u>DUTIES</u></b>	:	Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Conduct individual assessments.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Mr N Langer/Y Rupram (033 355 7370): Kwazulu/Natal Region Mr Mwehle Z P (043 706 7872): Eastern Cape Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region

<b><u>POST 46/64</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CASE MANAGEMENT COMMITTEE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Gauteng Region (Boksburg Med A) Limpopo/Mpumalanga/North West Region (Rustenburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Ability to plan and organize, Sound communication skills, Knowledge of admission and release systems, Must be computer literate.
<b><u>DUTIES</u></b>	:	Assess offenders in terms of risks, security classification and allocation for labour activities. Manage Offender Rehabilitation Path (ORP) which include compilation of offenders' sentence plans, implementation and monitoring thereof. Manage activities of case assessment teams and case intervention teams in order to ensure the implementation of sentence plans. Submit reports to the Head of Correctional Centre/Correctional Supervision and Parole Board for consideration of possible placement of an offender on parole/correctional supervision. Manage disciplinary procedures for offenders. Manage transfers of offenders to and from other correctional centres. Manage financial and logistical activities.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/65</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: MANAGER HR SUPPORT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Gauteng Region (Boksburg) Kwazulu Natal Region (Empangeni)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Must be computer literate, Interpersonal, problem solving. Sound communication skills. Good understanding of personnel related policies.
<b><u>DUTIES</u></b>	:	Manage performance management function in the management area. Manage personnel awards and achievement bonuses. Manage personnel, finances and logistics.
<b><u>ENQUIRIES</u></b>	:	Ms Dubula F: (012 420 0174)/Mr Masango SS (012 420 0179): Gauteng Region Mr N Langer/Y Rupram (033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/66</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICERS: HEAD CORRECTIONAL CENTRE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Kwazulu Natal Region (Melmoth)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/ or relevant experience. Sound communication skills, Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage operational support, corrections, development and care, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies.
<b><u>ENQUIRIES</u></b>	:	Mr N Langer/Y Rupram (033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/67</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CORRECTIONAL ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum Free State/Northern Cape Region (Regional Commissioner)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma and/ or relevant experience. Valid driver's licence, Must be computer literate. Thorough knowledge of the Public Finance Management Act and Treasury Regulations, Planning, organizing and sound communication skills, Able to operate general office equipment, Analytical thinker, conflict management, listening, administrative and report writing skills.
<b><u>DUTIES</u></b>	:	Execute general administrative functions. Handle correspondence, arrange internal and external meetings by sending out notices & drafting of agenda for meetings. Arrange meetings with stakeholders upon request. Administrative assistance to the Regional Commissioner by scheduling appointments, maintaining a proper filing system & organizing travel arrangements for management, General administration, i.e. logistics, transport and leave management of the project team.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 46/68</u></b>	:	<b><u>STATE ACCOUNTANT: VOUCHER CONTROL</u></b>
<b><u>SALARY CENTRE</u></b>	:	R117 501 per annum Limpopo/Mpumalanga/North West Region (Bethal)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized three year degree/diploma with Accounting and/or Management Accounting as a major subject. Proven financial and supervisory experience. Knowledge of Public Finance. Ability to perform under pressure. Must be Computer literate (knowledge of BAS will be an added advantage).
<b><u>DUTIES</u></b>	:	Manage the infrastructure for financial related practices. Plan activities. Manage the allocation, maintenance, capturing and distribution of budget for management

		area. Render support services at Financial Control Office (FCO) in terms of giving financial and budgetary advice to management area.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 46/69</u></b>	:	<b><u>PAO: OPERATIONAL TRAINING</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and recognized degree/diploma with relevant experience in Supply Chain Management. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage training and schedule training needs for LOGIS/WAT/PAS. Ensure infrastructure availability for LOGIS/WAT/PAS training facilities nationally. Manage human resources. Nominate decentralized trainers for LOGIS/WAT/PAS. Knowledge of PFMA and Treasury Regulations. Assist with the formulation, development and maintenance of training material with regard to (LOGIS/WAT/PAS). Assist and provide training information and advice to the manager: Logistics Operational Training. Manage/assist decentralized trainers with the utilization of the LOGIS/WAT/PAS. Responsible for management and the submission of statistics on LOGIS/WAT/PAS. Maintenance of item control numbers (ICN,S) on PAS and LOGIS nationally.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/70</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE I: PRODUCTION WORKSHOPS</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (East London)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent certificate. Knowledge of internally manufactured products wood, steel and textile. Sufficient applicable administrative experience (workshops-related). Sound communication. Must be computer literate. Ability to work under pressure in a professional environment. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Control over logistical/financial procedures and applicable administration thereof. Control over office administration services within the sub-directorate Production Workshops. Deliver a typing service to the regional production workshops and agriculture. Provide an organizational support function to the region. Complete and submit claims of personnel for sub-directorate Production Workshops.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/71</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE I: ADMINISTRATION SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience in handling / managing injuries/disease on duty. Knowledge of reporting Occupational injury and disease in large department with traceable experience. Knowledge of authorizing and capturing medical accounts. Must be computer literate (knowledge of BAS system will be an added advantage). Sound communication. Batho pele principles.
<b><u>DUTIES</u></b>	:	Liaise with Compensation Commissioner, National Treasury and external role players in connection with Occupational Injuries and disease claims. Handling of COID enquiries from Regional Commissioner, officials, ex officials, employee organization, legal representative and medical service providers. Check, record and report injuries and disease to the Department of Labour in terms of COID Act. Compile operational report on weekly and monthly basis. Check and capture medical accounts.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 46/72</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE I: ADMINISTRATIVE SECRETARY FINANCE AND INSPECTORATE (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kwazulu Natal Region (Regional Commissioner)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience, Knowledge of logistical, financial and personnel administration, Sound communication, Must be computer literate.
<b><u>DUTIES</u></b>	:	Update correspondence, Prepare technical documents. Arrange meetings. Manage documents. Manage diaries. Organize workshops, sessions, seminars.
<b><u>ENQUIRIES</u></b>	:	Mr N Langer/Y Rupram (033 355 7370): Kwazulu/Natal Region
<b><u>POST 46/73</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE I: CLERK RECRUITMENT</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Regional Commissioner's Office)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or qualification in Human Resource Management with relevant experience. Sound communication skills. Valid driver's licence. Must be computer literate.
<b><u>DUTIES</u></b>	:	Assist in the interview and selection. Assess suitable candidates against the requirements set out in job description. Schedule interviews with prospective candidates. Administer and manage information. Gather ad hoc information as required by the section. Prepare ad hoc documents on the request/direction of personnel from the section. Maintain confidentiality on personnel information on a need to know basis. Secure storage of memorandums. Exercise control over the inventory of the office. Present shortlisted candidates to selection panels. Organize dates and arrange with panel members. Organize and prepare venues. Control personnel information. Compile appointment memorandum. Compile short list memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Plan activities. Organize activities. Give overall guidance on HR matters to panel members.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/74</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE II: TERMINATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Mthatha )
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with extensive experience in administrative work. Sound communication skills, Must be computer literate.
<b><u>DUTIES</u></b>	:	Check service terminations documents to ensure validity. Request pension benefits by preparing withdrawal from fund form and ensure that all relevant documents are attached. Personal submission of termination documents to Head Office. Serve as client manager at the Region to deal with all pension related matters. Handle inter-departmental transfers to ensure correct pensionable services. Re-instate pensionable service in compliance with the outcome of the appeal/court order. Handle all applications for buy-back service. Provide advise to members/ex-member's dependants regarding GEPP benefits entitled to. Provide guidance to members/ex-members/their dependants on completion of documents. Interpret and explain policies and procedures to enhance quality. Attend general enquiries/queries i.e telephonic, personal visits and correspondence. Capture termination on computer. Ensure correct filing of documents. Proper record keeping. Organize office stationery. Ad hoc.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region
<b><u>POST 46/75</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE II: SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Regional Office, X3 Posts, (Development and care, Corrections) Western Cape Region (X2 Posts) (Pollsmoor Finance, Regional Office; Regional Head Corrections)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience as a secretary. Sound communication and inter-personal skills. Must be computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime. Must have telephone etiquette.
<b><u>DUTIES</u></b>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims for the Area Manager.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 46/76</u></b>	:	<b><u>CORRECTIONAL OFFICER GRADE II: CLERK RECRUITMENT</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Regional Commissioner's Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant experience or qualification in Human Resource Management, Sound communication skills, Valid driver's licence, Must be computer literate.
<b><u>DUTIES</u></b>	:	Assist in the interview and selection, Assess suitable candidates against the requirements set out in job description, Schedule interviews with prospective candidates. Administer and manage information. Gather ad hoc information as required by the section. Prepare ad hoc documents on the request/direction of personnel from the section. Maintain confidentiality on personnel information on a need to know basis. Secure storage of memorandums. Exercise control over

the inventory of the office. Present shortlisted candidates to selection panels. Organize dates and arrange with panel members. Organize and prepare venues. Control personnel information. Compile appointment memorandum. Compile short list memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Plan activities. Organize activities. Give Overall guidance on HR matters to panel members.

**ENQUIRIES** : Ms Sanders M (021 550 6059): Western Cape Region

**POST 46/77** : **CORRECTIONAL OFFICER GRADE II: FACILITATOR**  
National Head Office: Zonderwater College

**SALARY** : R94 326 per annum  
**CENTRE** : National Head Office)  
**REQUIREMENTS** : Grade 12 and relevant three year/diploma in training and development, Sound knowledge of assessment and moderation, Knowledge on the implementation of the learnership including finances, Must be computer literate.

**DUTIES** : Implement Basic Training Policy, Compile and implement Basic Training Syllabus. Evaluate training and provide feedback, program design and lesson planning. Facilitate the intake for Basic Training at entry level, facilitate the intake for Basic Training aligned to learnership on correctional science NQFA at entry levels, facilitate the rollout of orientation and induction, facilitate and coordinate the assessment, moderation and verification processes, train and develop learners.

**ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

**POST 46/78** : **CORRECTIONAL OFFICER GRADE II: SECRETARY**  
Directorate: Hr Administration and Utilization  
Directorate: Correctional Programmes  
Directorate: Policy and Procedure Coordination  
Directorate: Health Care Services  
Directorate: Financial Accounting  
Directorate: Supply Chain Management  
Directorate: Correctional Programming  
Directorate: Dc Personnel Development  
Directorate: Dc Equity and Recreation  
Directorate: Persal Management

**SALARY** : R94 326 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Grade 12 and relevant experience as a secretary. Sound communication and inter-personal skills. Must be computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point, Ability to work under pressure and willingness to work overtime, Must have telephone etiquette.

**DUTIES** : Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments, Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims for the Director.

**ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

## 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 46/79****DEPUTY DIRECTOR: ADMINISTRATION AND COMPLIANCE**

Defence Secretariat, Directorate Conventional Arms Control, Defence Headquarters

**SALARY**

: R407 745 per annum total package

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A recognised three-year degree is a precondition (NQF Level 6). Applicants must have operated at an Assistant Director level or equivalent position. Sufficient understanding of or exposure to the South African conventional arms control regime and general public service administration processes is essential. Special requirements (skills needed): Knowledge in Strategic Planning, Human Resource Management, Financial Management and Reporting. The person to be appointed should have the following general attributes: Be able to manage and guide a team of people. Be able to operate independently or with minimum guidance; Be competent in effective communication, negotiation and writing; Have analytical-, problem solving-, good planning, organisational-, administrative-, reporting- and good inter-personal relations skills. Must be able to obtain a Secret security clearance within a year.

**DUTIES**

: Manage the Strategic Planning process through the Strategic Business Plan. Provide the Accounting and Reporting Capability through Quarterly and Annual Reports. Render administration and support services with regard to Human Resources, Logistics and Finance. Manage the Registry system of the Directorate. Ensure the establishment of an internal audit function. Manage the Auditor-General's auditing of the Directorate and the NCACC. Deal with all audit queries and in terms of answers and corrective measures. Manage allocated personnel, finance and other resources to ensure maximum efficiency in the Directorate.

**ENQUIRIES**

: Mr S.D. Dladla, Tel: (012) 355 5216

**APPLICATIONS**

: Department of Defence, Directorate Conventional Arms Control, Private Bag X 910, Pretoria, 0001

**CLOSING DATE**

: 15 December 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 46/80****ASSISTANT DIRECTOR: SECRETARIAT SERVICES**

Defence Secretariat, Directorate Conventional Arms Control, Defence Headquarters

**SALARY**

: R174 243 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A recognised three-year degree is a precondition (NQF Level 6). Applicants must have operated at a Senior Administration Officer level or equivalent position. Sufficient understanding of or exposure to the South African conventional arms control regime and general public service administration



## DUTIES

## ENQUIRIES

## APPLICATIONS

**CLOSING DATE**

**CLOSING DATE**

## NATIONAL DEPARTMENT OF EDUCATION

**APPLICATIONS** : Please forward your application to the Director-General, Department of Education, Private Bag X895, Pretoria, 0001, Hand Deliveries: Sol Plaatje House, 123 Schoeman Street, Pretoria

## MANAGEMENT ECHELON

**POST 46/81** : **DIRECTOR**  
Branch: System Planning and Monitoring  
Directorate: Legislative Services

**SALARY** : All inclusive remuneration package of R557 133 per annum  
**REQUIREMENTS** : The Department of Education requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB degree, and who is admitted as an attorney or advocate, supported by at least 10 years working experience of which at least 5 years experience is in the legal field and with a minimum of 2-3 years managerial experience. Experience in Education Law will be a strong recommendation. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

**DUTIES** : The appointee will head the Directorate: Legislative Services and will be fully involved in drafting and monitor implementation of education legislation (Bills, Acts and Regulations pertaining to the DoE); co-ordinating; monitoring, evaluating and supporting the effective implementation in legislation in all provinces and supporting them to develop legislation and regulations at provincial level. Administer legislation of statutory bodies; rendering a legal interpretation and advisory service to the Department.

**ENQUIRIES** : Ms H Nyalungu, Tel: 012 312 5108  
**CLOSING DATE** : 3 December 2008 Applications received after the closing date or faxed application will be considered

**NOTE** : Interviewed candidates will be subject to a competency assessment.

## OTHER POSTS

**POST 46/82** : **ASSISTANT DIRECTOR**  
Branch: Further Education and Training  
Directorate: Youth Development

**SALARY** : R217 482 per annum  
**REQUIREMENTS** : Ideal candidates will be in possession of an appropriate recognised three or four-year education qualification with at least four years' relevant experience. Good writing, communication and analytical skills and attention to detail are essential, as are good information management skills. He/she must have well-developed quantitative skills, be computer literate with skills and knowledge of Microsoft applications (Excel, Word and PowerPoint) and have the ability to manipulate spreadsheets, databases and statistical packages. An understanding of youth sector and FET College sector will be an added advantage.

**DUTIES** : The successful candidate will be required to: Monitor and maintain a database of youth organisations and other partners Liase between the Department line function managers, Provincial structures, FET Colleges, youth organisations and other role players Co-ordinate, monitor and report on youth participation in national policy developments Provide administrative support to the Directorate Compile lists and create databases and reports for use in the Directorate Handling of correspondence and submissions Source, summarise and integrate information in a clear, user-friendly style from different documents Plan and organise logistical and other inputs for events and meetings.

**ENQUIRIES** : Ms. H Nyalungu, Tel: 012 312 5108  
**CLOSING DATE** : 3 December 2008 Applications received after the closing date or faxed application will be considered

**NOTE** : Short-listed candidates will be required to undertake a computer competency test prior to the interview.

**POST 46/83** : **ASSISTANT DIRECTOR: ITEM DEVELOPMENT**  
Directorate: FET Examination and Assessment (Abet)

**SALARY** : R217 482 per annum  
**REQUIREMENTS** : The minimum requirements for this post is an appropriate, recognised three- or four-year Higher Education qualifications(or equivalent), which must include

appropriate training as a teacher and 7 years' actual or appropriate experience. Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership and work together in a diverse team under pressure is very important. Extensive knowledge of and insight into policy and legislation in terms of the GET band, the NQF and current assessment practices in Public Adult learning Centres (PALCs) in the RSA are further requirements and good communication and interpersonal skills and leadership qualities are essential. Appropriate experience in policy making processes and computer literacy.

**DUTIES** : The incumbent will provide professional support to the Chief Directorate: National Examinations, Assessment and Measurement as well as promote the integrity of ABET assessment in PALCs. Further duties include: Developing and maintaining policy for External Examinations and Site-Based Assessment (SBA/Continuous Assessment (CASS), Reporting and advising the Chief Directorate and Inter-Provincial Examinations Committee (IPEC) on External Assessment and Site-Based Assessment(SBA) matters, Initiating, undertaking and participating in assessment research, analysing and reporting on findings of the research, Handling official correspondence, submissions and parliamentary enquiries.

**ENQUIRIES** : Ms. H Nyalungu, Tel: 012 312 5108

**CLOSING DATE** : 3 December 2008 Applications received after the closing date or faxed application will be considered

**POST 46/84** : **ASSISTANT DIRECTOR: LANGUAGE EDITOR (2 POSTS)**  
 Directorate: FET Examination and Assessment (Schools) (1 Post)  
 Directorate: FET Examination and Assessment (Colleges and Abet) (1 Post)

**SALARY** : R217 482 per annum

**REQUIREMENTS** : The Chief Directorate; National Examinations, Assessment and Measurement is responsible for public examinations in the Further Education and Training Band. These include the National Senior Certificate (NSC), Senior Certificate (SC) as well as FET College examinations. For this position, the prospective incumbent must possess an appropriate three year higher education qualification (REQV13), which must include training as a teacher and at least 5 years editing and translation experience. The candidate should be proficient in English and Afrikaans, preferably having completed either of these subjects at the third-year level.

**DUTIES** : Extensive knowledge of linguistic and language practices, in particular language editing, proof-reading and translation as well as competence in word processing programmes is a pre-requisite. A qualification in editing and/or translation will serve as a strong recommendation. Applicants must be adaptable, disciplined, self confident, have good communication and interpersonal skills and be able to work in a team and under pressure. The successful candidate will be responsible for the following duties: Editing and translation of question papers for the Senior Certificate, National Senior Certificate or FET College (Report 190/191 and National Certificate (Vocational) Proofreading and quality control of question papers. Editing policy documents and other correspondence relating to education, Provide general language support to the Chief Directorate responsible for examinations. The successful candidates will be required to sign a declaration of secrecy and will be subjected to a security clearance.

**ENQUIRIES** : Ms. H Nyalungu, Tel: 012 312 5108

**CLOSING DATE** : 3 December 2008 Applications received after the closing date or faxed application will be considered

**POST 46/85** : **SENIOR ADMINISTRATIVE OFFICER**  
 Directorate: Physical Resources Planning  
 The Directorate: Physical Resource Planning is responsible for inter alia, overseeing the development, implementation, coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the education system. The directorate is seeking an efficient, effective, self confident team player with strong analytical and system thinking skills, high level proficiency in verbal and written communication and report writing and with an ability to collate and analyze data. He / She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

**SALARY** : R145 920 per annum

**REQUIREMENTS** : Applicants must be in a possession of a 3 year Bachelor's degree or equivalent qualification with 2 years appropriate experience in administration. Knowledge and experience in the field of physical infrastructure planning, financing, monitoring or provisioning will be an advantage. The post requires good communication skills.

**DUTIES** : To coordinate and provide administration and secretarial support to the HEDCOM Sub-Committee on Infrastructure. Provide administrative support to the directorate; Support and participate in processes relating to policy design, review and development; Managing and ordering of equipment and stationery;

		Managing the maintenance and upgrading of equipment; Monitor the budget of the directorate; Manage the filing system in the directorate; Prepare reports; Check diverse documents for completion and correctness; Undertake various assigned projects in the directorate
<b><u>ENQUIRIES</u></b>	:	Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	:	4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>POST 46/86</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: NATIONAL STRATEGY FOR LEARNER ATTAINMENT (NSLA)</u></b> Branch: Further Education and Training Directorate: FET Examinations and Assessment (Schools)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>REQUIREMENTS</u></b>	:	Applications are invited from persons who are in possession of an appropriate recognized three year Diploma/Bachelor's degree in Education or equivalent qualification which must include training as a teacher and teaching experience of at least 5 years in a FET College or School. Applicants must be able to work long hours in a pressurized environment, have a good understanding of administrative systems applicable to the Public Service with at least four years' administrative experience. The ideal candidate must have strong communication and administrative skills and a high level of computer competency with knowledge of computer programmes. Experience in minute taking, advanced writing skills, coordination and database management are essential. A teaching qualification will be added advantage
<b><u>DUTIES</u></b>	:	The successful candidate will be required to: Provide administrative and operational support for the Sub-directorate; Develop and maintain a sound filing and record keeping system; Organise, coordinate and record all meetings of the Sub-directorate; Ensure effective communication with provincial coordinators; Manage all incoming and outgoing correspondence; Compile weekly and monthly reports; Write submissions; create a data base for provincial information; Supervise, control and work with staff; Arrange workshops and transport for officials and manage S&T and other claims; manage events. This will also include: Co-ordination and support relating to National Strategy for Learner Attainment in FET Colleges Conducting of research relating to learner performance Collecting and analysing data relating to College performance Reporting on the impact of the NSLA Handling official correspondence, submissions and report writing.
<b><u>ENQUIRIES</u></b>	:	Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	:	4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>NOTE</u></b>	:	The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>POST 46/87</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER</u></b> Directorate: FET Examinations and Assessment (Colleges and Abet)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a three year Diploma/Bachelor degree or equivalent qualification plus 2 years relevant working experience, must be computer literate, adaptable, disciplined, self-confident, and able to work independently, manage people and work in a diverse team. Applicant should have a good understanding of administrative systems applicable to the Examinations and Public Service. Good analytical, problem solving and organization skills are necessary. Knowledge of the certification processes and applicable government IT systems are prerequisites. Attending to public inquiry/queries regarding certificates, compiling monthly, quarterly and annual reports, liaising with the provinces and certification bodies, promoting efficient use of resources.
<b><u>DUTIES</u></b>	:	The successful applicant will be expected to arrange workshops and transport for officials and processing of travel and subsistence and other claims; ensure effective communication with examiners and moderator; liaise with provincial Departments of Education/FET Colleges during examinations regarding the marking memorandums and other examination matters; ensure proper record-keeping; arranging and organizing meetings, order and control of stationery. The incumbent is also expected to work long hours when necessary. The incumbent will be required to have good report writing skills, prepare reports, takes minutes and have proven managerial and leadership experience. He/she must be computer literate in basic programmes like MS Word, Excel, Access and Power Point, and will be expected to create and maintain a proper document management system. Research skills, experience in policy-making process and computer literacy will be an added advantage.
<b><u>ENQUIRIES</u></b>	:	Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	:	4 December 2008 Applications received after the closing date or faxed application will be considered

<b><u>NOTE</u></b>	:	The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>POST 46/88</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER</u></b> The Chief Directorate; National Examinations Assessment and Measurement is responsible for public examinations in the Further Education and Training Band. These include the National Senior Certificate (NSC), Senior Certificate as well as FET Colleges examinations.
<b><u>SALARY REQUIREMENTS</u></b>	:	R145 920 per annum Applicants must be in possession of a three year Diploma/Bachelor degree or equivalent qualification plus 2 years relevant work experience. Good understanding of administrative systems applicable to the Public Service, good analytical and problem solving skills, ability to work independently and under pressure, are prerequisites. In addition, the candidate should have knowledge of the Senior Certificate, the National Senior Certificate, FET Colleges and other policies of the Department of Education relating to Public Examinations.
<b><u>DUTIES</u></b>	:	The incumbent would be expected to develop and manage an effective and efficient administrative system for the development of National question papers. This includes: taking responsibility for all the logistical arrangements relating to the hosting of the panels of examiners at the Department of Education; security of question papers, ordering and payment for goods and services, payments to examiners and moderators, establishing a document management system, and reporting on a regular basis. Also recommended for the post are good communication skills to ensure effective communication with examiners and moderators, Computer Literacy skills, and availability to work after hours.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038 4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>NOTE</u></b>	:	The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>POST 46/89</u></b>	:	<b><u>PRINCIPAL TYPIST GRADE II (2 POSTS)</u></b> Directorate: FET Examinations and Assessment (Schools) (1 Post) Directorate: FET Examinations and Assessment (Colleges and Abet) (1 Post)
<b><u>SALARY REQUIREMENTS</u></b>	:	R94 326 per annum Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10) with Typing or Computer as a passed subject or any Typing/Secretarial qualification/training, which will enable the successful candidates to perform the duties attached to the post plus 5 years relevant working experience. Appropriate experience, computer literacy with a working understanding of MS Word, MS Excel, XP Professional, Ms Access and MS Power Point are requirements. The successful candidates will be required to sign a declaration of secrecy and will be subjected to a security clearance. Applicants should have: Good interpersonal, communication and organising skills Typing skills: short-listed candidates will be required to undergo a typing test Minimum typing speed required for these posts is 40 w.p.m. Ability to process data at high level of accuracy and detailed-data capturing are also requirements Ability to work under pressure with minimum supervision Ability to meet deadlines
<b><u>DUTIES</u></b>	:	Data capturing, typing examination question papers, statements of results, declarations, certificates, diplomas and other documents as required The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038 4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>POST 46/90</u></b>	:	<b><u>SENIOR SECRETARY GRADE II</u></b> Branch: System Planning and Monitoring Directorate: Economic Analysis
<b><u>SALARY REQUIREMENTS</u></b>	:	R76 194 per annum The minimum requirement for this post is a senior certificate or equivalent qualification. A secretarial diploma/certificate will serve as a strong recommendation. Experience as secretary is an essential requirement. Good communication, writing, typing and computer skills which include working knowledge of Ms Word, Excel and Outlook are further essential requirements. The ideal candidate should be a self-starter, have good communication skills and interpersonal relations to deal with people from a wide range of backgrounds and persuasions with good organisational skills.
<b><u>DUTIES</u></b>	:	Successful candidates will be expected to provide secretarial and personal assistant services to the Economic Analysis Director. In particular the candidate is expected to manage the administrative tasks in the office of the Director such as typing, managing correspondence, document tracking, filing, managing

	visitors, arranging meetings, managing travel arrangements and the director's diary, ordering office requisites (i.e. giving Directorate's logistical and procurement support) and maintaining office assets.
<b><u>ENQUIRIES</u></b>	: Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathège, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	: 4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>NOTE</u></b>	: Short-listed candidates will be required to undertake a computer test prior to the interview.
<b><u>POST 46/91</u></b>	: <b><u>SENIOR ADMINISTRATION CLERK GRADE II (2 POSTS)</u></b> Directorate: Examination Administration Support and It System Administration (1 Post) Directorate: FET Examinations and Assessment (Colleges and Abet) (1 Post)
<b><u>SALARY</u></b>	: R76 194 per annum
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10) or equivalent qualification and must be computer literate, have good verbal and written communication skills, interpersonal relations, time management and administration skills. The incumbent must be willing to perform manual work, load and offload trucks, work in the stores, and must be hardworking, dedicated and trustworthy. Applicants should also have good Interpersonal and organising skills.
<b><u>DUTIES</u></b>	: The appointee will execute a variety of administrative tasks, including filing, photocopying, compiling submissions, keeping records of suppliers' details and records. Other duties will include franking of mail, compiling statistics, handling of claims, processing invoices, processing requisitions and issuing of stock, furniture and equipment. For Examinations Administration Support and IT Systems experience in an IT, Provisioning or Finance environment will be an advantage. or Examinations and Assessment (Colleges and ABET) experience in an FET College Examinations environment will be an added advantage.
<b><u>ENQUIRIES</u></b>	: Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathège, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	: 4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>NOTE</u></b>	: The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>POST 46/92</u></b>	: <b><u>SENIOR SECRETARY GRADE II (2 POSTS)</u></b> Directorate: Examinations Administration Support and IT (1 Post) Directorate: Examinations and Assessment (Colleges and Abet) (1 Post)
<b><u>SALARY</u></b>	: R76 194 per annum
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10). The following will serve as recommendations: A secretarial diploma, good communication skills, and secretarial experience. All applicants who are interviewed will be expected to undergo a typing and computer skills test.
<b><u>DUTIES</u></b>	: The successful candidate's duties will include: Making and receiving telephone calls, arranging engagements/ meetings, booking venues for meetings and arranging refreshments, taking notes/minutes, typing, managing the Director's dairy, making arrangements for journeys and accommodation, submitting claims for travel expenditure, receiving visitors, managing filing, making photocopies, managing stationery, performing miscellaneous tasks. Applicants should have: Good interpersonal, communication and organisational skills Typing skills are also essential for this post therefore short-listed candidates will be required to undergo a typing test Minimum typing speed required for these posts is 40 w.p.m. Ability to process data at a high level of accuracy and detailed-data capturing is also a requirement Ability to work under pressure with minimum supervision Meeting deadlines
<b><u>ENQUIRIES</u></b>	: Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathège, Tel: 012 312 5038
<b><u>CLOSING DATE</u></b>	: 4 December 2008 Applications received after the closing date or faxed application will be considered
<b><u>NOTE</u></b>	: The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.
<b><u>POST 46/93</u></b>	: <b><u>DATA TYPIST GRADE II</u></b>
<b><u>SALARY</u></b>	: R54 879 per annum
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10) with Typing or Computer as a passed subject or any typing/secretarial qualification/training, which will enable the successful candidates to perform the duties attached to the post. Appropriate experience, computer literacy with a working understanding of MS Word, MS Excel and MS PowerPoint, Ms Access, interpersonal, organizational and communication skills are additional requirements. The successful candidates' duties will include the capturing of entries, term/ semester/ year marks, theory marks and typing of general correspondence and question papers when required. Experience in data

capturing will be a recommendation. The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance. Applicants should have: Good interpersonal, communication and organisational skills Typing skills are also essential for this post therefore short-listed candidates will be required to undergo a typing test Minimum typing speed required for these posts is 40 w.p.m. Ability to process data at high level of accuracy and detailed-data capturing is also a requirement Ability to work under pressure with minimum supervision Ability to meet deadlines

**DUTIES** : Data capturing, typing examination question papers, statements of results, declarations, certificates, diplomas and other documents as required

**ENQUIRIES** : Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038

**CLOSING DATE** : 4 December 2008 Applications received after the closing date or faxed application will be considered

**NOTE** : The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.

**POST 46/94** : **PROVISIONING ADMINISTRATION CLERK GRADE II**  
Branch: Chief Financial Officer  
Directorate: Logistical Services

**SALARY** : R54 879 per annum

**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent qualification with at least 2 years experience in Government Provisioning Administration system and general administration with knowledge of Iqual database system. The candidate must be able to work under pressure and is expected to have excellent verbal and written communication skills.

**DUTIES** : Responsible to request quotations on a daily basis through Iqual database system. Capture orders on LOGIS system and update supplier details on LOGIS and Iqual database system. Advise suppliers regarding registration on the database. Recording, faxing, copying and filing of documentation. Report generation, this will include provision of reports to the Supervisor on the status of Orders and BEE. Capturing of orders for reporting purposes and keeps record of all orders submitted to Transit for 0-9 filing system.

**ENQUIRIES** : Ms. M Thubane, Tel: 012 312 5393 OR Ms N Sathege, Tel: 012 312 5038

**POST 46/95** : **FOOD SERVICE AID LADY (2 POSTS)**  
1 Year Contract Posts  
Directorate: Logistical Services  
Sub-Directorate: Administration Support and Maintenance Services

**SALARY** : R47 787 per annum

**REQUIREMENTS** : The incumbent need to at least be able to read and write and should have some form of ABET qualifications. Need to be able to communicate in at least 2 official languages (of which one should be English).

**DUTIES** : It will be expected of the incumbent to do the following: Washing of cups and crockery; Keep kettles and urns clean and filled with fresh water; Prepare and serve tea and refreshments for meetings; Keep tea rooms hygienically clean; Keep kitchens hygienically clean; Cleaning of fridges and microwaves on a regular basis;

**CLOSING DATE** : 4 December 2008 Applications received after the closing date or faxed application will be considered

**POST 46/96** : **OPERATOR**

**SALARY** : R47 787 per annum

**REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10) or equivalent qualification and must be able to work under pressure. Extensive experience as an operator will be a definite advantage. Applicants must also have good verbal and written communication skills.

**DUTIES** : The appointee will execute a variety of tasks including operating printing machines, maintenance of the printing machine, loading paper and off-loading the machines, pushing trolleys, moving equipment within offices/building and other manual work. He/she will be required to do manual work and be prepared to work shifts / overtime when required. As the Directorate is a high security environment, the appointee must be trustworthy and reliable.

**CLOSING DATE** : 4 December 2008 Applications received after the closing date or faxed application will be considered

**NOTE** : The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance.

## 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 posts and candidates whose appointment / promotion / transfer will promote representivity will receive preference.*

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV, certified copies of SA ID/ passport and qualifications in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

**POST 46/97** : **DEPUTY DIRECTOR: GOVERNMENT SUPPORT (AP182/2008)**

**SALARY** : R407 745 per annum (All inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelors Degree or an equivalent qualification in environmental or social sciences. Extensive experience in the field of Pollution and Waste Management. He / She must have a working knowledge of environmental matters relating to pollution and waste management. Sound understanding of the legislative framework governing pollution and waste management, as well as experience in developing and/or implementing capacity building programmes. A solid background in Project Management will be an added advantage. Technical Skills Required: Negotiation skills, networking skills, Communication skills (written and verbal). Ability to work to interact at all levels with internal and external stakeholders.

**DUTIES** : Provide support to provincial and local government on waste management planning. Provide support to the implementation of capacity building programmes at provincial and local government. Develop strategies and plans for addressing waste services backlogs. Ensure the provision of basic waste services for unserved households by local government. Ensure sufficient suitably capacitated staff at local and provincial government to implement pollution and waste management. Encourage waste reduction and resource recovery initiatives by municipalities. Facilitate information exchange between provinces/local government and industry. Promote green procurement in government. Actively participate in interdepartmental and intergovernmental forums and initiatives to promote the sound management of pollution and waste. Monitor and evaluate the impact of government support initiatives. Manage projects within the sub-directorates. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems in order to meet performance goals. Provide support to cooperative governance structures and processes.

**ENQUIRIES** : Mr Rantsadi Moatshe Telephone (012) 310 3648

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

**FOR ATTENTION** : Ms Patience Diphaha

**CLOSING DATE** : 24 November 2008

**POST 46/98** : **DEPUTY DIRECTOR: CONSERVATION MANAGEMENT (AP172/2008)**

**SALARY** : R407 745 per annum (All inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelors degree in Natural Sciences or an equivalent relevant qualification. Post graduate qualification in conservation biology, species management and environmental legislation will be an added advantage. Experience in biodiversity management, computer skills including database management and experience in international engagement with relevant multilateral environmental agreements will be an advantage. Knowledge and experience in the field of biodiversity conservation and management. Knowledge of and experience in writing and implementing legislation and policies. Financial and staff management in the public sector. Engagement with stakeholders in national and international fora dealing with species management. A valid driver's license.

**DUTIES** : Responsible for managing staff and providing scientific and professional support to the Director. Management of projects, tasks and processes relevant to biodiversity conservation. Administration and management of the Sub directorate. Coordinate technical support of relevant international conventions, agreements, or protocols specifically related to the line function responsibilities of the Sub directorate. Provide specialist scientific and technical support in the



development of national policies; national legislation; national strategies; national programmes and of other relevant national norms and standards on the management for biodiversity conservation. Provide sound scientific and technical advice to stakeholders outside the Public Service on national policies; national legislation; national strategies; national programmes; and other relevant national norms and standards on species conservation and management. Integrate and implement the national obligations relating to biodiversity conservation of relevant international conventions; agreements; treaties and protocols. Liaise with relevant stakeholders; and promote national policies and interests in relevant domestic and international fora.

**ENQUIRIES** : Ms Wilma Lutsch Telephone (012) 310 3694  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001  
**FOR ATTENTION** : Ms Patience Diphaha  
**CLOSING DATE** : 24 November 2008

**POST 46/99** : **DEPUTY DIRECTOR: COMPLIANCE INSPECTIONS (AP174/2008)**

**SALARY** : R407 745 per annum (All inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelors degree in Natural Sciences, Chemical engineering or an equivalent relevant qualification. Appropriate experience in environmental compliance inspections or in a similar environment. Extensive experience in Environmental inspection procedures and methodologies (preferably an Environmental Management Inspector), pollution and waste inspection procedures, and thorough knowledge of conducting compliance inspection in complex industrial processes. Excellent written and verbal communication skills, particularly compilation of inspection reports. Ability to interact with and provide assistance to a wide range of stakeholders. Strategic, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently under pressure. A meticulous approach and inclination to pay attention to detail. Ability to work independently or in a team.

**DUTIES** : Development and implementation of procedural systems and inspection guidelines within the sub-directorate to facilitate efficient and effective delivery of all sub-directorate outputs required to meet the required performance of the sub-directorate. Development of a program for inspections of prioritized industrial processes, waste streams, emergency incidents and atmospheric emissions. Planning and conducting environmental compliance inspections. Review and produce compliance reports. Report on the compliance status of the regulated sector, make recommendations for compliance orders and refer serious cases to the enforcement unit for further investigations and prosecution. Providing support to provincial and local government compliance monitoring and inspections structures with a view to ensure government's efficient and effective compliance inspections.

**ENQUIRIES** : Mr Sabelo Malaza Telephone (012) 310 3397  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001  
**FOR ATTENTION** : Ms Patience Diphaha  
**CLOSING DATE** : 24 November 2008

**POST 46/100** : **DEPUTY DIRECTOR: WASTE INFORMATION (AP178/2008)**

**SALARY** : R407 745 per annum (All inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelors degree or an equivalent qualification in environmental or information management sciences. Experience in management and working knowledge of environmental matters relating to pollution and waste management. S/he must have sound understanding of the legislative framework governing pollution and waste management as well as experience in information technology or knowledge management. Skills required: Negotiation skills, networking skills, good interpersonal relations, conflict management, communication skills (written and verbal), Project management, ability to work independently and efficiently under pressure and ability to work to interact at all levels with internal and external stakeholders. A valid driver's licence.

**DUTIES** : To develop, implement and maintain an information system for pollution and waste. To draw up guidelines and protocols for the use of the pollution and waste information system. To collect, maintain and manage information on pollution and waste. To compile and maintain a register of all waste facilities. To ensure that all facilities on the register regularly report to the waste information system. To provide support to provinces, municipalities and waste facilities on collecting, collating and reporting data for the waste information system. To disseminate information from the waste information system. To generate waste information reports for reporting on the state of the environment. To investigate mechanisms to align the waste information system with other departmental information

systems. To develop a web – based information portal for pollution and waste. To promote virtual information networks among key stakeholders in the waste sector. To participate in departmental and government forums on information management. To facilitate public access to information on pollution and waste management. To manage projects within the sub-directorate. To manage stakeholder relationships. To establish and maintain internal controls and reporting systems in order to meet performance goals. To provide support to cooperative governance structures and processes. To promote interdepartmental coordination on information management. To provide support to key stakeholders on waste information.

**ENQUIRIES** : Mr Obed Baloyi Telephone (012) 310 3833  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001  
**FOR ATTENTION** : Ms Patience Diphaha  
**CLOSING DATE** : 24 November 2008

**POST 46/101** : **ASSISTANT DIRECTOR: WASTE RESEARCH AND PLANNING (AP180/2008)**

**SALARY** : R217 482 per annum (Total inclusive package of R295 978 p.a. - conditions apply)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor Degree or an equivalent qualification in natural, engineering or environmental sciences. Experience in management and a working knowledge of environmental matters relating to pollution and waste management. S/he must have a sound understanding of the legislative framework governing pollution and waste management, as well as experience in the research and planning. A solid background in project management will be an added advantage. Good interpersonal skills, communication skills (written and verbal) and ability to work independently and efficiently under pressure.

**DUTIES** : To promote appropriate basic and applied research on pollution and waste management to support policy development and decision-making. To encourage the dissemination of research results on pollution and waste management. To investigate research support for addressing specific pollution and waste management challenges. To develop a database of local and international waste research resources. To develop or access networks of appropriate research institution in South Africa. To ensure that provinces develop and submit integrated waste management plans. To ensure that industries submit integrated waste management plans for industrial waste. To undertake, coordinate and oversee planning for the waste sector. To monitor and evaluate planning frameworks across all spheres of government in relation to pollution and waste management. To participate in departmental and government planning forums.

**ENQUIRIES** : Mr Obed Baloyi Tel: (012) 310 3833  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001

**FOR ATTENTION** : Ms Patience Diphaha  
**CLOSING DATE** : 01 December 2008  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 46/102** : **ASSISTANT DIRECTOR: INDUSTRY SUPPORT (AP184/2008)**

**SALARY** : R217 482 per annum (Total package of 295 978 per annum/ Conditions apply)



**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree or an equivalent qualification in environmental or engineering sciences. Appropriate experience in the field of Pollution and Waste Management, She/He must have an understanding of the policy and legislative framework governing pollution and waste management. Experience of working with or industry and/or project management will be an added advantage. Skills required: Negotiation skills, and to work independently and efficiently under pressure.

**DUTIES** : To support Industry on waste management planning, To promote information and awareness on the techniques, opportunities and benefits of cleaner production. To support the development of mechanisms for investigating and promoting cleaner technologies, To minimizing waste and pollution at source, To support the implantation of demonstration projects on cleaner production. To support the implementation of capacity building programmes for SMME's for improved environmental performance. To facilitate information exchange between provinces/ local government and industry, To promote green procurement by industry. To participate in governmental-industry forums and initiatives to promote the sound management of pollution and waste. To assess the impact of industry support initiatives.

**ENQUIRIES** : Mr Rantsadi Moatshe (012) 310 3648  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001

**FOR ATTENTION** : Ms Patience Diphaha

<b><u>CLOSING DATE</u></b>	:	24 November 2008
<b><u>POST 46/103</u></b>	:	<b><u>ASSISTANT DIRECTOR: GOVERNMENT SUPPORT (AP186/2008)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (Total package of 295 978 per annum/ Conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree or an equivalent qualification in environmental or social sciences. Appropriate experience in the field of Pollution and Waste Management. He / She must have a working knowledge of environmental matters relating to pollution and waste management. Sound understanding of the legislative framework governing pollution and waste management, as well as experience in developing and/or implementing capacity building programmes. A solid background in Project Management will be an added advantage. Technical Skills Required: Negotiation skills, networking skills, Communication skills (written and verbal). Ability to work to interact at all levels with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Provide support to provincial and local government on waste management planning. Provide support to the implementation of capacity building programmes at provincial and local government. Develop strategies and plans for addressing waste services backlogs. Ensure the provision of basic waste services for unserved households by local government. Ensure sufficient suitably capacitated staff at local and provincial government to implement pollution and waste management. Encourage waste reduction and resource recovery initiatives by municipalities. Facilitate information exchange between provinces/local government and industry. Promote green procurement in government. Actively participate in interdepartmental and intergovernmental forums and initiatives to promote the sound management of pollution and waste. Monitor and evaluate the impact of government support initiatives. Manage projects within the sub-directorates. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems in order to meet performance goals. Provide support to cooperative governance structures and processes.
<b><u>ENQUIRIES</u></b>	:	Mr Rantsadi Moatshe (012) 310 3648
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms Patience Diphaha
<b><u>CLOSING DATE</u></b>	:	24 November 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>POST 46/104</u></b>	:	<b><u>MARINE SCIENTIST II: STOCK ASSESSMENT (MCM 539/2008)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Cape Town (MCM)
<b><u>REQUIREMENTS</u></b>	:	MSc. in Mathematics, Applied Mathematics or Statistics; relevant experience in stock assessment techniques and models; familiarity with software application for word processing, spreadsheets, presentations, and/ or the storage and statistical analysis of data; ability to formulate and write scientific reports; possession of good verbal and written communication skills to ensure effective presentation of research results; good interpersonal skills and ability to work effectively individually and in a team; ability and willingness to undertake sea-going duties onboard research vessels for scientific surveys when the need arises; valid unendorsed drivers' license or possession of a learner's license. (Ability to go to sea will be subject to the South African Maritime Safety authority medical examination, which is required by law).
<b><u>DUTIES</u></b>	:	Provision of scientific advice to working groups and fishery managers; research and investigate the spatial trends in distribution and biomass of key marine living resources; research and examine the size dependant distribution of key marine living resources; monitor for major errors in data captured and computer programs and logbooks, pre-processing of data for use in stock assessment models; application of existing stock assessment models and/or operational management procedures to assess the status of renewable marine living resources; assist in the writing of working group documents; presentation of results from current or developing stock assessment models to scientific working groups; Interact with resource users and decision makers to understand their needs; provide advice on the development and maintenance of databases; national, regional and international liaison
<b><u>ENQUIRIES</u></b>	:	Mr. A.J. Matshili (Tel) 021 402 3105 or Mrs J. L. Nomxego (Tel) 021 402 3118
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> Floor, HR Registry
<b><u>CLOSING DATE</u></b>	:	24 November 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

<b><u>POST 46/105</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENVIRONMENTAL ASSESSMENTS: MARINE</u></b> <b><u>AQUACULTURE REF NO: MCM 54/2008</u></b>
		
<b><u>SALARY</u></b>	:	R217 482 per annum (All inclusive package of R295 978 per annum)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Possession of a Natural Science Degree or Management Sciences • Knowledge of Aquaculture sector and related practical experience • Knowledge of coastal management processes and principles • Knowledge and understanding of environmental management principles, impact assessments and relevant legislation. • Good communication skills (both verbal and written) • project management, conflict management, financial management, negotiation skills • The candidate should be proactive and be able to supervise subordinates.
<b><u>DUTIES</u></b>	:	Monitor and advise developments on Environmental Interactions issues such as; assimilation capacity, site evaluations, impacts and assessments, eutrophication, harmful alga blooms etc) • Oversee the management and monitoring of biodiversity issues that includes stocking and enhancement, alien species, escapes and aquaculture of endangered species • Environmental Management and Monitoring programme • Shellfish processing and monitoring implementation • Monitoring of fish processing efficiency and environmental impact thereof • Development of Strategic Impact Assessments within marine aquaculture zones • Advise the Department and stakeholders on existing and any new environmental legislation and ensure that the Department participates on development of such legislation • Development and implementation of environmental norms and standards • Financial management • Oversee the development and implementation of the traceability project for aquaculture products • Management and supervision of staff
<b><u>ENQUIRIES</u></b>	:	Ms Mashebane Thosago Tel – 021 402 3438
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> floor Registry: Integrated Human Resource Management
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
<b><u>POST 46/106</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL COORDINATION: MARINE</u></b> <b><u>AQUACULTURE REF NO: MCM 56/2008</u></b>
		
<b><u>SALARY</u></b>	:	R217 482 per annum (All inclusive package of R295 978 per annum)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Possession of a Law or Public Administration or Management Science Degree • Relevant experience • Knowledge of Aquaculture sector • Knowledge of environmental legislation application and development • Knowledge of policy development and implementation • Understanding of coastal management processes and principles • Understanding of coastal livelihoods and socio-economic development • Good communication skills (both verbal and written) • project management, conflict management, financial management, negotiation skills • The candidate should be proactive and supervise subordinates.
<b><u>DUTIES</u></b>	:	Coordination of all intergovernmental advisory forum functions and activities • Oversee the functioning of the MAWG and industry liaison meetings • Oversee the policy, legislation (MLRA) and regulations administration that include granting of rights, issuing of permits (rights import, exports, transports, FPE etc) • Oversee the development of permit conditions and the monitoring thereof • Continuous monitoring of the policy and legislation implementation • Oversee the internal capacity building and skills development of staff • Negotiate partnerships with keep stakeholders (universities, specialists, research institutions, industry, NGOs etc) and ensure that agreements are formalized • Identify workshops conferences, training opportunities and other opportunities for department to participate both nationally and internationally • General correspondence that includes; ministerials, external correspondence, submissions etc • Financial management • Management and supervision of staff
<b><u>ENQUIRIES</u></b>	:	Ms Mashebane Thosago Tel – 021 402 3438
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> floor Registry: Integrated Human Resource Management
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management

candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.

<b><u>POST 46/107</u></b>	:	<b><u>MARINE SCIENTIST II: DEMERSAL (MCM 537/2008)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Cape Town (MCM)
<b><u>REQUIREMENTS</u></b>	:	MSc in Marine Sciences plus relevant experience in a marine research environment; proven ability to communicate research findings; at least one publication as main or co-author in any scientific journal; ability to supervise junior personnel; in depth knowledge of ecology and biology of Demersal fishery species; general knowledge of offshore marine resources; understanding of the methods and processes of research surveys that are currently undertaken by Marine Research scientists; ability to function individually and in a team; basic Project management skills; understanding of ecosystem approach to fisheries; good verbal and written communication as well as conflict resolution skills; computer literacy; valid unendorsed drivers' license; ability and willingness to work at sea (Ability to go to sea will be subject to the South African Maritime Safety authority medical examination, which is required by law). Knowledge of histology will be an added advantage.
<b><u>DUTIES</u></b>	:	Participate in Demersal Research cruises; Provision of scientific advice in monitoring and research activities; Provision of scientific advice to working groups and fisheries managers; Research and investigate spatial trends in distribution and biomass' of key demersal species including the size dependant distribution etc. Monitor for major errors in data captured and computer programs as well as logbooks. Transfer of skills and mentoring of internal junior research and technical staff. Limited supervision of students. National, regional and international liaison. Collection, processing and statistical analysis of fishery related, biological and environmental data. Manage the maintenance of databases by supervising input of data, analysis and generation of required scientific reports.
<b><u>ENQUIRIES</u></b>	:	Mr AJ Matshili (Tel) 021 402 3105 or Ms LJ Nomxego (Tel) 021 402 3556
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.
<b><u>FOR ATTENTION</u></b>	:	HR Registry, 6 <sup>th</sup> floor
<b><u>CLOSING DATE</u></b>	:	24 November 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>POST 45/108</u></b>	:	<b><u>PRINCIPAL ENVIRONMENTAL OFFICER: ATMOSPHERIC QUALITY PUBLICATIONS (AP176/2008)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (Total Package R 243 515 per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in the field of Environmental Management, Graphic design or equivalent relevant qualification. Relevant experience in desk-top publication, informal education or outreach initiatives. Good interpersonal, communication, decision-making and organising skills and be fully computer literate with knowledge of MS Excel, MS Power-point, MS Word, Group Wise, DTP software and Internet. Good administration and project management skills. Writing, graphic skills, the ability to translate ideas into graphics, the ability to translate complex concepts into accessible information and the ability to manage consultants and publication service providers are also essential to this post. An understanding of the Public Service Systems and procedures and have the ability to work without supervision and in a multi-skilled team.
<b><u>DUTIES</u></b>	:	The identification, development, design, publication and maintenance of the department's atmospheric quality management publications and outreach materials. Cooperation and coordination with the Chief Directorate: Communications; The coordination of the development and design of new publications together with the affected technical staff; The compilation of tender documentation for contracts in respect of, among others, publication development, printing, publishing and launch events; Maintaining the department's stock and display of a atmospheric quality management publications; Responding to public requests for atmospheric quality information; Maintaining the South African Air Quality Information System (SAAQIS) website; Maintaining the chief directorate web pages; and developing and maintaining an up to date publications list.
<b><u>ENQUIRIES</u></b>	:	Ms Agnes Phahlane Telephone (012) 310 3730
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms Patience Diphaha
<b><u>CLOSING DATE</u></b>	:	24 November 2008

<b><u>POST 46/109</u></b>	:	<b><u>PRINCIPAL ENVIRONMENTAL OFFICER: AQUACULTURE TECHNOLOGY AND DEVELOPMENT ADVISOR (MCM 52/2008)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (R 243 515 per annum all inclusive package, conditions apply)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Possession of a Natural Science Degree or equivalent • Knowledge of Aquaculture sector and related practical experience • Knowledge of coastal management processes and principles • Knowledge and understanding of different aquaculture systems • Understanding of relevant legislation. • Good communication skills (both verbal and written) • project management, conflict management, financial management, negotiation skills • The candidate should be proactive and be able to supervise subordinates.
<b><u>DUTIES</u></b>	:	Oversee the implementation and monitoring of community pilot projects • Assist with selection and zoning for aquaculture (land, sea and estuarine) and recommend appropriate technology • Assessment of farm reporting information and provide feedback to the farmers • Continuous research on global technology changes and trends. Advise the industry and other key stakeholders on such information • Undertake the assessment and evaluation of new rights applications and advise the clients and department where appropriate • Financial management and personnel management where appropriate.
<b><u>ENQUIRIES</u></b>	:	Ms M Thosago Tel. 021 - 402 3438
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012
<b><u>FOR ATTENTION</u></b>	:	HR Registry
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>POST 46/110</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MARINE AQUACULTURE PERMITS (MCM 50/2008)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (R 209 150 per annum all inclusive package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Possession of a B Admin or equivalent • Relevant Administration experience • Knowledge of Administrative procedures project management, policy and implementation • Understanding of Aquaculture sector and related practical experience • Knowledge and understanding of relevant legislation. • Good communication skills (both verbal and written) • project management, conflict management, negotiation skills • the candidate should be proactive and be able to supervise subordinates Added Advantage: Knowledge of MAST and EDMS
<b><u>DUTIES</u></b>	:	Processing of permits in terms of Section 13 of the Marine Living Resources Act No. 18 of 1998 • Signing of CITES and Aquaculture vessels permits • Arranging of relevant meetings, seminars, workshops, conferences, taking minutes and keeping records • Attend to routine correspondence, duplicate and file documents/records, keep the stationery, assist in disseminating information, handle enquiries and maintaining liaison with stakeholders. • Maintain the filing system, assist in handling HRM issues, loading documents on the EDMS, attend to general enquiries • To provide General Admin work to the Sub-directorate and supervisor AO
<b><u>ENQUIRIES</u></b>	:	Ms M Thosago Tel. 021 - 402 3438
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012
<b><u>FOR ATTENTION</u></b>	:	HR Registry
<b><u>CLOSING DATE</u></b>	:	27 November 2008

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**  
*GCIS is an equal opportunity employer*

**APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 28 November 2008

**NOTES** : Estimated package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Disabled applicants are welcome to apply.

**OTHER POSTS**

**POST 46/111** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK GR III**  
Sub Directorate: Supply Chain Management

**SALARY** : All inclusive salary package: R146 548 per annum, Commencing salary: R94 326 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A diploma in Public Management/Administration/Logistics management/Public Finance and Accounting or Purchasing Management. Knowledge of LOGIS, PFMA, Treasury regulations and government procurement procedures will be an advantage. Relevant experience in Supply Chain Management. Very good communication, writing and interpersonal skills. Ability to work under pressure and independently. Computer literacy with knowledge of Excel. Good organizational skills.

**DUTIES** : Receiving of all ordered items both physically and electronically on LOGIS. Issuing deliveries and invoices to the relevant sections. Issuing of stock from warehouse Ensure correctness of the commitment register (0-9) through updating and regular audits. Compiling of age analysis on a monthly basis. Follow-ups with service providers on outstanding deliveries. Handling queries and advice clients on procedures. Compiling as well as submission of regular reports on area of responsibility

**ENQUIRIES** : Ms Mary-Jane Rabodiba, Tel no: (012) 314 2392

**POST 46/112** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK GR III**  
Sub Directorate: Supply Chain Management

**SALARY** : All inclusive salary package: R146 548 per annum, Commencing salary: R94 326 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A diploma in Public Management/Administration/Logistics management/Public Finance and Accounting or Purchasing Management. Excellent communication and interpersonal relation skills. Computer Literacy. Ability to work well under pressure. Knowledge of LOGIS and proven experience in supply chain management environment and Asset Management through Logis, Valid drivers licence, Prepared to travel.

**DUTIES** : Ensure proper control of Departmental assets. Developing and implementing action plans for asset management in terms of asset verification, disposal, etc. Compiling and typing of submissions. Bar-coding of Departmental Assets. Handling asset related queries, Conducting asset verification in Head Office and Provincial Offices. Regular updating of asset registers, Reconciliation between BAS and the LOGIS system

**ENQUIRIES** : Ms A Lebidiye Tel no: (012) 314 2221 or Mr. M Mlondobozi Tel no: (012) 314 2861

**GOVERNMENT EMPLOYEES PENSION FUND (GEPF)**

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.

**FOR ATTENTION** : Ms UC Viljoen

**CLOSING DATE** : 02 December 2008, No faxed / e-mailed / late applications will be considered.

**NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

**OTHER POSTS**

**POST 46/113** : **SENIOR SECURITY ADMINISTRATIVE OFFICER (SSAO/2008-10)**  
Security Services  
One Senior Security Administrative Officer position is currently available at the Government Employees Pension Fund: Security Services. This position will be filled as a permanent position. The primary goal of this position is to provide Close Circuit Television (CCTV) surveillance, supervision on in-house security personnel, alarm monitoring services to detect and prevent security risks and crime incidents in safeguarding GEPF assets and people.

**SALARY** : R145 920 per annum (Basic Salary)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year qualification in security risk management with two years experience within the security environment or a Grade 12 certificate with five years experience within the security environment A relevant NIA security management course. Three years experience in the field of security supervision. PSIRA Grade B Valid driver's license(code 8), Control Room Operator course(NQF level 4) Registered with PSIRA. Competencies: Computer literacy that include a good working knowledge of Microsoft Office products. Problem solving and analysis. Emergency and crisis management. Surveillance Rules and Techniques. Knowledge of Control of Access to Public Premises and Vehicles Act. Knowledge of Security Directives Observation, situation analysis skills Team leader Ethical business conduct. Reliable, capable of being entrusted with sensitive information Effective communication skills, both verbal and written

**DUTIES** : Key Performance Areas: The successful candidate will be responsible For the following: Supervise in-house security personnel for compliance with the GEPF security standards. Operate a multi-camera recording system to ensure criminal incidents and other transgressions are detected and reported for further investigation. Control and maintain CCTV, alarm and early warning systems, communication and other control room equipment through daily inspections to detect failures and faults. Record and update manual or electronic occurrence system indicating security status. Record and report suspicious behaviour or incidents for review and investigation. Observe and monitor access and movement in high risk areas in order to detect and record suspicious behaviour or incidents. Arrange or position the use of CCTV cameras and screen sequencing to increase the possibility of detecting security and crime incidents. Highlight coverage shortfalls and follow-up of all outstanding faults/failure/alarm conditions. Record and relay requests or complaints to appropriate channels or supervisors. Report security incidents and emergency situations to internal and external stakeholders. Update emergency contact details and advise superiors accordingly. Liaise with remote sites and security services providers on alarms generated by security systems and take corrective actions. Conduct functionality tests on security system. Report faulty or defective security systems to superiors and relevant sections. Raise security awareness. Perform tasks as assigned by superiors.

**POST 46/114** : **SENIOR SECURITY ADMINISTRATIVE OFFICER (SSA/KEY/2008/10)**  
Security Services  
One Senior Security Administrative Officer: Key Control position is currently available at the Government Employees Pension Fund: Security Services. This position will be filled as a permanent position. The primary goal is to manage key control system and contingency plan to support the Operation Security manager.

**SALARY** : R145 920 per annum (Basic Salary)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year qualification in security risk management with two years experience within the security environment (security, key control and office security) or a Grade 12 certificate with five years experience within the security environment (security, key control and office security) A relevant NIA security management course will be an advantage. Risk management and intensive fire-prevention



course will be an advantage. Three years experience in the field of security supervision. PSIRA Grade B Valid driver's license(code 8), Control Room Operator course(NQF level 4) Grade B registration with PSIRA. Knowledge of the management of emergency and crisis situations at tactical levels. Knowledge of the Access Control to Public Premises and Vehicles Act, Firearm Control Act, Criminal Procedure Act, Fire Brigade Act, Disaster Management Act, Occupational Health and Safety Act, MISS and other relevant and applicable security directives, legislations and regulations. Experience in policy implementation and formulation of plans. Competencies: Computer literacy that include a good working knowledge of Microsoft Office products Problem solving and analysis Surveillance Rules and Techniques Control of Access to Public Premises and Vehicles Act Knowledge of security directives Programme and project management Ethical business conduct. Reliable, capable of being entrusted with sensitive information Effective communication skills, both verbal and written Interpersonal sensitivity Customer orientated Financial management ability Effective report writing skills Crime investigation skills

#### **DUTIES**

: Key Performance Areas: The successful candidate will be responsible For the following: Compilation and development of a locking system policy. Establishment and maintenance of keys control registers. Compilation of routine correspondence and reports with regard to incidents and investigations. Investigation with regard to the reporting of lost keys. Compilation of inventories with regard to locks and keys and the regular inspection thereof. Ensure compliance to security policies on locks and keys within the GEPPF. Conduct maintenance and operation of the GEPPF's key depository (keys to certain areas are issued and returned to the custodian). Conduct periodic inventory inspections. Managing and storing of locks and keys. Compilation of monthly reports about key control matters. Training of staff with regard to the setting of safe combinations. Regular after hour visits to security control point to determine if duplicate keys are managed correctly. Ensure implementation of contingency plan. Ensure contingency officials receive adequate training to perform their duties effectively. Ensure that emergency equipment is maintained. Ensure that emergency communication system is maintained. Ensure that all exists; evacuations routes and the location of fire-fighting and first aid equipment are clearly marked. Regular feedback on the on the plan is given to the supervisor. Attend Occupational Health and Safety Committee. Ensure that all members of Occupational Health and Safety Committee are trained regularly.

#### **POST 46/115**

#### **CHIEF SECURITY OFFICER (CSO/2008-10)**

Security Services

One Chief Security Officer position is currently available at the Government Employees Pension Fund: Security Services. This position will be filled as a permanent position. The primary goal is to support Senior Security Administrative to supervise in-house and contract security personnel in their performance of access control, patrolling buildings, parking areas, monitoring surveillance system for 24 hours.

#### **SALARY CENTRE REQUIREMENTS**

: R117 501 per annum (Basic Salary)  
: Pretoria  
: A National Diploma in Security Management and two years experience in the Security management environment or a Grade 12 certificate or equivalent qualification with five years experience in the Security management environment. A National Intelligence Agency (NIA) Security Management Course. 2 years supervisory experience Knowledge of Financial and Human Resource related matters and report writing skills. Thorough knowledge of all Security legislation including the Minimum Information Security Standards (MISS), Health and Safety, fire fighting and First Aid skills. Knowledge of Control of Access to Public Premises and Vehicles Act Knowledge of security directives Must be willing to work long hours and shifts Valid code 8 drivers licence Competencies: Computer literacy that include a good working knowledge of Microsoft Office products The ability to work independently and under pressure. Problem solving and analysis Surveillance Rules and Techniques Ethical business conduct. Reliable, capable of being entrusted with sensitive information Effective communication skills, both verbal and written Analytical and problem solving skills Interpersonal sensitivity Customer orientated Presentation skills

#### **DUTIES**

: Key Performance Areas: The successful candidate will be responsible For the following: Render a protection and security management service for the GEPPF in terms of all the relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS. Maintain and implement physical security measures to minimise risks. Monitor and inspect security control registers. Research on new security technology to update equipment regularly and the maintenance of security equipment. Inspections to offices, internally and other buildings. Investigation of losses and damage of assets. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies. Performance management reporting. Manage and

provide training opportunities to employees. Administer the evaluation of employees and human resource related matters in the directorate. Manage and execute all financial and administrative matters related to the function in the directorate. Conduct investigations and write reports. Ensure compliance and implementation of security policies including the MISS.

## DEPARTMENT OF HEALTH

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

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

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

## OTHER POSTS

**POST 46/116** : **PRINCIPAL RADIATION CONTROL OFFICER (2 POSTS) (REF NO NDOH 234/2008)**

Cluster: Office of Standards Compliance: Directorate: Radiation Control

**SALARY** : R174 243 per annum (plus competitive benefits)  
**CENTRE** : Cape Town and Durban.  
**REQUIREMENTS** : At least one of the following qualifications: Degree in Diagnostic Radiography or B. Med Sc. (Radiation Sciences) or Diploma in Radiography and in Nuclear Medicine or Radiotherapy. Knowledge of and experience in handling of radionuclides will be an added advantage. At least three years experience in Diagnostic Radiography. Good interpersonal relations and communication skills (written and verbal). Candidate's writing proficiency will be subjected to a written test. Must be prepared to travel and spend extended periods away from home. A valid code 08 (Code B) driver's licence.

**DUTIES** : \*Primary duty is to carry out inspections and writing of reports to ensure that safety standards and regulations concerning radiation sources (x-rays and radioactive nuclides) are adhered to \*Inspections to be carried out sometimes in remote areas requiring official to be away from home for extended periods (up to two weeks at a time) \*Technical support to users and distributors of radiation sources \*In-service training of radiation workers where specific needs are identified \*Investigation of radiation incidents \*Candidate will be required to undergo further mandatory in-service training in radiation protection.

**ENQUIRIES** : Ms S Nel at tel. (021) 948 6162.

**CLOSING DATE** : 1 December 2008

**POST 46/117** : **PRINCIPAL LIBRARIAN (REF NO NDOH 240/2008)**

(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

Cluster: Health Information, Evaluation and Research: Directorate: National Health Information System

**SALARY** : R145 920 per annum (plus competitive benefits)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Three-years tertiary qualification in Information Science or in Library Services or related field with three years experience in library and information service. Experience in Inmagic Systems, Sabinet Online including OCLS World Cat and Ebsco hosts. Computer and Internet skills. Good interpersonal relations. Problem solving and research and data information gathering. Understanding of classification skills. A valid code 08 (Code B) driver's licence.

**DUTIES** : Cataloguing of all publications and audio-visual materials e.g. books, journals, reports DVD – Roms, CD-ROMs. Video's, etc. \*Classification with Dewey Decimal Classification (DDC) of all publications \*Assigning keywords to all records \*Processing of all catalogued materials, including printing of bar codes for journals and DDC labels for other publications \*Creating an interactive web-based library system \*Responsible for the WHO, UN, Multi-media, Telemedicine, Vital Registration, Standards and References collections \*ISBN procedure and Department of Health title list \*Dissemination of information – literature searches,

		short requests, legal information e.g. acts, regulations *Assists with the updating of the content of the Departments Website *Quality control – Inmagic Content server, Sabinet Online holdings including OCLS World Cat.
<b><u>ENQUIRIES</u></b>	:	Mr S Chetty at tel no: (012) 312 0804
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>POST 46/118</u></b>	:	<b><u>CHIEF COMMUNITY LIAISON OFFICER (REF NO NDOH 242/2008)</u></b> Cluster: HIV and AIDS and STI: Directorate: Partnership Support
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year Bachelor's degree or equivalent qualification. Extensive experience in HIV and AIDS, STI and TB issues. Excellent communication skills (written and verbal). Experience in liaising with various stakeholders and net working. Good organisational skills, including experience in organising workshops and meetings. Good interpersonal skills. Advanced computer literacy, including MS Word, Graphics, Database management and Internet applications. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Liaison with various sectors involved in the HIV and AIDS and STI and TB issues *Ability to mobilise government departments and civil society on matters relating to HIV and AIDS and STI and TB *Compile reports and submissions *Organise workshops, training and other activities *Disseminate information to the public *Handle face to face and telephonic enquiries *Maintain a database *Support Advocacy Networks in all provinces *Provide support to targeted inventions e.g. religious community *Liaise with provinces and distribute information *Attend meetings as required *Liaise with provincial health departments, national government departments, businesses, agencies (WHO, UNAIDS) partners, NGOs, CBOs, parastatals and communities.
<b><u>ENQUIRIES</u></b>	:	Mr R Shuping at tel no: (012) 312 0150
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>POST 46/119</u></b>	:	<b><u>ASSISTANT FORENSIC ANALYST (2 POSTS) (REF NO NDOH 217/2008)</u></b> Cluster: Non-Communicable Diseases: Forensic Chemistry Laboratory
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A BSc. (or equivalent) with Chemistry as a major subject. Laboratory experience: Technical knowledge of techniques in chromatography (gas and liquid) as well as spectroscopy. Knowledge of sample preparation (liquid-liquid and solid phase extraction). Basic knowledge of statistical evaluation. (Can be gained at learning institution). Previous work experience would be an added advantage. Good communication skills (written and verbal). Knowledge in Chemistry. Knowledge of analytical instrumentation principles e.g. Gas Chromatography (GC) and High Performance Liquid Chromatography (HPLC). Computer literacy. Knowledge of ISO17025 and its application in the laboratory. A valid code 08 (Code B) driver's licence would be an added advantage. (Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills, as well as computer skills)
<b><u>DUTIES</u></b>	:	*Applied analysis of biological tissues (human viscera) and body fluid samples for toxic substances, including alcohol *Analysis of foodstuff and cosmetic samples in terms of the Foodstuffs, Cosmetics and Disinfectant Act *Operation and maintenance of instruments *Participate in quality procedures and technical aspects relating to the laboratory *Give evidence in court if subpoenaed *Preparation of samples for analysis, this includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction *Analysis of samples by means of certain processes and methods including, gas chromatography, liquid chromatography, mass spectrometry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, etc. *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula *Record sample information, complete and review analyses, statistical analysis, reviewing of reports, signing and issuing of reports, certificates and affidavits *Participate in work related group discussions.
<b><u>ENQUIRIES</u></b>	:	Ms Alida Grove at tel. (012) 322 6600.
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>POST 46/120</u></b>	:	<b><u>SENIOR SECRETARY GRADE II (REF NO NDOH 241/2008)</u></b> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post). This is a re-advertisement. Candidates who previously applied for this post, "Ref.PSC.29/41 & NDOH.119/2008" must re-apply if they are still interested.

Cluster: Human Resources Development and Management. Directorate: Human Resource Strategic Programmes

<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate (Grade 12) or equivalent qualification. Knowledge of and experience in office administration. Knowledge and experience in secretarial duties. Good planning and organisational skills. Good communication skills (written and verbal) and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Basic financial management and provisioning administration skills. Good people skills. High level of reliability.
<b><u>DUTIES</u></b>	:	*Provide secretarial support to the Director *Manage the diary of the Director *Receive visitors and arrange refreshments *Schedule meetings, workshops and organize the logistics thereof *Provide the overall administrative support services in the office of the Director *Make travel arrangements for the Director *Manage internal and external correspondence in the office of the Director *Develop and maintain filing system *Process subsistence and advance claims for the Director *Procurement of stationery and petty cash *Screening the accuracy of memorandums and submissions to the Director, Cluster Manager, Deputy Director-General and Director-General if they are in the correct format.
<b><u>ENQUIRIES</u></b>	:	Mr LE Ndou at tel (012) 312 3354.
<b><u>CLOSING DATE</u></b>	:	1 December 2008
<b><u>POST 46/121</u></b>	:	<b><u>SENIOR LIBRARIAN ASSISTANT GRADE I (REF NO NDOH 239/2008)</u></b> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post). Cluster: Health Information, Evaluation and Research: Directorate: National Health Information System
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Three-years tertiary qualification in Information Science or post matric qualification in Library Services or related field with three years experience in library and information service. Previous experience in Inmagic Systems, Sabinet Online including OCLS World Cat and Ebsco hosts. Computer and Internet skills. Good interpersonal relations. Problem solving, research and data information gathering. Understanding of classification skills. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Scan articles wanted from the content pages *Scan journals content pages and e-mail to the Department of Health users *Follow-up on outstanding journals for circulation *Do literature searches on the Internet, Sabinet Online and Ebsco Hosts *Find legal information – Acts, electronic government gazettes, regulations and notices *Do Inter Library loans *Telephonic, personal and e-mail requests *Sign books in/out and book shelving *Publication announcements on the Intranet *Monthly Health Display.
<b><u>ENQUIRIES</u></b>	:	Mr S Chetty at tel. (012) 312 0804
<b><u>CLOSING DATE</u></b>	:	1 December 2008

## DEPARTMENT OF HOUSING

**APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, 2128 or Fax: 0865186538 or e-mail: response6@humancommunications.co.za

**CLOSING DATE** : 24 November 2008

**NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

**POST 46/122** : **ASSITANT DIRECTOR: YOUTH IN HOUSING MOBILISATION (DOH/187/2008)**  
 Directorate Chief Directorate: Stakeholder Management  
 Directorate: Women

**SALARY** : R174 243 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Development/ Town and Regional Planning. Experience on youth empowerment and participation in construction programmes coupled with an in depth understanding of the National Youth Service Programme as well as youth development issues Good interpersonal, planning, organizing, networking, negotiation excellent communication (written/verbal) and presentation skills Monitoring and evaluation skills and coordination skills. Computer literacy as well as a valid driver's license is required. Ability to function under pressure coupled with project management skills.

**DUTIES** : Support the development and implementation guidelines for the YIH Programme: Facilitate the implementation of the YIH Programme, Strengthen and support Youth Service projects, Provide implementation support to Provincial and Local Government programmes, Mobilize key sector stakeholders for partnership in implementing the YIH programme. Coordinate the National YIH Forum as well as strengthen and support the establishment of Provincial YIH Forum; and Monitor progress on the implementation of YIH at provincial level. Compile report on access to socio-economic opportunities by youth in the housing delivery programme

**ENQUIRIES** : Mr. Madumetja Sethosa, Tel: 012 421 1454

**POST 46/123** : **DESIGNER, DTP SPECIALIST: PRODUCTION (DESIGN)**  
 Directorate: Corporate Communication: Production  
 The Graphic Designer: Production will promote communication via the design and development of a website, publications and other communication actions. The Designer reports to the Deputy Director: Production.

**SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Ideal candidate will have: Matric/N3 plus a three year relevant tertiary qualification (National Diploma or Degree) in Graphic Design or any equivalent related design field; At least two years (or more) experience in working in a design environment. The candidate should have design and layout experience in using the following programmes: Adobe Indesign CS, Adobe Photoshop CS2, Coreldraw12 or 13, Macromedia Freehand and all the Microsoft packages as well; Good interpersonal and collaborative skills, supported by knowledge off and an understanding of the current Housing environment; working knowledge of Housing legislation government policies and of the Public Finance Management Act and Treasury Regulations; The ability to work under pressure and be available to work irregular hours overtime when needed; Good written and verbal communication skills; Language and proofreading proficiency; and the ability to take good quality photos and to manage the photo library.

**DUTIES** : Key Performance Areas: Design, layout & production of all Departmental publications, assist with the management of the Department's B and all Departmental brand; Maintain relationships with and liaise with external & internal stakeholders; Manage and update the Departmental photo Gallery for

**ENQUIRIES**

production purposes; Manage the look and feel of the Departmental Website in collaboration with relevant stakeholders.  
: Mrs L Engelbrecht Telephone: (012) 421 1407

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

<b><u>APPLICATIONS</u></b>	:	Independent Complaints Directorate, Private Bag x25, Johannesburg, 2000 or hand delivered at 20 <sup>th</sup> Floor Marble Towers, 208-212 Jeppe Street, JHB
<b><u>FOR ATTENTION</u></b>	:	Ms M Tshabalala
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>NOTE</u></b>	:	The successful candidate will have to go through security vetting. His/Her character should be beyond reproach. Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by certified copies of qualifications and ID. If you have not been contacted within 3months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.

**OTHER POST**

<b><u>POST 46/124</u></b>	:	<b><u>COMPLAINTS RECEPTIONIST</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a senior certificate and relevant experience. Preference will be given to persons with good interpersonal communication skills. Computer literacy is essential. Applicants must be willing to work under pressure.
<b><u>DUTIES</u></b>	:	Key Competencies include: switchboard duties: screening telephone enquiries as well as handling telephone complaints: attending to complaints in the waiting room: capturing new complaints into the database: capturing case development into the database. Typing of various reports and letters.
<b><u>ENQUIRIES</u></b>	:	Ms M Tshabalala @ (011) 2201500



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

## OTHER POSTS

**POST 46/125** : **DEPUTY DIRECTOR: SPECIALIZED SERVICES: (REF: 08/46/KZN)**

**SALARY** : R344 052 – R389 805 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office, Durban

**REQUIREMENTS** : LLB degree or equivalent qualification ;A sound knowledge of the South African Legal System; An understanding of the principles of Batho Pele and the Victim's Charter; A valid driver's license and willingness to travel; Three years' managerial experience; Experience in project management, financial management and the interpretation of Acts and regulations will serve as strong recommendation. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to details.

**DUTIES** : Oversee the implementation of Services Charter for Victims of Crime; Identify training needs of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Disabled and the elderly; Represent the Regional Office on Inter- Departmental Committees; Manage the implementation of the Child Justice Legislation; Ensure that the strategic responsibilities in respect of small Claims Courts and Equality Courts and Restorative Justice are met.

**ENQUIRIES** : Mrs P. Moodley ☎ 031 3015330

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.

**CLOSING DATE** : 01 December 2008

**POST 46/126** : **ASSISTANT MASTER: (REF: 08/47/KZN)**

**SALARY** : Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court, Durban

**REQUIREMENTS** : LLB Degree or four year recognize legal qualification plus three years relevant experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates. The following will serve as a recommendation: An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court; Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; A valid code EB (Previously code 8) driver's license Skills and Competencies: Research and report writing; Management and Supervisory skills; Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Attention to detail; People development and empowerment; Problem solving; Time management; Ability to work in a highly pressurized environment.

**DUTIES** : Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). Effectively interpret wills and legal issues arising

out of a person's death; Draft legal documents and advise on the drafting of legal document that provide clear justification; The post incumbent would report to the Deputy Master of the High Court; Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training to the legal professional team at the Office; Represent the Office in its relationships with internal and external stakeholders. Oversee the implementation of Services Charter for Victims of Crime; Identify training needs of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Disabled and the elderly; Represent the Regional Office on Inter- Departmental Committees; Manage the implementation of the Child Justice Legislation; Ensure that the strategic responsibilities in respect of small Claims Courts and Equality Courts and Restorative Justice are met.

**ENQUIRIES** : Mr Al Nemukula ☎ (031) 306 0123  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.  
**CLOSING DATE** : 01 December 2008

**POST 46/127** : **ESTATE CONTROLLER: (8 POSTS) (REF: 08/48/KZN)**

**SALARY** : Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court, Durban  
**REQUIREMENTS** : An LLB or four year recognized legal qualification; Two years' relevant working experience; The following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus; Attention to detail.

**DUTIES** : Administration of deceased- and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Effectively interpret wills and legal issues arising out of a person's death; Draft legal documents and advise on the drafting of legal document that provide clear justification; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.

**ENQUIRIES** : Mr Al Nemukula ☎ (031) 306 0123  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.  
**CLOSING DATE** : 01 December 2008

**POST 46/128** : **IT CO-ORDINATORS (17 POSTS) REF: 08/401/ISM**

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

**CENTRE** : Regional Offices: Gauteng (1 Post), Kwazulu-Natal (2), Western Cape (2), Eastern Cape (2), Free State (2), Limpopo (2), Mpumalanga (2), North-West (2), Northern Cape (2)

**REQUIREMENTS** : Tertiary Qualification in IT technology and/or Matric with certification coupled with minimum of 3 years relevant IT experience with training/project management modules; 2 years experience in rendering an IT related LAN Support service; Experience in network administration, help-desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of the user training manuals, guidelines and procedures and drafting of budget; Evaluation of End—User training; Knowledge of IT in Public Sector, Project Management, Change Management and LAN Support; One years experience in End User training; One year experience in Project Management; One year experience in systems management; A driver's license (Minimum of Code 8). Skills and Competencies: Communication (written and verbal) skills. Excellent writing skills; Training and Presentation skills; Computer literacy (MS Word, PowerPoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management, Project Management and Diversity Management; Presentation skills; Project management skills; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management.

<b><u>DUTIES</u></b>	:	Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end-user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports;
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr I Letshedi (012) 357 - 8161
	:	Specify center applying for and submit a separate application for each center. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/129</u></b>	:	<b><u>LAW RESEARCHER REF: NC/110/08</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	High Court Kimberley
	:	LLB or four year recognise legal qualification; Three to five years experience in the legal environment; Valid driver's license; Computer literacy; Report writing skills; Research and analytical skills; Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Conduct legal research as may be required from time to time by the courts; Perform <i>quasi</i> judicial functions; Monitor and bring to the attention of judiciary new developments in law and jurisprudence; Performing any court related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Tope ☎ (053) 839 0060.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley.
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/130</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (REF: 08/49/KZN)</u></b>
<b><u>SALARY</u></b>	:	R117 601 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Scottburgh
	:	An Bachelor's degree or equivalent qualification and at least one year relevant experience in office and District Administration; Knowledge of the PFMA, DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
<b><u>DUTIES</u></b>	:	Exercise control over administrative duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall, Criminal and Civil sections and general services; Render efficient and effective support to courts; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Handle correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administrative sections within the establishment and branch courts; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Implement departmental policies; Compile and submit returns and collate cluster returns; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs PZ Pienaar ☎ (031) 907 3955
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	01 December 2008

<b><u>POST 46/131</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR: (REF: 08/50/KZN)</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R136 419 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate, Ladysmith
<b><u>REQUIREMENTS</u></b>	:	An paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act ( Act no. 99 of 1998); A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent Communication skills (verbal and written); Ability: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries
<b><u>DUTIES</u></b>	:	Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Trace in court under the supervision of the Maintenance Officers / Maintenance Prosecutors; Render and administrative support to the office; Outdoor functions requiring physical tracing capabilities.
<b><u>ENQUIRIES</u></b>	:	Mrs A Steenkamp ☎ (036) 6376776
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/132</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: (REF: 08/51/KZN)</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R136 419 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate, Ladysmith
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification plus two years relevant experience or Grade 12 plus ten years experience in courts and Departmental Financial Management Systems; Three years cash hall experience; Sound knowledge of Human Resources Management, Financial Management, Budget control, Asset and Facilities Management, Supply Chain Management and Risk Management; Extensive knowledge of PFMA, DFI, BAS and JYP; A valid driver's license code EB. Skills and Competencies: Computer literacy(MS Office); Good Communication skills (verbal and written); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
<b><u>DUTIES</u></b>	:	Exercise control over duties related to Provisioning Administration; Monies in trust, Vote Account, Budget administration, BAS and JYP; General supervision of all sections at the magistrate's court; Render efficient and effective support to the courts; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Check diverse documents and work performance by co-workers for completion and correctness; Document management and maintaining of prescripts and records related to the functions of the Department; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the section; Control utilization and maintenance of assets and accommodation of the Department.
<b><u>ENQUIRIES</u></b>	:	Mrs A Steenkamp ☎ (036) 6376776
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/133</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: (REF: 08/52/KZN)</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R136 419 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Master of the High Court, Durban
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification plus two years relevant experience or Grade 12 plus ten years relevant experience; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; Sound knowledge of Human Resources, Financial Assent and Risk Management; A driver's licence will serve as a recommendation. Skills and Competencies: Computer literacy (MS office); Good communication skills (written and verbal); Good interpersonal relations; Problem solving skills; Ability to work under pressure; Work independently
<b><u>DUTIES</u></b>	:	Render efficient and effective support to the courts; Maintain discipline and resolve complaints and grievances; Manage the Performance Management System in the office; Draft memoranda, submission and reports; Control utilisation and maintain the assets and accommodation of the office.
<b><u>ENQUIRIES</u></b>	:	Mr Al Nemukula ☎ (031) 306 0123

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/134</u></b>	:	<b><u>PERSONNEL PRACTITIONER: ESTABLISHMENT REF: 08/403/HR</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	B. Degree or equivalent qualification; Two years relevant experience; Working knowledge of PERSAL, Excel and how organizational structures (staff establishment) are created and maintained. Skills and competencies: Communication (verbal and written) skills; Organisational skills; Computer literacy; Understand HR environment.
<b><u>DUTIES</u></b>	:	Determine best practices to implement and maintain a departmental organizational structure on various systems e.g. PERSAL and Excel; Research and implement structures in accordance with public service requirements; Ensure the correct application of regulations, resolutions, policies, or any other legal source of directives related to maintenance of organizational structures; Prepare well researched memoranda related to matters pertaining to the establishment or which may have an implication on the approved establishment of the Department; Provide advice and support to Branches and other regional stakeholders on issues pertaining to the establishment of the Department; Maintain and provide information on the staff establishment and provide analysis of such information on a monthly basis.
<b><u>ENQUIRIES</u></b>	:	Ms K Ngomani ☎ (012) 357 8661
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/135</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERKS (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office Kimberley (5 Posts): REF: NC/136/08 Magistrate's Office Jan Kempdorp (1 Post): REF: NC/137/08
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; One to Two years administrative experience; Excellent Communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail; Computer literacy (MS Word); Problem solving.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr J Tope ☎ (053) 839 0060.
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference, One application per post.
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/136</u></b>	:	<b><u>ADMINISTRATION CLERKS (DCRS) (3 POSTS) REF: NC/138/08</u></b>
<b><u>CENTRE</u></b>	:	Magistrate's Office Kimberley
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<b><u>DUTIES</u></b>	:	The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager or Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr J Tope ☎ (053) 839 0060.

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley. f applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<b><u>CLOSING DATE</u></b>	:	28 December 2008
<b><u>POST 46/137</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: DEBT COLLECTOR REF: 08/402/SA</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification: Relevant administrative experience; Preference given to three year Diploma in Paralegal studies; Debt collection experience will be an advantage; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal)skills; Experience in debt collection will be an advantage; Numerical skills; Financial/accounting skills.
<b><u>DUTIES</u></b>	:	Draft and type pleadings and processes such as Summons, Warrant of Execution, Judgement, etc.; Responsible for filling, photocopying and faxing of document; Negotiate payments with debtors, placing advertisements in the newspaper; Attend to telephone enquiries from client departments, debtors, etc.; Consult with clients and debtors and negotiate payment with them; Provide legal advise to client departments; Calculation of payment and interest towards settlement of debt.
<b><u>ENQUIRIES</u></b>	:	Mr S Radebe ☎ (012) 357 8240
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/138</u></b>	:	<b><u>ADMINISTRATION CLERKS (DCRS) REF: NC/138/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office Kimberley (3 posts)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<b><u>DUTIES</u></b>	:	The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager or Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr J Tope ☎ (053) 839 0060.
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference, One application per post.
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/139</u></b>	:	<b><u>PARA-LEGAL INTERNS OR LEGAL INTERNS (3POSTS): (REF: 08/53/KZN)</u></b>
<b><u>SALARY</u></b>	:	R3000 per month. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Master of the High Court, Durban
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Legal Qualification. Skills and Competencies: Computer literacy (MS office); Good communication skills (written and verbal); Good interpersonal relations; Problem solving skills; Ability to work under pressure; Work independently
<b><u>DUTIES</u></b>	:	Administration of Deceased and curatorship estate, insolvent estate, companies, trust and all aspects related to the administration thereof. Conduct interviews with clients reporting estates; Assist the clients with the completion of forms in order to obtain appointment; Advise clients on process and procedures to be followed; Attend to clients queries; Conduct legal research and draft submissions; Keep abreast of development and Legislation; Assist with any administrative tasks as

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

allocated by the Assistant Master; Assist at Service Points and visit Service Points; Keep statistics of work performed; Act as relief staff  
:  
Mr A.I. Nemukula 📞 (031) 306 0123  
:  
Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.  
:  
01 December 2008

## 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.*

<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:rhten@adcorp.co.za">rhten@adcorp.co.za</a> . Enquiries: Tel (011) 306 5202
<b><u>CLOSING DATE</u></b>	:	30 November 2008
<b><u>NOTE</u></b>	:	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 POSTS

<b><u>POST 46/140</u></b>	:	<b><u>CHIEF NETWORK CONTROLLER (REFERENCE: S8/3/2008/1193)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Office Of The Surveyor General: Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Information Technology or combination of relevant courses such as A+, N+ and MCSE with at least 2 years experience. * Ability to work under pressure. * Good communication skills (verbal and written). * Knowledge of Legato, Oracle database, Linux, Novell and MS Exchange server. * Advanced trouble shooting and fault finding skills.
<b><u>DUTIES</u></b>	:	To provide daily desktop support to end users. * Offer hardware and software support to users. * Computer hardware and software installations, Maintenance and Upgrading. * Perform quality control for Local Area Network (LAN). * Perform installation, maintenance and upgrading of computer hardware as second faultfinding identification. * Install and upgrade software applications. * Configure electronic mails. * Perform routine data backups, virus protection and security on all the available servers and computers
<b><u>NOTE</u></b>	:	Preference will given to African males and African females
<b><u>POST 46/141</u></b>	:	<b><u>PRINCIPAL SURVEY OFFICER VARIOUS (REFERENCE: S8/3/2008/1192)</u></b>
<b><u>SALARY</u></b>	:	R117 501per annum
<b><u>CENTRE</u></b>	:	Office Of The Surveyor General: Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Successful completion of a Survey Officers course plus 4 years relevant cadastral experience. * Computer Literate. * Knowledge of the Land Survey Act, the Sectional Title Act and the Cadastral Information System would add value to your application.
<b><u>DUTIES</u></b>	:	The Principal Survey Officer will be required to perform the following duties: * The technical examination for approval of registration documents submitted for approval in accordance with the Land Survey Act No 8 of 1997, the Sectional Titles Act No. 95 of 1986 and the Regulations promulgated under these Acts. * The capturing, preservation and maintenance of all records already approved, including but not limited to: data capturing for mapping purposes and the compilation and amendment of plans as may be required. * The issuing of survey data to Land Surveyors in terms of Regulation 2 of the Land Survey Act as well as assisting the general public with queries related to the cadastre, including the supply of cadastral information. * Training and supervision of junior staff members
<b><u>POST 46/142</u></b>	:	<b><u>SENIOR SURVEY OFFICER VARIOUS (REFERENCE: S8/3/2008/1191)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Office Of The Surveyor General: Western Cape (Cape Town)



<b><u>REQUIREMENTS</u></b>	:	Applicants must have completed the Survey Officer's course and be in possession of a Survey Officer's Certificate. * Further, applicants must have at least 2 years post-certification experience in the fields of Cadastral Surveys and/or Geographical Information Systems.
<b><u>DUTIES</u></b>	:	The Senior Survey Officer will be required to perform the following duties: * The technical examination for approval of registration documents submitted for approval in accordance with the Land Survey Act No 8 of 1997, the Sectional Titles Act No. 95 of 1986 and the Regulations promulgated under these Acts. * The capturing, preservation and maintenance of all records already approved, including but not limited to: data capturing for mapping purposes and the compilation and amendment of plans as may be required. * The issuing of survey data to Land Surveyors in terms of Regulation 2 of the Land Survey Act as well as assisting the general public with queries related to the cadastre, including the supply of cadastral information.
<b><u>POST 46/143</u></b>	:	<b><u>REGISTRY CLERK (REFERENCE: S8/3/2008/1190)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Office Of The Surveyor General: Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Applicants must have a Grade 12 (Standard 10) or equivalent certificate, and experience / knowledge of the functioning of a Surveyor-General Office and / or Registry work. * The following will be recommendations: * Must be computer and numeracy literate. * Must be able to work under pressure and as a team member. * Must be able to apply the relevant aspects of the PFMA and the National Archive Act. * Attendance at a Records Management course, good verbal and written communication skills, and inter-personal skills would be an added advantage.
<b><u>DUTIES</u></b>	:	Open files according to the approved filing system. * File correspondence on files. * Maintain approved filing and document tracking system. * Open and record post and handle remittance. * Register and process cadastral documents for technical and professional examination and approval. * Monitor the movement of Cadastral documents on the authorized electronic system. * Operate office equipment and machines (mailing machine, copiers). * Process the dispatching of approved cadastral documents.

## DEPARTMENT OF MINERALS AND ENERGY

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

**FOR ATTENTION** : Mr H Marakalala / Ms L Khalo

**CLOSING DATE** : 28 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 46/144** : **ASSISTANT DIRECTOR: PAYROLL AND ALLOWANCES**

**SALARY** : R174 243 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree/National Diploma in Finance/ Accounting or Auditing with at least 3 years working experience in Salaries environment. The incumbent must be able to reconcile suspense accounts including tax and work under pressure. PLUS the following key competencies: ☐ Knowledge of: Extensive knowledge of Bas and Persal. PFMA, Treasury Regulations and other relevant legislation, Tax reconciliation Process, ☐ Skills interpersonal skills, analytical skills and computer literacy ☐ Communication • Good verbal and written communication. ☐ Creativity: problem solving skills, innovative Recommendation/Note: A driver's licence will be an added advantage.

**DUTIES** : Ensure compliance to PFMA and treasury regulations. Authorize transactions on BAS and PERSAL systems. Supervision and staff development, Manage and improve performance of Payroll and Allowance section. Salary PERSAL controller and Bas system controller, Perform monthly and yearly tax reconciliation, Compile and review management report.

**ENQUIRIES** : Mr Tobias Matshika ☎ 012- 317 8176

**POST 46/145** : **ADMINISTRATION OFFICER: INVENTORY DISTRIBUTION**

**SALARY** : R117 501 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A National Diploma/ Degree in Logistics/ Supply Chain or related field with relevant clerical administration experience. PLUS the following key competencies: ☐ Knowledge of Public Finance Management Act. Treasury Regulations. SCM Framework. Warehousing experience. Logistics background & PPPFA. ☐ Skills: Computer Literacy Logis. Basic Accounting & analytical skills. Report writing. Financial skills ☐ Communication: Good verbal & written communication. Telephone etiquette Liaising with the end users. Ability to negotiate. Ability to communicate at all levels ☐ Creativity: Problem solving. Ability to Negotiate. Ability to work under pressure Record keeping. Prioritising of tasks.

**DUTIES** : Oversee the receipt and issues of stores Monitor & report on the inventory level & replenishment of stores Follow-up of discrepancies in stock levels, deliveries, etc Approve/authorise procurement advices Execute & oversee periodic warehousing & inventory functions (stock taking, disposals etc) Supervise & develop staff

**ENQUIRIES** : Mr B S Maluleka ☎ 012 317 8034

**POST 46/146** : **HELPDESK ADMINISTRATOR**

**SALARY** : R117 501 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma in Information Technology or A+ Training with a pass for the A+ International exam with relevant Desktop & Helpdesk experience and a driver's licence PLUS the following key competencies: ☐ Knowledge of • Microsoft products such MS Office 2003, Windows 2000/XP, Basic Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server); Desktop Support and installation of hardware components; LAN or WAN basic knowledge ☐ Skills: An MCSE will be an added advantage; Telephone Etiquette & Troubleshooting skills critical; Problem solving; interpersonal skills; team orientated; Listening • Team orientated • Proactive ☐ Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different

levels within the department ☑ Creativity: Ability to work under pressure. Should be willing to work overtime when required.

**DUTIES**

: Configure and troubleshoot computer desktops, laptops and printers Travel to Regional offices to provide desktop support Provide 2nd line support to all DME users requiring desktop support Answer of Helpdesk telephones and managing own calls on Heat as per team OLA (Operational Level Agreement) .Attend to 2<sup>nd</sup> line support calls assigned on Heat Configure, Install, repair, and arrange replacement of computers. Liaise with external hardware suppliers on hardware replacement issues. Handle movement of IT Hardware between Head Office and Regional Offices. Provide remote desktop support to regional and Head Office users

**ENQUIRIES**

: Miss Pateka Maka ☎012 317 8128

**NATIONAL PROSECUTING AUTHORITY**

- APPLICATIONS** : Forward your application, clearly quoting the relevant recruitment number, each post has a different Recruitment number, Applications without the correct Recruitment number/without a Recruitment number will not be processed, to National Prosecuting Authority of South Africa, Private Bag x 752, Pretoria, 0001. E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001.
- CLOSING DATE** : 24<sup>th</sup> November 2008 (Applications will not be accepted after the closing date). will not be accepted. Where candidates must list their preferred Region(s)/
- NOTE** : For applications to be accepted: Applications must be submitted on a Z.83, obtainable from any Public Service Department, or [www.npa.gov.za](http://www.npa.gov.za) and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application. Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e-mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. Postal applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that the postal application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal delays. Late postal applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicants attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries : Directed to the specific NPA Business Unit. Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re-considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address:

**OTHER POSTS**

- POST 46/147** : **ASSISTANT MANAGER: FINANCE (BANKING) REF: RECRUIT1190**  
Finance & Procurement
- SALARY** : R151 854 per annum plus housing allowance, annual service bonus, pension and medical benefits
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Candidates must be in possession of a Degree/ Diploma in Financial Management plus experience in the banking/bookkeeping section; or Grade 12 certificate with extensive experience in the banking/bookkeeping section. Excellent written and verbal communication skills, ability to work under pressure

		and deadline driven. Experience in the Public sector financial environment as well as knowledge of BAS and SafetyNet systems, PFMA and Treasury Regulations is essential. The appointee will be subjected to security clearance, the signing of a performance and employment contracts.
<b><u>DUTIES</u></b>	:	Authorise journals and receipts. Monitor and clear suspense accounts. Manage the bank reconciliation and monthly requisition of funds. Manage petty cash, receipts and cheques. Ensure that all activities relating to month-end and year-end closure of books are performed. Monitor and manage donor funds and VAT refunds. Provide support to internal and external auditors
<b><u>ENQUIRIES</u></b>	:	Matshidiso Morakile Tel: 012 845 6543 <a href="mailto:Recruit1190@npa.gov.za">Recruit1190 @npa.gov.za</a> Fax No: 012 843 3850
<b><u>POST 46/148</u></b>	:	<b><u>CHIEF ADMINISTRATIVE ASSISTANT: GENERAL REF: RECRUIT1192</u></b> 6 Month Contract
<b><u>SALARY</u></b>	:	R117 501 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 certificate and Secretarial or Office Administration Diploma or have appropriate working experience. Must be computer literate with excellent knowledge of MS Office programmes. Good communication skills (verbal and written), telephone etiquette, good interpersonal skills and above average planning and organising skills and knowledge of meeting procedures. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure, adhering to strict timeframes. Ability to identify and handle confidential matters. Willingness to work after hours when required. Filing skills and ability to keep record of flow of documents. Experience and knowledge in taking minutes. Ability to organize and prioritise work. An understanding of the public service systems and procedures would be an advantage.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to provide an effective secretarial service and office administration support service to the Senior Manager: HRD. Manage mail, the diary, receive and attend to visitors, create and maintain a filing system. Management of documentation in the office, track documents and collect research data from internet. Handle travel arrangement and general enquiries for the HRD team. Compile agendas and take minutes at identified meetings. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate Draft correspondence and presentations. Organise meetings, workshops, conferences. Any other office administration related activities.
<b><u>ENQUIRIES</u></b>	:	Lulekwa Ngcwabe Tel: 012 845 6174, <a href="mailto:Recruit1192@npa.gov.za">Recruit1192@npa.gov.za</a> Fax No: 012 843 3852
<b><u>POST 46/149</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: FINANCE REF: RECRUIT1191</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of a Grade 12 certificate or equivalent. Previous experience in Salaries or Financial Management will be an advantage. Knowledge of Public Sector Legislation, policies and regulations is essential. Computer Literate ( MS Word and EXCEL). Good verbal and communication skills. Problem solving skills. The appointee will be subjected to security clearance, the signing of a performance and employment contracts.
<b><u>DUTIES</u></b>	:	Internal and External delivery and collection of documents for Financial Operations section. Filing of payroll certificates and other documents. Recording and distribution of mail. Distribution of payslips.
<b><u>ENQUIRIES</u></b>	:	Matshidiso Morakile Tel: 012 845 6543, <a href="mailto:Recruit1191@npa.gov.za">Recruit1191@npa.gov.za</a> Fax No: 012 843 3851

## 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.*

<b><u>APPLICATIONS</u></b>	:	Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms A West
<b><u>CLOSING DATE</u></b>	:	05 December 2008
<b><u>NOTE</u></b>	:	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. The successful candidate will be required to undergo security clearance.

## OTHER POSTS

<b><u>POST 46/150</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (REF: DD/PAI/08)</u></b>
<b><u>SALARY</u></b>	:	All inclusive remuneration package of R407 745 per annum (This remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of applicable rules. The flexible portion can be structured for a 13 <sup>th</sup> cheque, home owner allowance and medical aid).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pretoria Ideal Candidate Profile: An appropriate three-year degree/diploma or equivalent qualification in Public Administration, Labour Relations or Law. Extensive experience in the application of the regulatory framework for Human Resources, Supply Chain Management and/or Financial Management in the Public Service. Project management and research skills. Proven experience in conducting investigations. Verbal/written communication skills. The incumbent must have sound interpersonal skills, be analytical and pro-active. Good computer skills. Possession of a valid driver's license and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	Key Performance Areas: •Draft submissions in order to advise the Public Service Commission(PSC) on its jurisdiction to conduct investigations into complaints emanating from the PSC (proactively), Executive Authorities, Public Servants and Anonymous complaints/whistle-blowers; eg. through the National Anti-Corruption Hotline• Determine the terms of reference for investigations• Conduct in-loco inspections, identify and interview witnesses, evaluate, analyse and process information obtained during investigations• Draft investigation reports containing findings and recommendations (best practices to ensure sound public administration)• Attend to projects initiated by the PSC in respect of public administration practices• Conduct research into areas of public administration practices and draft reports• Provide advice to stakeholders on best practice.
<b><u>ENQUIRIES</u></b>	:	Mr L Naidoo, tel. (012) 352 1044
<b><u>POSTS 46/151</u></b>	:	<b><u>DEPUTY DIRECTORS (TWO POSTS)</u></b> <b><u>DEPUTY DIRECTOR: COMPLAINTS, INVESTIGATIVE RESEARCH AND ADVISORY SERVICES (REF: DD/CIRAS/08)</u></b> <b><u>DEPUTY DIRECTOR: LABOUR RELATIONS, DISPUTES AND LITIGATION (REF: DD/LRDL/08)</u></b>
<b><u>SALARY</u></b>	:	All inclusive remuneration package of R 407 745 per annum (This remuneration package consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of applicable rules. The flexible portion can be structured for a 13th cheque, home owner allowance, medical aid, an optional car allowance and both vacation and sick leave, as well as study leave).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pretoria Ideal candidate profile: An appropriate recognised Bachelors degree, or equivalent qualification, in either Human Resources or Labour Law. Extensive experience in the field of Human Resources and specifically Labour Relations in the Public Service with specific reference to the handling of grievances and disputes. Applied knowledge of the Public Service's regulatory framework pertaining to labour relations and human resource management and the competency to provide legal advice in these areas. Knowledge of litigation processes and the competency to provide legal advice in respect thereof.

Experience in applied research on labour relations, including specifically proven skills in monitoring, evaluation and report writing. Proven presentation skills. Computer literacy, with specific emphasis on MS Word, MS Excel, MS PowerPoint and MS Outlook.

**DUTIES**

: Investigate grievances and advice the PSC in respect thereof. Conduct research on and keep abreast of the latest developments in legislation, rules and trends in labour relations and human resources, in general and in respect of the Public Service in particular. Monitor and evaluate the application of labour relations principles in national and provincial departments, with special emphasis on grievance handling. Provide legal support to the public Service Commission and its office. Participate in cross-functional investigations of the PSC. Provide advice on grievance procedures to national and provincial departments. Assist in implementing projects, making recommendations and drafting reports.

**ENQUIRIES**

: Post 1 Mr. Japhter Semanya tel, (012) 352 1047  
Post 2 Ms A Pool tel, (012) 352 1202

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 24 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 46/152** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN**
- SALARY** : An all-inclusive remuneration package of R407 745 per annum. Annual progression up to maximum salary of R472 758 per annum is possible subject to performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- REQUIREMENTS** : An appropriate 3 year degree/national diploma in Organisation Design/Work-Study or Management Services/HRM. Three years experience of OD projects. Understanding of Visio System. Knowledge of the Public Service Legislative and Regulatory Framework and organisational design principles and techniques. Willingness to go an extra mile and time management •A valid driver's licence. Competencies required: Ability to interpret legislation. Report-writing skills. Excellent communication skills (verbal and written). Analytical, presentation and problem-solving skills. Interpersonal relations. Computer literacy.
- DUTIES** : Provide assistance and advice on organisational design matters to provincial and national departments and make interventions, where necessary. Conduct investigations on organisational design and make appropriate recommendations. Conduct investigations on the effectiveness of work procedures and methods for efficiency enhancement. Assist and advise departments on organisational design frameworks and instruments. Monitor, evaluate and report on compliance with organisational structuring regulations and promote compliance with organisational structuring and design frameworks and instruments.
- ENQUIRIES** : Mr S Msimang, tel. (012) 336 -1570



STATISTICS SOUTH AFRICA

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

- APPLICATIONS**
- :
- Applications can be forwarded by • Posting to: The Recruitment Manager, Private Bag X 44, Pretoria, 0001 or placing in the Application Boxes at the Andries and Vermeulen Street entrances at our Head Office.
- CLOSING DATE**
- :
- 28 November 2008

OTHER POST

- POST 46/153**
- :
- PROFESSIONAL: CO-ORDINATION & LIAISON (REF NO: 006/08/08 SSA)**  
(1 permanent post exist in the National Statistics System Division at Head Office)

- SALARY**
- :
- R407 745 per annum
- REQUIREMENTS**
- :
- Co-ordination: Stationed at Head Office, Communicate with internal and external stakeholders • Develop plans, systems and processes to support strategy of NSS • Advocacy: Make presentations on the NSS, provide NSS information to stakeholders • Co-ordinate links with internal and external stakeholders • Facilitate technical support to NSS stakeholders • Facilitate consultation among NSS stakeholders for drafting of memoranda of understanding and protocols on partnership in the NSS • Facilitate training to NSS stakeholders by Stats SA and other NSS partners • Organise NSS workshops in co-operation with provincial NSS Managers • Co-ordinate statistical capacity audits of Departments • Create a database of NSS stakeholders • Develop and implement NSS promotional and marketing materials for Stats SA, other government departments and provinces. Person Profile: Excellent communication and report writing skills • Excellent analytical skills • Good interpersonal and networking skills • Ability to work under pressure • Ability to handle multiple and complex tasks and projects • Familiarity with Government policy priorities.

- DUTIES**
- :
- Key Performance Areas: A three year tertiary qualification in Statistics or related field • Experience in A three year tertiary qualification in Statistics or related field • Experience in producing statistical and related outputs • Experience in managing projects • Experience in document management and archiving • Knowledge of Ms Office • Knowledge of at least one statistical packages eg SAS, SPSS.

- ENQUIRIES**
- :
- Phikisile Dlamini on (012) 336 0158

**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** : 28 November 2008

**NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POSTS**

**POST 46/154** : **PROTOCOL OFFICER**  
(Branch: Communications)  
(Chief Directorate: Campaigns, Marketing and Events)  
(Directorate: Events and Protocol Management)  
(Sub-Directorate: Protocol Management)

**SALARY** : R145 920 Per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate three years tertiary qualification with two years relevant experience •  
Note: The following will serve as a recommendation: Extensive knowledge of international and domestic protocol. Working knowledge of international and local current affairs. Knowledge of international relations. Stakeholder and customer liaison. Research skills. Good interpersonal skills. Good written and verbal communication skills. Basic project management skills.

**DUTIES** : Manage all protocol compliance for all events. Assist with the development of a code of practice relating to local, national and international visits. Determine protocol procedures for each event. Assist with the training of protocol officers for special events. Deal with special arrangements for each event and liaise with VIP protection unit. Conduct background research on visitors (especially leaders of delegates) and also the country from them come from, and prepare profiles (Multilateral and Bilateral Agreements). Manage protocol projects and assist with the compilation of the protocol schedule on a yearly basis. Arrange meetings, venue and take minutes at each meeting. Ensure all information pertaining to projects is filled for future reference.

**ENQUIRIES** : Mr S Monareng, Tel: (012) 309 3970  
**NOTE** : Shortlisted candidates will be subject to personality profile analysis

**POST 46/155** : **MEDIA RELATIONS OFFICER**  
(Branch: Communications)  
(Chief Directorate: Communications Services)  
(Directorate: Events and Protocol Management)  
(Sub-Directorate: Media Relations)

**SALARY** : R145 920 Per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate tertiary qualification in Communication or Journalism with two years experience in communication field. The following key competencies and attributes are essential: Good writing and verbal skills. Good interpersonal and influencing abilities. Good publication skills. Good liaison skills and analytical skills. Basic project management.

**DUTIES** : Enhance the public image of the Minister and Department through sound relationship with the media and good communication practices. Maintain professional and positive relations with news media. Determine the methods and media most suitable to reach citizens and external stakeholders. Respond to media requests for information or comments from an official source, where appropriate. Assist with consulting officials and functionaries to develop articles and other official messages. Support and research on publication in line with the

Departments content and publications strategy. Interact with employees and identify content, editorial and publications needs. Facilitate the production of publications in line with the Department's vision, mission and objectives. Write articles for Department internal and external newsletter and publications.

**ENQUIRIES**  
**NOTE**

- : Mr S MonarengTel: (012) 309 3970
- : 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. It is the intention of the Department to promote representativity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.*

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity Document and Drivers license. Incomplete Z83 form will not be considered. No faxed or emailed applications will be accepted. Applications received after the closing date will not be considered. Communication will be limited only to short-listed candidates. If you do not hear from us within 6 weeks after closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

**POST 46/156** : **SENIOR ENGINEER SPECIALIST**  
(Directorate: Water Abstraction and Instream Use)

**SALARY** : R557 133 per annum (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised four-year Bachelor's degree in any of the following field(s): Civil Engineering; Environmental Engineering or Water Resources Engineering or an equivalent qualification as recognised by the Engineering Professions Act (Act 46 of 2000). A postgraduate degree in a relevant field will be an added advantage. Registration as a Professional Engineer with the Engineering Council of SA (ECSA) or registration with any other Engineer professional body accredited by the Washington Accord and recognised by ECSA. Appropriate relevant working experience applicable to fields such as: Hydrology, geo-hydrology, geotechnical engineering, structure, hydraulics, hydraulic structures, including canals, weirs and dams and their potential influence on water resources. Excellent technical skills and knowledge related to pipeline and canal behaviour and monitoring, best environmental management, water resource quality and protection, protocol, assessment, planning and monitoring of water resources. Thorough knowledge and understanding of the principles of Integrated Water Resources Management (IWRM) and their application at catchment levels; key water use sectors in relation to water use efficiency standards, benchmarks and key performance indicators; principles of water conservation and water demand management (WC/WDM) in the key water use sectors. Excellent knowledge and understanding of the water sector ie relevant legislation, including the National Water Act (Act 36 of 1998) - NWA and the and the Water Act (Act 54 of 1956); the National Environmental Management Act (Act 107 of 1998) - NEWA Amendment Bill (Bill 36 of 2007); together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Good knowledge and understanding of relevant key Department programmes such as: Water Allocation Reform (WAR); WC/WDM; Water for Growth and Development (WfGD) etc. Proven practical experience in evaluating water use licence applications (WULAs). Proven liaison and network skills especially as they relate to corporative governance and stakeholder engagement. Excellent communication skills including: Verbal report writing, presentation and information and communication technology skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 08 (EB) driver's licence.

**DUTIES** : Key Performance Areas: Provide guidance and expertise in formulation and implementation of policy documents, regulations, guidelines, systems, strategies, protocols, norms and standards regarding water abstraction and storage and other instream water use authorizations. Review/evaluate in terms of legal, technical, water resource management and integrating socio-economic concerns with environmental and ecological priorities in evaluating of integrated WULAs submitted for approval. Study, participate in discussions and provide comments on all reports and submission in connection with WULAs. Be involved in the quality control and oversight to ensure consistency in the inclusion of appropriate conditions during the processing/evaluation/ reviewing of WULAs. Carry out technical evaluation of river hydraulics (eg banks stability of water courses) in relation to pipeline river crossing. Integrate key areas of work with relevant priority departmental programmes such as: Water Allocation Reform (WAR); Water Conservation and Water Demand Management (WC/WDM); Water for Growth and Development (WfGD) etc. Integrate socio-economic concerns with

environmental and ecological priorities in evaluating WULAs. Capacity build (training and mentoring) in various aspects related to water use authorisation within DWAF and amongst external stakeholders.

**ENQUIRIES** : Mr CK M'Marete, tel. (012) 336-8806.

**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** : 21 November 2008

#### OTHER POSTS

**POST 46/157** : **DEPUTY DIRECTOR: RESOURCE QUALITY MONITORING**  
(Directorate: Resource Quality Services)

**SALARY** : R407 745 per annum (all inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate four-year BSc (Hons) Natural/Earth Sciences degree with in-depth knowledge of and experience in Chemical, Biochemical, Biological, Ecological Sciences, as well as relevant experience in the scientific project and general management activities in water resource quality monitoring and assessment or related field. Recommendations: Ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. Ability to communicate scientific information succinctly and clearly in writing, electronic and verbal. Proven ability to manage a multidisciplinary group of scientists and integrate over a wide range of projects, disciplines and people. Advanced computer literacy and ability to use desktop software packages, such as spreadsheet, word processing and project management. Good conceptual thinking skills. Knowledge of aquatic sciences and understanding of Geographical Information Systems. Sound knowledge of the National Water Act and related legislation. Scientific, managerial, co-ordination and organisational skills. A valid driver's licence.

**DUTIES** : Key Performance Areas: Develop and apply procedures and protocols for the monitoring and assessment of the quality of water resources in terms of fitness for use. Ensure institutionalisation and testing of methodologies for the toxicological, radiological, biological, chemical and ecosystem health assessment of water resource quality and domestic water supplies. Evaluate the use of site-specific toxicological, radiological, biological, chemical and ecosystem health testing results in setting sitespecific water quality guidelines. Liaise with other Government Departments, local authorities and the public on the quality of water resources. Provide scientific and technical water quality monitoring support service to the Department of Water Affairs and Forestry, other Government departments, research partners at national and international levels. Provide administrative management of and scientific guidance to a multidisciplinary scientific team on the monitoring, assessment and reporting on the status and trends of water quality in South Africa. Participate in the general management activities of the Directorate: Resource Quality Services in support of the water resources information management function of the Department.

**ENQUIRIES** : Mr M P Nepfumbada, Tel (012) 336 8787

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

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

**CLOSING DATE** : 21 November 2008

**POST 46/158** : **DEPUTY DIRECTOR: REMOTE SENSING AND GIS**  
(Directorate: Spatial and Land Information Management)

**SALARY** : R407 745 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A four-year B Sc (Hons) or BTech degree (or equivalent) in numerical, earth or natural science majoring in Remote Sensing and/or Photogrammetry, with demonstrable experience in management in a scientific environment. The suitable candidate must have experience in two or more of the software packages such as ERDAS, Microstation, uSMART, eCognition and ArcGIS. An understanding of or exposure to global observing systems technology for resource assessment will be critical. Registration with the South African Council for Professional Land and Technical Surveyors (PLATO) or National Professional Scientific Professions (Pr.Sc.Nat) will be an added advantage. A self-starter and highly motivated individual fully committed to transforming a highly scientific/technical environment. The following competencies are essential: Scientific, managerial, co-ordination and organizational skills. Strong leadership and promoting transformation and service delivery excellence. Creativity, initiative and well developed skills in strategic, innovative thinking and leadership. Written and verbal communication. Advanced computer literacy.

**DUTIES** : Key Performance Areas: The incumbent will be expected to coordinate and supervise the activities of the sub-directorate: Remote Sensing and GIS

Applications to deliver accurate and timeous photogrammetric and remote sensing products and ensuring that these are coherently utilized in DWAF. These products should support information requirements necessary to assess water resources and related information needs, including the following: The quantity and quality of water in the various water resources (such as groundwater, surface water, wetlands, estuaries impoundments); The use of freshwater resources, The rehabilitation of water resources, Compliance with resource quality objectives, The health of aquatic ecosystems; and Atmospheric conditions which may influence water resources. Managing a multidisciplinary scientific/technical team, including supervision, performance and development. Participation in space technology for water resources assessment such global earth observing systems and related programmes or remote sensing. Project management including financial and asset management. Interfacing with line function water resource managers in the implementation of water resource monitoring and information systems. Providing a technical monitoring support service to the Department of Water Affairs and Forestry as part of the Chief Directorate Water Resources Information Management;

**ENQUIRIES** : Ms C Rajah, Tel. (012) 336 8310  
**APPLICATIONS** : The Director-General: Department of Water Affairs, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : Ms. C Mazibuko, ZwaMadaka, Building, Room 610  
**CLOSING DATE** : 21 November 2008

**POST 46/159** : **SENIOR SPECIALIST: LAND/GEOMATICS SURVEYOR**  
(Directorate: Spatial and Land Information Management)

**SALARY** : R407 745 per annum (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four-year tertiary qualification in Land Surveying/Geomatics or equivalent plus post graduate training supplemented by extensive appropriate experience. Registration with the South African Council for Professional Land Surveyors and Technical Surveyors (PLATO). Extensive knowledge of spatial/survey techniques for data collection, analysis, evaluation and interpretation. Ability to use a range of equipment to produce surveys, including GPS and conventional methods; a strong candidate who thinks creatively with sound leadership skills to function in a changing environment; project management experience, planning and organising skills; computer literacy and thorough knowledge of surveying hardware and software. A valid driver's License

**DUTIES** : Key Performance Areas: Support spatial and land related data / information acquisition and management for water resources assessment. Data gathering on the earth's physical and human-made features related to water resources management through surveys; signing off all survey related projects for quality and compliance purposes. Liaise with relevant internal and external partners and stakeholders to ensure maximum alignment and co-ordination of the departmental survey function/activities in support of the relevant manager. Keeping up to date with new and emerging technology for use by the Directorate and the Department. Utilizing data from a range of sources, such as aerial photography, satellite images/surveys; and interpreting data using maps, charts and plans.

**ENQUIRIES** : Ms C. Rajah at Tel (012) 336 8310  
**APPLICATIONS** : The Director-General, Department Water Affairs & Forestry, Private Bag x313, Pretoria, 0001

**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 21 November 2008

**POST 46/160** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**

**SALARY** : R407 745 per annum (all inclusive salary package)  
**CENTRE** : Bloemfontein (35813) ( JE 3343)  
**REQUIREMENTS** : A B degree in Accounting, Public Finance or an NQF Level 6 equivalent qualification. Extensive relevant experience in a finance environment in a management position with a proven track record of managing a team. Relevant experience in the Public Service would be an advantage. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of BAS, PERSAL, LOGIS and SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's licence.

**DUTIES** : Key Performance Areas: Provide strategic guidance on handling financial management matters of the Department | Ensure that budget-related matters are attended accordingly, including the observation of DWAF business process. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow up on the budget to ensure that is utilised properly. Handle audit and related queries. Responsible for Supply Chain Management functions and Payroll Management. Manage personnel.

**ENQUIRIES** : Mr T.P Ntuli, Tel. (051) 405 9000

<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300
<b><u>FOR ATTENTION</u></b>	:	Ms Z Ramatsebe
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/161</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	A B degree in Accounting, Public Finance or an NQF Level 6 equivalent qualifications. Extensive relevant experience in a finance environment in a management position with a proven track record of managing a team. Relevant experience in the Public Service would be an advantage. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of BAS, Persal and SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for: The provision of strategic guidance on handling Financial Management matters of the Department. Ensure that budget related matters are attended accordingly including the observation of DWAF business process. Ensure that financial policies and regulations are implemented properly. Control over the administration of accounts and make follow up on the budget to ensure that is utilized properly. Handle audit and related queries. Supply Chain Management functions. Payroll Management. Management of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr H Smit Tel (012) 392 1303
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995 Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/162</u></b>	:	<b><u>DEPUTY DIRECTOR: RESOURCE QUALITY INFORMATION</u></b> (Directorate: Resource Quality Services)
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	We seek a self-starter and highly motivated individual fully committed to transforming a highly scientific/technical environment, in possession of a four year B Sc (Hons) degree (or equivalent) in numerical, earth or natural science with demonstrable experience in management in a scientific environment. The following competencies are essential: Scientific, managerial, co-ordination and organizational skills. Understanding and knowledge of National Water Act and related legislation. Strong leadership and promoting transformation and service delivery excellence. Creativity, initiative and well developed skills in strategic, innovative thinking and leadership. Written and verbal communication. Advanced computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent will be part of a team who's primary responsibility is to establish and maintain water quality and aquatic health monitoring and information systems for current and future information needs of water resources management, ensuring that these are coherently implemented by DWAF regional offices and Water Management Institutions, and assessing the quality and reliability of the monitored data. He/she will be responsible for the following: Managing a multidisciplinary scientific team that develops systems to acquire, store, assess and disseminate water resource information to support water resource quality assessment. Guiding the development of strategies, procedures and guidelines for information systems related to national water resource quality monitoring and assessment. Interfacing with line function water resource managers in the implementation of water resource monitoring and information systems. Providing a technical monitoring support service to the Department of Water Affairs and Forestry as part of the Chief Directorate Water Resources Information Management. Managing the maintenance and upgrading of the Directorate's local area networks as well as development of water resources quality assessment tools.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nepfumbada, Tel. (012) 336 8787
<b><u>APPLICATIONS</u></b>	:	The Director-General: Department of Water Affairs, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/163</u></b>	:	<b><u>CHIEF SPATIAL DATA TECHNOLOGIST</u></b> (Directorate: Spatial and Land Information Management)
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four-year tertiary qualification in Survey or equivalent supplemented by extensive appropriate experience in gathering of spatial and related information.

		The candidate should be registered with the South African Council for Professional Land Surveyors and Technical Surveyors (PLATO). Extensive knowledge of data collection, analysis, evaluation and interpretation, including hydrographic, topographic, engineering, dam deformation & geodetic control surveys. The position requires a strong candidate with sound leadership skills to function in a changing environment. The candidate should have Project management experience, planning and organising skills. Computer literacy and thorough knowledge of surveying hardware and software.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Develop policies, strategies, regulations, standards, guidelines and procedures for surveys needed for the planning, designs, construction and maintenance of water related infrastructure, including resource monitoring and assessment. Support data / information acquisition and management for hydrographic, topographic, engineering, dam deformation & geodetic control surveys. Liaise with relevant internal and external partners and stakeholders to ensure maximum alignment and co-ordination of the departmental survey function. Liaise with the regions and other units within DWAF in respect of functional operational and other responsibilities related to data acquisition and management. Manage projects, survey consultants and private contractors. Manage allocated resources and the performance of the sub-directorate. Provide training and mentorship to staff in geomatics/survey and related areas of data acquisition approaches. Contribute in business planning and reporting for the Operational Programme of Data / Information Acquisition and Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Rajah at Tel (012) 336 8310
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department Water Affairs & Forestry, Private Bag x313, Pretoria,.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Room 610
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/164</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R 407 000 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A 3 year degree / diploma (or equivalent qualification ) plus 5 years experience or Grade 12 with 10 years experience in the relevant field.( Budgeting, Cash flow control, SCM, Asset and Revenue management). Sound knowledge of the PFMA, Treasury Regulations, Departmental Financial Rules, SCM, PPPFA and Asset management. Good managerial skills. Valid Drivers License and must be Computer Literate. ·Ability to manage a team of people. ·Applied knowledge of relevant policy and legislative prescripts. ·Excellent written, communication and people skills ·Excellent knowledge of: BAS, SAP, Persal, MS Excel and Word
<b><u>DUTIES</u></b>	:	Compile/Control budget – Annual / adjustment / MTEF and Cash Flow management. Reporting of expenditure to program managers. Expenditure Control / corrections per program (Main / Trading Account). SCM - full purchase cycle (Demand, Acquisition, and Logistic and Disposal management). Asset Management – Update and Maintain Regional asset register. Monthly reconciliation of all new acquisitions. Manage all SCM and Sundry payments Manage Regional financial year end procedures, internal, interim and final audits. Revenue management, billing management, Dunning management and Debtors. Co-ordinate and compile Water Tariff inputs. Evaluation of Staff. Management of financial structure according to SCOA. Management of Regional Strategic plan.
<b><u>ENQUIRIES</u></b>	:	Mr. Snyders (053) 8308804
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department: Water Affairs and Forestry, Private Bag X6101, Kimberley, 8300.
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. Du Plessis
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/165</u></b>	:	<b><u>DEPUTY CHIEF ENGINEER (CIVIL)/DEPUTY CHIEF WATER RESOURCE PLANNER (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	For the post of Deputy Chief Engineer, a recognised four year degree in Civil Engineering or equivalent qualification as prescribed in the Engineering Profession of SA Act (Act 14 of 1990) and registration as a professional engineer with the Engineering Council of SA. For Deputy Chief Water Resource Planner at least an appropriate recognised BSc (Hons) degree in the Natural Science with mathematics as subject passed at least at second year level or other appropriate degree that will enable the applicant to perform well in the water resources management. Additional qualifications in some of the following fields will serve as a recommendation: water resources management, hydrology or geo-hydrology, mathematical modelling, project management, resource economics, ecological and environmental studies, socio-economics and water law. For all the posts appropriate experience in water resources management, bulk water resources planning or closely related disciplines, as well as experience in planning related



fields such as hydrological modelling, economics, ecology policy development, institutional aspects, and negotiation will be a distinct advantage. Proven leadership skills as well as the ability to manage professional staff, to think creatively, to successfully manage multidisciplinary professional teams and good written and verbal communication skills will be required. Applicants must be computer literate and proficient in English.

**DUTIES** : Key Performance Areas: The Directorate: National Water Resource Planning (NWRP) is responsible for broad water resource planning at a strategic level for the whole of South Africa. The Directorate seeks outstanding water resources planners to meet the challenges in this field. The successful candidate(s) will be part of a dedicated team of professionals involved in the identification, setting up and management of multidisciplinary planning studies. These studies will inter alia involve the assessment of available water resources and development needs, the identification of possible solutions to meet water requirements and the evaluation of associated social, economic and environmental influences and impacts. These studies will require the co-ordination and processing of inputs from a wide range of disciplines, comparative analyses and optimisation and will culminate in reports on investigations of possible water resource developments, and/or the development of strategies to reconcile water supply and requirements. The bulk of the work of this component is done under contract by highly skilled professional's service providers (PSP/s) under management of a professional NWRP team, led by the Chief Engineer/ Chief Planner. Candidates must therefore be able to assist in providing technical guidance to the PSP/s and will be responsible for the management and administration of professional services contracts. The duties also involve close interaction with other components in the Department, provincial and central governments, other development agencies, local authorities, the public and public institutions.

**ENQUIRIES** : Mr JA van Rooyen Tel (012) 336 8814  
**APPLICATIONS** : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 21 November 2008

**POST 46/166** : **DEPUTY DIRECTOR: WORKING FOR WATER**  
(5 Year fixed-term contract)

**SALARY** : R344 052 per annum (all-inclusive package)  
**CENTRE** : Pretoria (Gauteng Regional Office)  
**REQUIREMENTS** : An appropriate recognised three year Bachelors degree/National diploma or equivalent qualification in one or more of the following fields: Agricultural Science/Economics, Natural Sciences, Environmental Sciences, Forestry, Resource Science/ Economics and Earth Sciences. Five to eight years of experience in a management position. Strategic planning and Analytical thinking skills. A Working knowledge of public service and environmental legislation and of EPWP. A valid driver's licence. Project planning and Project management experience. Experience in using computers (MS Word, MS Excel and MS PowerPoint), good communication skills both written and verbal. Self-motivated, well organised, able to work independently, able to lead, Inspire and motivate the sub-directorate to implement its aims and objectives. Willingness to travel.

**DUTIES** : Key Performance Areas: Management of the Working for Water programme in the region. Investigate, Identify and prioritise potential new projects and develop project plans and strategies. Motivate these projects to the Regional Director and WfW National Office. Draw up the regional WfW business plan and APOs. All aspects of financial management relating to Programme management including Budget, Procurement, and Programme implementation. Monitor and evaluate compliance of projects in the region with National Office norms and standards. Advocacy and liaison with other government departments and stakeholders. Monthly reporting of the regions performance to the WfW National Office and the Regional Director and quarterly reporting to EPWP. Promote job creation and skills development in support of poverty alleviation in line with EPWP targets. Resolve queries arising from operations. Provide assistance to public queries regarding invasive alien plant control. Provide leadership and management to the region.

**ENQUIRIES** : Ms T. Puling Tel. (012) 392 1353  
**APPLICATIONS** : The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995 Pretoria, 0001. (Plaza East, 285 Schoeman Street, Pretoria)

**FOR ATTENTION** : Ms K Mathole  
**CLOSING DATE** : 28 November 2008

**POST 46/167** : **DEPUTY DIRECTOR: MONITORING, EVALUATION AND REPORTING CO-ORDINATOR**

**SALARY** : R344 052 per annum (All inclusive package)  
**CENTRE** : Northern Cape Regional Office Kimberley

<b><u>REQUIREMENTS</u></b>	:	A recognized three years National Diploma or Degree in Engineering / Technology or Social Science with at least 3 years appropriate experience in analytical assessments and report writing •Good knowledge in monitoring, evaluation and research methodologies •Very good communication skills •Project and programme management skills •Knowledge of technical standards and procedures •Computer literacy •Valid drivers license.
<b><u>DUTIES</u></b>	:	Ensures the monitoring and compliance of water programmes with national regulatory framework •Ensures planning of interventions for poor performance •Facilitate and co-ordinate Regional quarterly work plan reporting •Liaise with key Provincial Sector players •Ensure site visits for DWAF quality standards, norms and sustainability •Ensure analysis of data for monthly internal and quarterly external reporting •Ensure synchronization of water services and water resources •Assist and liaise for annual spot checks •Facilitate the development of Regional action plans •Provides leadership to the Sub directorate •Conducts strategic and business planning for the section.
<b><u>ENQUIRIES</u></b>	:	Mr. L Snyders – Tel: 053 – 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Dept. Water Affairs & Forestry, P/Bag X6101 Kimberley 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. C. Du Plessis
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/168</u></b>	:	<b><u>TECHNICAL MANAGER: (NC WORKING FOR WATER)</u></b> (5 year contract)
<b><u>SALARY</u></b>	:	R 294 000 per annum (all inclusive)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in natural Sciences/Forestry/Project Management or equivalent qualification or grade 12 plus 10 years relevant experience. Knowledge and understanding of Government legislation and procedures. Extensive experience in the scientific services fields or relevant field. Management experience and good interpersonal relations. Comprehensive computer literacy relating to GIS. A valid drivers license and willingness to travel. Good verbal and written communication skills and ability to motivate, train and mentor people.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure all operational advise and support is provided to the region and projects to meet annual clearing, employment and expenditure reports. Ensure that all projects have Annual Plans of Operation (APO's) developed from Management Unit Clearing Plans (MUCP's). Basic knowledge of water resource management essential. Facilitate the handing over process of successfully completed work in conjunction with the Department of Agriculture. Ensure that first party assessments take place in every project. Ensure that all second party assessment recommendations are implemented. Assist Regional Programme Leader with all field operational matters. Co-ordinate the technical quality circle interventions in regions. Ensure that all operational policies and research outcomes get implemented. Close and regular liaison with the National Monitoring and Development Unit. Assist in the implementation and management of Health and safety in the region. Assist with the completion of key performance indicators. Assist with mentoring and training of staff in the planning process.
<b><u>ENQUIRIES</u></b>	:	Mrs D. Sharp, Tel (053) 802 0500.
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department of Water Affairs and Forestry, Private Bag X6101 Kimberley,
<b><u>FOR ATTENTION</u></b>	:	Ms. Geraldine Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/169</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification in the Economic Sciences and or Finances plus appropriate experience. Knowledge of BAS and Persal. Good written and Verbal Communication Skills. Computer literacy in Ms Word, Excel and Outlook. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Recognised Accounting Practice (GRAP). Supervision Skills and ability, Able to work independently without compromising team results. A valid driver's licence. SAP will serve as advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The Successful candidate will be responsible for the following duties: Handle all payments and ensure that correct procedures are followed in accordance with financial Prescripts, Authorize and online approval of payments, Ensure that Debt are correctly captured on BAS, Identify and writing off irrecoverable debt. Answering of Audit queries, Ensure the correct allocation Codes for DORA payments to Municipalities, Ensure the efficient running of the office as well as the Administrative duties related to Finance.
<b><u>ENQUIRIES</u></b>	:	Mr T.P Ntuli, Tel. (051) 405 9000
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<b><u>FOR ATTENTION</u></b>	:	Ms Z Ramatsebe

<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/170</u></b>	:	<b><u>PRINCIPAL ENGINEER (CIVIL)/WATER RESOURCES PLANNER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised four year Bachelor degree or equivalent qualification in Engineering as prescribed in the Engineering Profession of South Africa Act, 1990 plus appropriate water resources engineering experience according to the level of appointment. Registration with the Engineering Council of South Africa as a professional engineer is a requirement to qualify for appointment as Principal Engineer. For Principal Water Resource Planner at least an appropriate recognised BSc (Hons) degree in the Natural Sciences with mathematics as subject at least at second level or other appropriate degree that will enable the applicant to perform well in the water planning environment. Additional qualifications in some of the following fields will serve as a recommendation: water resources management, hydrology or geo-hydrology, mathematical modelling, project management, resource economics, ecological and environmental studies, socio-economics and water law. The following will be recommendations as well: computer proficiency, good writing and communication skills, exposure to soft engineering issues, such as in the environmental and social fields. Working knowledge of the National Water Act, Water resources within multi-disciplinary teams.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will work under the direct control of a Chief Engineer and will form part of a project team that will be involved in the planning of future water resource development in South Africa. The incumbent will give support to the Chief Engineer who is responsible for; the identification of available water resources and development needs through multidisciplinary basin studies. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. Coordination and processing of inputs from a wide range of disciplines, comparative analysis, optimisation and reporting feasibility investigation of possible water resource development. Selection appointment and control of professional service providers.
<b><u>ENQUIRIES</u></b>	:	Mr JA van Rooyen Tel (012) 336 8814
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/171</u></b>	:	<b><u>ASSISTANT DIRECTOR (MANAGEMENT ACCOUNTING)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	:	A three year Bachelor's degree in Accounting/ Management Accounting or an NQF Level 6 equivalent qualification and appropriate experience in financial management with extensive involvement in budgeting. Knowledge of budgeting process in government is essential. *Competencies and skills: Report writing skills, analytical skills, communication, and computer literacy. *Knowledge of BAS. * Sound knowledge of PFMA and Treasury Regulation. * A valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Preparation of Early Warning report as prescribed by National Treasury. Ensuring that the Region's budget is correctly allocated on the Financial System, which includes adjustment budgets. Preparation of rollover requests. Preparation of virement submission, including additional funding. Reallocation of expenditure to correct expenditure codes. Identify over and under expenditure on programmes and advice managers accordingly. Preparation of weekly and monthly reports to managers. Rendering support to programme and interact with sub directorate in respect of budgeting related matters. Provide necessary information in respect of disclosure notes and annexure to financial statements. Revenue Management. Handle all audit and budget related queries. Attend to all personnel and their PMDS
<b><u>ENQUIRIES</u></b>	:	Ms Z Bopape 012 392 1311
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/172</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A B Com degree or a Bachelor degree in Public Administration. Appropriate administrative experience in the area of basic Financial management and

	personnel administration. Knowledge of Public Finance Management Act (PFMA), Treasury regulations, procurement policies and procedures, Supply chain management, Assets management and risk management. Management skills. Excellent interpersonal skills. Strong verbal and written communication skills. Computer literacy preferably in Microsoft and valid Driver's license.
<b><u>DUTIES</u></b>	: Key Performance Areas: Tariff calculations, Asset management (Fixed Assets and immovable assets). Manage the supply chain management process by developing effective supply chain management policies and procedures. Applications of Board Based Black Economic Policy in line with Government's objectives in purchasing, Tendering, Contract management and reporting. Guide the department on the implementation of supply chain framework and systems. Develop and implement Procurement Reform Program and provide Training to official on new development. Develop and implement contract management system. Develop and implement suppliers Data base.
<b><u>ENQUIRIES</u></b>	: G Skosana Tel (013) 759 7374
<b><u>APPLICATIONS</u></b>	: The Regional Head: Mpumalanga, Department of Water Affairs & Forestry, Private Bag X 11259, Nelspruit 1200.
<b><u>FOR ATTENTION</u></b>	: Mr. MJ Mamba
<b><u>CLOSING DATE</u></b>	: 21 November 2008
<b><u>POST 46/173</u></b>	: <b><u>ASSISTANT DIRECTOR: IMPLEMENTATION (WORKING FOR WATER)</u></b> (5 Year fixed-term contract)
<b><u>SALARY</u></b>	: R217 482 per annum
<b><u>CENTRE</u></b>	: Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	: An appropriate recognised three year Bachelors degree/National diploma or equivalent qualification in Natural Sciences. Three to five year's relevant management and line-function experience. Experience in alien invasive plants management will be an advantage. Computer literacy (MS Word, MS Excel and MS PowerPoint). A valid driver's licence. Project management experience relating to resource management, human resource and financial management. Analytical thinking skills planning and coordination. Good written and verbal communication skills. Project management experience
<b><u>DUTIES</u></b>	: Key Performance Areas: Manage the determination of the extent and impact of existing and potential projects/implementing agents. Ensure and provide regulations and support to Implementing Agents (IA's) and projects in the regions with regard to invasive plants clearing, social development, health and safety and value-added industries. Implement strategies for project clearing plans and annual plans of operation. Monitor and evaluate compliance of contracts and contract delivery and performance. Liaison with relevant stakeholders, partnerships and landowners. Manage the implementation unit. Compile monthly KPI progress reports for the Deputy Director: WfW Gauteng.
<b><u>ENQUIRIES</u></b>	: Ms T. Puling Tel 012 392 1353
<b><u>APPLICATIONS</u></b>	: The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001. (Plaza East, 285 Schoeman Street, Pretoria)
<b><u>FOR ATTENTION</u></b>	: Ms K. Mathole
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/174</u></b>	: <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u></b>
<b><u>SALARY</u></b>	: R 217 482 per annum
<b><u>CENTRE</u></b>	: Northern Cape Regional Office Kimberley
<b><u>REQUIREMENTS</u></b>	: A 3 year degree / diploma (or equivalent qualification) Plus 3 years experience or Matric with 5 - 10 years experience in the relevant field. (SCM and Asset management
<b><u>DUTIES</u></b>	: Manage Regional SCM - full purchase cycle (Demand, Acquisition, Logistic and Disposal management) Asset Management – Update and Maintain Regional asset register/ lease register, Monthly reconciliation of all new acquisitions ( BAS & SAP ) Manage all SCM payments, 0-9 Files, Chief user files, Stocktaking exercises Tenders and contract management Advise users on SCM procedures, Internal Training, Manage supply chain unit and staff. Co-ordination of inputs for financial year end, internal, interim and final audits Management of Regional Tenders / Disposals
<b><u>ENQUIRIES</u></b>	: Mr. S.J. Malan – Tel: 053 – 830 8800
<b><u>APPLICATIONS</u></b>	: The Chief Director, Dept. Water Affairs & Forestry, P/Bag X6101 Kimberley 8300
<b><u>FOR ATTENTION</u></b>	: Ms. C. Du Plessis
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/175</u></b>	: <b><u>ASSISTANT DIRECTOR: CATCHMENT MANAGEMENT</u></b>
<b><u>SALARY</u></b>	: R217 482 per annum
<b><u>CENTRE</u></b>	: Northern Cape Region: Upington
<b><u>REQUIREMENTS</u></b>	: An appropriate recognized degree in Engineering, Natural or Earth Science or a National Diploma or equivalent qualification, plus appropriate experience • Good understanding of principles and Integrated Water Resource Management •

	Proven managerial and leadership abilities as well as strategic management skills • Valid driver's license: The following will be recommendations: • Knowledge of the National Water legislation and related policies, regulations and strategic framework prescripts • Good written and verbal communication skills • Initiative and innovative thinking skills • Knowledge of Human Resources with a clear understanding of transformation in the public service • Willingness to travel extensively.
<b><u>DUTIES</u></b>	: Evaluate & process license applications including transfers & trading of entitlements • Compliance monitoring and enforcement • Alleviate poverty by promoting farming opportunities to resource poor farmers • Monitoring and control of surface and groundwater abstractions in the Lower Orange WMA • Management of the Water Authorisation and Registration Management System (WARMS) • Promote, provide support and create awareness on water conservation and water demand management initiatives in the Lower Orange WMA • Establishment and support of the Lower Orange CMA • Ensure sufficient revenue is generated • Determine tariffs for water use • Ensure representative and capacitated staff for Lower Orange WMA Proto-CMA • Ensure capacitated and empowered stakeholders • Promote IWRM in the Lower Orange WMA • Water related disasters managed • Assist in the implementation of human resources activities and policies in the Lower Orange WMA • Implement effective Financial Management • Effective and efficient Asset Management • Management of office buildings and residential area terrain services • Financial management for the divisions: Terrain Services and Water Allocation and Water Use • Human resources management for the divisions Terrain Services and Water Allocation and Water Use.
<b><u>ENQUIRIES</u></b>	: MO Mokgwabone, tel. (054) 338 5800.
<b><u>APPLICATIONS</u></b>	: The Regional Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag X5912, Upington 8800,
<b><u>FOR ATTENTION</u></b>	: Mrs. C Kotze.
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/176</u></b>	: <b><u>ASSISTANT DIRECTOR: TECHNICAL PLANNING (WORKING FOR WATER)</u></b> (5 Year fixed-term contract)
<b><u>SALARY</u></b>	: R217 482 per annum
<b><u>CENTRE</u></b>	: Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	: An appropriate recognised three year Bachelors degree/National Diploma or equivalent qualification in Natural Sciences. Thorough knowledge of legislative context of alien plant clearing and clearing operations. Three to five year's relevant management and line-function experience. (Experience in alien invasive plants management will be an advantage). Computer literacy (MS Word, MS Excel and MS PowerPoint). A valid driver's licence. Project management skills, Human Resources and Financial management skills. Project management, Analytical thinking. Project planning. Good written and verbal communication skills. Ability to communicate with DWAF managers other, departments, private sector and stakeholders.
<b><u>DUTIES</u></b>	: Key Performance Areas: Manage the compilation of MUCP's and APO's for the control and prevention of invasive alien plants (IAP). Advice and support management on: clearing operations, health and safety, rehabilitation, data management, Environmental and ecological impact. Develop and maintain norms for density and workload. Assess, monitor and evaluate project performance. Give adhoc advice within the region and nationally relating to IAPs. Develop regional strategic framework for control of IAP's with partner departments and stakeholders. Supervise sub-ordinates and give inputs into financial budget.
<b><u>ENQUIRIES</u></b>	: Ms T. Puling Tel. 012 392 1353
<b><u>APPLICATIONS</u></b>	: The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001. (Plaza East, 285 Schoeman Street, Pretoria)
<b><u>FOR ATTENTION</u></b>	: Ms K. Mathole
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/177</u></b>	: <b><u>ASSISTANT DIRECTOR: ADMINISTRATION OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY</u></b>	: R174 243 per annum
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate recognised degree/diploma and/or equivalent qualification and three to five years' experience in administrative matters. Knowledge of Department's functions, policies and procedures. Understanding of Public Service Transformation policies and processes. Good understanding of the relevant Public Service prescripts. Financial and Project Management. Knowledge of research techniques and methodology. Analytical, integration and alignment skills. Proven managerial and innovative skills. Good communication skills (both written and verbal). Computer literacy with good knowledge of MS

		Word, Excel, Outlook and PowerPoint. Ability to formulate vision, goals, objectives and operational plans. Event management. Ability to monitor and evaluate processes. Ability to work under pressure and willingness to work long hours. Ability to maintain stakeholder relations and participation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate Ministerial and priority enquiries. Check on compliance requirements. Provide administrative guidance to Branches. Compile and maintain a database of all enquiries. Supervise subordinate staff. Compile reports on the status of all enquiries in the absence of the Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Ms N Mdladla Tel (012) 336 8240
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/178</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Finance Section
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A 3 year degree / diploma (or equivalent qualification) plus 5 years experience or Grade 12 with 10 years experience in the relevant field. Sound knowledge of Persal, Payroll Administration, EWS Cash flow, Telephone Management and BAS Computer literacy, valid driver's license and experience as well as knowledge of the PFMA, Treasury Regulations and Financial Rules.
<b><u>DUTIES</u></b>	:	Key performance area: The successful candidate will be responsible for the Authorization of PERSAL transactions, e.g. S & T claims, overtime, standby, night shift allowance, and other allowances, deductions (Garnishee Orders, private telephone account, etc.). Responsible for payroll management, deal with queries related to PERSAL transactions and functions. Manage S & T and telephone accounts.
<b><u>ENQUIRIES</u></b>	:	Mr. S. J. Malan. (053) 8308800
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department: Water Affairs and Forestry, Private Bag X6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. Du Plessis
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/179</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	:	A three year Bachelor's degree in Accounting/ Management Accounting or an NQF Level 6 equivalent qualification and appropriate experience in financial management including budgeting. Knowledge of budgeting process in government is essential. *Competencies and skills: Report writing skills, analytical skills, communication, and computer literacy. *Knowledge of BAS. * Sound knowledge of PFMA and Treasury Regulation. * A valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist in preparation of Early Warning Report as prescribed by National Treasury. Capturing of the Region's budget on financial systems (BAS). Assist with the preparation of adjustment estimates. Assist with monitoring of Region's expenditure. Perform expenditure and budget control. Handling of rollovers, virement and additional funding. Assist with the provision of information for financial statements. Re-allocation of expenditure to correct expenditure report and analysis thereof.
<b><u>ENQUIRIES</u></b>	:	Ms Z Bopape 012 392 1311
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/180</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (COMPLIANCE AND OVERSIGHT)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or qualifications into fraud, corruption and theft. Good understanding of PFMA and Treasury Regulations. Appropriate experience in Internal Auditing/Auditing. Understanding of Risk management. Good interpersonal, written and verbal communication skills. Analytical skills. Ability to work independently and under pressure. Willingness to travel as and when required. A valid driver's license. Computer literacy. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Ability to identify and analyze risks during the execution of the audit. Problem-solving skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent will co-ordinate audit queries from time to time Ensure that Gauteng Region comply to PFMA and Treasury regulation.

		Assist management with investigations from time to time on Fraud, Corruption and theft for Gauteng Region. Perform risk assessments workshops on a six monthly basis for the different business units. Perform audit follow-ups. Promote a culture of professionalism
<b><u>ENQUIRIES</u></b>	:	Ms Z Bopape, Tel (012) 392 1311
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/181</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: COMPLIANCE &amp; OVERSIGHT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or qualifications related to fraud, corruption and theft. A good understanding of the PFMA and Treasury Regulations. Appropriate experience in Internal Auditing/Auditing. An understanding of risk management. Good interpersonal and written and verbal communication skills. Analytical skills. The ability to work independently and under pressure. Willingness to travel as and when required. A valid driver's licence. Computer literacy. Skills in the application of audit methodology and execution of audit procedures, in accordance with the approved audit programme. Ability to identify and analyse risks during the execution of the audit. Problem-solving skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate audit queries from time to time. Ensure that the Gauteng Region complies with the PFMA and Treasury Regulations. From time to time, assist Management with investigations into fraud, corruption and theft in the Gauteng Region. Perform risk assessment workshops on a six-monthly basis for the different business units. Perform audit follow-ups. Promote a culture of professionalism.
<b><u>ENQUIRIES</u></b>	:	Mr T.P Ntli, Tel (051) 405 9000
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<b><u>FOR ATTENTION</u></b>	:	Ms Z Ramatsebe
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/182</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Public Administration plus three years in SCM or Matric with appropriate experience in Supply Chain Management. Knowledge of Treasury regulations, PFMA, knowledge of Basic Accounting system (BAS). Data capturing, Computer literacy (Word, Excel, Micro-soft, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and work as a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible for compliance on SCM Policies, Managing the Supplier database. Ensure that Tender Register is maintained and is up to date. Ensures that orders are placed with approved suppliers on the Database. Maintaining Tender register. Ensures that all suppliers and service providers are rotated on regular basis. Ensures that all documents are to be submitted to the Economic Control Committee (ECC) and the Regional Bid Committee (RBC) on time. Advise contractors or suppliers on bid process and procedures. Liaise with departments on procurement related matters. Management of staff performance.
<b><u>ENQUIRIES</u></b>	:	G Skosana Tel (013) 759 7374
<b><u>APPLICATIONS</u></b>	:	The Regional Head: Mpumalanga, Department of Water Affairs & Forestry, Private Bag X 11259, Nelspruit 1200.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Mamba
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/183</u></b>	:	<b><u>SECONDARY INDUSTRIES COORDINATOR (WORKING FOR WATER)</u></b> (5 Year fixed-term contract)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Region)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification in business socio-economic and/or natural resource based development, nature conservation or agricultural or higher diploma in Forestry, Nature Conservation or Agriculture (experience in small business development will be an advantage), . Excellent verbal and written communication skills. Competency in Microsoft Office applications. Appropriate experience in Project management/ Business planning/Natural Resource/Agricultural /Forestry projects. Good Verbal and written communication skills and ability to liaise with DWAF managers other departments, private sector and stakeholders.

<b><u>DUTIES</u></b>	:	Key Performance Area: Contribute to research potential for value-added products and services. Identify VA.1 projects and develop business plans and procedures to establish viable VA.1's that contribute to natural resource use management and also to exit opportunities for WfW beneficiaries. Monitor and evaluate progress and compliance to WfW norms and standards of these partnerships. Liaise with other departments on strategies in promoting good inter-governmental relations. Ensure accredited training is given to the beneficiaries. Support in the development of strategic partnerships that will support the development and success of small business initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms T Puling Tel (012) 392 1353
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001. (Plaza East, 285 Schoeman Street, Pretoria)
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/184</u></b>	:	<b><u>ARTISAN SUPERINTENDENT/ELECTRICAL</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Usutu-River (Jericho Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or N6 school qualification. Electrical certificate (Heavy current). Trade test certificate with relevant experience in trade. Valid code 10 driver's licence. Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintenance of Electrical equipment or Machinery. Inspection for Cathodic protection. Maintenance of official houses, outside station and office. Installation of new electrical instruments. Telemetry. Pump station motors. Electrical fault findings. Able to work with low & medium voltage. Able to work overtime and Stand-by. Able to work under supervision and under pressure. Implementation of OHS Act.
<b><u>ENQUIRIES</u></b>	:	Mr. R.E van Heerden Tel 017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager: Usutu River GWS, Department of Water Affairs and Forestry, Private Bag x1004, Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms K.E.Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/185</u></b>	:	<b><u>ARTISAN SUPERINTENDENT/MECHANICAL (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Usutu-River (Jericho Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or N6 school qualification. Successful completed Mechanical engineering trade test. A valid code 08 driver's licence. Computer literacy. Five years relevant experience in trade
<b><u>DUTIES</u></b>	:	Key Performance Area: Planning and organising of work according to the budget implementation. Standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Customer care and Mechanical Services.
<b><u>ENQUIRIES</u></b>	:	Mr RE Van Heerden Tel .017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Usutu River GWS, Department of Water Affairs and Forestry, Bag X1004, Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms. KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/186</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET SECTION</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year postgraduate qualification. Data capturing skills. Computer literacy (Word, Excel, PowerPoint). Willingness to work under pressure, handle conflict and work in a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for: Requesting Budget expenditure reports for reporting purposes. Assist in the corrections of Misallocations. Assist preparation of Early warning System(EWS). Management of all Incoming and outgoing documents. Management of Revenue collection. Ensure the filling of Financial documentations.
<b><u>ENQUIRIES</u></b>	:	G Skosana Tel (013) 759 7374
<b><u>APPLICATIONS</u></b>	:	The Regional Head: Mpumalanga, Department of Water Affairs & Forestry, Private Bag X 11259, Nelspruit 1200.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Mamba
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/187</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICERS (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Public Administration or Equivalent plus extensive experience in Finance. Experience in Budgeting will be added as an advantage. Knowledge of Treasury regulations, PFMA, knowledge of Basic Accounting



		system (BAS). Data capturing, Computer literacy (Word, Excel, Micro-soft, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and work as a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible for compliance on SCM Policies, Managing the Supplier database. Ensure that Tender Register is maintained and is up to date. Ensures that Orders are placed with approved suppliers on the Database. Maintaining Tender register. Ensures that all suppliers and service providers are rotated on a regular basis. Ensures that all documents are to be submitted to the Economic Control Committee (ECC) and the Regional Bid Committee (RBC) on time. Advise contractors or suppliers on bid process and procedures. Liaise with departments on procurement related matters.
<b><u>ENQUIRIES</u></b>	:	G Skosana Tel (013) 759 7374
<b><u>APPLICATIONS</u></b>	:	The Regional Head: Mpumalanga, Department of Water Affairs & Forestry, Private Bag X 11259, Nelspruit 1200.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Mamba
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/188</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A senior certificate with Mathematics or Accounting as subject plus appropriate experience in Finance division, or a Three year National Diploma in Finance plus appropriate experience. PFMA, Knowledge of Treasury regulations, knowledge of Basic Accounting system (BAS). Data capturing, Computer literacy (Word, Excel, Micro-soft, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and work as a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for: Requesting the expenditure reports for reporting purposes. Assist in the corrections of Misallocations. Management of all Incoming and outgoing documents. Management of Revenue collection. Ensure the filling of financial documentations. Filing of Financial documentation
<b><u>ENQUIRIES</u></b>	:	G Skosana Tel. (013) 759 7374
<b><u>APPLICATIONS</u></b>	:	The Regional Head: Mpumalanga, Department of Water Affairs & Forestry, Private Bag X 11259, Nelspruit 1200.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Mamba
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/189</u></b>	:	<b><u>STATE ACCOUNTANT</u></b> (Management Accounting Trading Account)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year postgraduate qualification. Data capturing skills. Computer literacy (Word, Excel, PowerPoint). Willingness to work under pressure, handle conflict and work in a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Analyse complex financial data and extracts form PERSAL and Sap. Undertake analysis of performance against budget and investigate significant variances, assists managers in taking proactive action. Assess and evaluate reasonableness of the budget and address potential problem areas with relevant stakeholders. Ensure timeous submission of budget information for budget planning. Compile budget allocation for reporting to Assistant Director Finance. Monitor and control the budget by comparing actual to budget. Compile budget memorandums. Assist with financial forecasting. Use SAP system to perform budget reporting. Run periodic reports on SAP. Evaluate and report on the financial performance by preparing and consolidating management reporting packs. Develop financial reports for financial analysis, forecasting, trending, and results analysis. Use various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports. Assist and provide information to internal and external auditors during audit process. Management of staff. Note: Applicants may be subjected to skills testing as part of the recruitment process to prove competency for the post.
<b><u>ENQUIRIES</u></b>	:	Mr A.S. Maharaj at (021) 950 7171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<b><u>FOR ATTENTION</u></b>	:	Mr A S Maharaj
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/190</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> (Revenue Management Trading Account)
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Bellville

<b><u>REQUIREMENTS</u></b>	:	A senior certificate with Mathematics or Accounting as subject plus appropriate experience in Finance division, or a Three year National Diploma in Finance plus appropriate experience. PFMA, Knowledge of Treasury regulations, knowledge of Basic Accounting system (BAS). Data capturing, Computer literacy (Word, Excel, Micro-soft, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and work as a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for: Requesting the expenditure reports for reporting purposes. Assist in the corrections of Misallocations. Management of all Incoming and outgoing documents. Management of Revenue collection. Ensure the filling of financial documentations. Filing of Financial documentation
<b><u>ENQUIRIES</u></b>	:	Mr A.S. Maharaj at (021) 950 7171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<b><u>FOR ATTENTION</u></b>	:	Mr A S Maharaj
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/191</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with 3 – 5 years appropriate experience in Human Resource Management, thorough knowledge of Persal and Information Management, Database system, knowledge of PS Act, Public Service Regulation, COIDA, Basic Conditions of Employment Act, Pension Law and Rules, Collective Agreement and other relevant prescripts. Ability to function independently and work under pressure. Problem solving skills, computer literacy, a valid code 08 driver's licence, excellent reporting skills.
<b><u>DUTIES</u></b>	:	Manage pension, leave, Pillir, Injury on Duty, Housing, Advice and guide line managers in the application and implementation of HR Information and Transactions, supervise and train subordinates within the division. Ensure and manage the implementation of strategies, policies, practices and monitor the effectiveness of such strategies. Responsible for audit queries reports and statistics.
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Northern Cape Region, HR Transactions, Department of Water Affairs and Forestry, Private Bag X6101, KIMBERLEY, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms Geraldine Newman
<b><u>ENQUIRIES</u></b>	:	Ms Claulissa du Plessis Tel (053) 380 8800
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/192</u></b>	:	<b><u>SENIOR HYDROLOGIST (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kimberley/Upington (please indicate which Centre)
<b><u>REQUIREMENTS</u></b>	:	An appropriate four-year BSc (Honours) degree in Geology/Geohydrology • Two years' relevant experience for appointment to the higher level • A valid Code B driver's licence • Computer literacy in Groundwater Information Systems • Good verbal and written communication skills • Working in and leading a team • Experience in geophysical applications to groundwater • Experience in geological borehole descriptions • Knowledge and application of the National Water Act, Water Service Act and Environmental Management Act • Knowledge of and experience in aquifer evaluation and behaviour.
<b><u>DUTIES</u></b>	:	Manage groundwater resources in the Lower Orange, Lower Vaal Catchment and Northern Cape Province • Regulate groundwater resources in respect to quantity and quality through the National Water Services Act • Manage groundwater resources by observing and analysing • Explore for and develop groundwater resources • Assess groundwater resources by mapping resources • Manage groundwater information systems • Provide an extension service to public and schools • Financial, transformation, administrative human resource management and training.
<b><u>ENQUIRIES</u></b>	:	Mr JT Makhetha, tel. (053) 830-8800.
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Northern Cape Region, Private Bag X6101, Kimberley 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/193</u></b>	:	<b><u>GEO HYDROLOGICAL TECHNICIAN (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kimberley / Upington (please indicate Which Centre)
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year degree/National Diploma in Geology, Geohydrology, or related discipline • Two years' relevant experience for appointment to the higher level • Knowledge of and/or experience in geology and geophysics • Knowledge of and/or experience in monitoring equipment and monitoring networks • Experience in geological borehole descriptions •

		Knowledge and application of the National Water Act, Water Service Act and Environmental Management Act • A valid Code B driver's licence • Computer literacy • Good written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Responsible for the implementation of the National Water Act, Act 36 of 1998 and National Water Resource Strategy • Support 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 • Assess groundwater resources • Raise awareness among groundwater users to create a better understanding of groundwater • Financial, administrative, human resource management and training within the division.
<b><u>ENQUIRIES</u></b>	:	Mr JT Makhetha, tel. (053) 830-8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Northern Cape Region, Private Bag X6101, Kimberley 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/194</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (FINANCE)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Usutu-River (Jericho Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Code 08 valid driver's licence. Knowledge of public Finance System i.e. PERSAL, SAP. Financial Management will serve as a recommendation. Computer literacy. Ability to work under pressure. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Key Performance Area: Prepare all sundry payments and paysheet for casual workers on SAP forms and reconciliation thereof. Keeping of registers for payments. Capturing of Sundry payments for the Supplies in SAP. Completion of S&T forms and capturing thereof in PERSAL. Make accommodation and flight bookings. Attend to related queries for Suppliers payments and Water Accounts. Provide support to Senior Administrative Officer in drawing financial reports and reporting thereof at Eskom. Monthly reporting of financial matters in compliance with PFMA. Overall rendering of financial administration support to Regional Office. Receiving of State monies and banking thereof. Controlling of Petty-Cash and replenishing thereof.
<b><u>ENQUIRIES</u></b>	:	Mr. R.E. Van Heerden Tel 017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004, Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/195</u></b>	:	<b><u>PRINCIPAL WATER PLANT SUPERINTENDENT (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Usutu-Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Pump Station Operation certificate. Ten years relevant experience in large pump stations. Water purification certificate. Supervisory and organisation skills. Good communication skills (verbal and written). Valid driver's licence. Knowledge of Dam Safety legislation. Knowledge of OHS Act and the implementation thereof. Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Area: Be able to compile shift rosters. Operate pumps and equipment in Pump stations. Monitor, analyse and rectify all relevant readings. Rectify/report faults in Pump Station and on pipelines. Patrol pipelines and perform minor maintenance. Ensure water supply to consumers. Must be willing to travel and work irregular hours. Enforce the OHS Act in the workplace. Supervise staff members. Deal with staff problems. Evaluate work performance of sub-ordinates and provide on-the-job training.
<b><u>ENQUIRIES</u></b>	:	Mr. D Sansom. Tel (017 712 9400)
<b><u>APPLICATIONS</u></b>	:	Area Manager, Department of Water Affairs and Forestry, Private bag X2021, Standerton, 2430
<b><u>FOR ATTENTION</u></b>	:	Ms P Myeni
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/196</u></b>	:	<b><u>ARTISAN (A-GROUP) ELECTRICIAQN</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Usutu-Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate or N3 Certificate. Complete appropriate apprenticeship contract and trade test certificate. Three years experience in the appropriate trade. Supervisory and organizing skills. Good communication skills (verbal and written). Interpersonal relations skills. Valid driver's licence. Knowledge of OHS

		Act. Computer literacy. Please Note: Candidates may be required to complete a practical and theoretical test.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operate and maintain all electrical equipment and machinery for entire Government water scheme. Medium voltage fault finding (6.6 kv). Electrical maintenance of pump stations and equipments, Maintain stoves, geysers and distribution boards, Personnel Management.
<b><u>ENQUIRIES</u></b>	:	Mr. P Looock, (017 712 9400)
<b><u>APPLICATIONS</u></b>	:	Area Manager, Department of Water Affairs and Forestry, Private bag X2021, Standerton, 2430
<b><u>FOR ATTENTION</u></b>	:	Ms P. Myeni
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/197</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b> (Revenue management (Debt) Trading Account)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with appropriate experience or an appropriate qualification with appropriate experience in a financial environment. Knowledge of accrual accounting. Knowledge of PFMA and Treasury Regulations. Computer literacy (Ms Office), Good Communication skills (Verbal and Written). Knowledge of SAP. Knowledge of General Administration within the Public Service. Good interpersonal relations. Ability to work under pressure and be self motivated. Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Reporting to the State Accountant, the incumbent will be responsible to remind customers about their overdue accounts. To have telephonic and written communication with debtors. To persuade debtors to honour their debt obligation. To recommend action to be taken against defaulting debtors. Adhoc generation, printing and mailing of invoices and statements; To report daily activities. Follow up return to sender customers. File documents and general administration. Note : Applicants may be subjected to skills testing as part of the recruitment process to prove competency for the post.
<b><u>ENQUIRIES</u></b>	:	Mr A.S. Maharaj, Tel (012) 950 7171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<b><u>FOR ATTENTION</u></b>	:	Mr A S Maharaj
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/198</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN CLERK (INVENTORY CLERK) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Upington, Kimberley Stores
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate (Grade 12) with three years' relevant, appropriate experience. Knowledge of the PFMA, Government procurement procedures and regulations (PAS). Computer literacy (MS Word and Excel). Good interpersonal and communication skills. A valid driver's licence (Code 08).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administrate tenders/contracts. Requisition/update inventory records. Update relevant ledger cards and distribution records. Keep and update chief user files. Perform regular stocktaking and reporting. Perform courier services. Maintain and update the following registers: Loss, Donation and Tender.
<b><u>ENQUIRIES</u></b>	:	Mr B Januarie Tel (054) 338 5800 Mr J Du Plessis Tel (053) 802 0500
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300.
<b><u>FOR ATTENTION</u></b>	:	Mrs CTP Kotze/C du Plessis.
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/199</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN CLERK (ASSET CLERK)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Upington Stores
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate (Grade 12) with one to three years' relevant experience. Knowledge of the PFMA, Government procurement procedures and regulations. Computer literacy (MS Word and Excel). Good interpersonal and communication skills. A valid driver's licence (Code 08).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Update fixed asset register. Update disposal and loss registers. Handle losses in the Department. Dispose of absolute, redundant and unserviceable items. Perform regular stocktaking.
<b><u>ENQUIRIES</u></b>	:	Mr C Shushu, tel. (053) 830-8800.
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300.
<b><u>FOR ATTENTION</u></b>	:	Ms G Newman.
<b><u>CLOSING DATE</u></b>	:	21 November 2008

<b><u>POST 46/200</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b> (Finance Section)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with Accounting as a subject, supplemented by appropriate experience (one year). Computer literacy. A valid driver's licence and experience in PERSAL, BAS, and SAP will serve as an advantage, as well as knowledge of the PFMA, Treasury Regulations and Financial Rules.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Capture PERSAL transactions, eg S&T claims, overtime, standby, night shift allowance and other allowances, deductions (Garnishee Orders, private telephone account, etc). Be responsible for distributing payrolls and deal with queries related to PERSAL transactions and functions. Compile and capture of S&T advances. Manage telephone accounts.
<b><u>ENQUIRIES</u></b>	:	Mrs D Green Tel (053) 803 8844
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300.
<b><u>FOR ATTENTION</u></b>	:	Ms G Newman.
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/201</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b> (Management Accounting Trading Account)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with appropriate experience or an appropriate qualification with appropriate experience in a financial environment. Knowledge of accrual accounting. Knowledge of PFMA and Treasury Regulations. Computer literacy (Ms Office), Good Communication skills (Verbal and Written). Knowledge of SAP. Knowledge of Persal. Knowledge of General Administration within the Public Service. Good interpersonal relations. Ability to work under pressure and be self motivated. Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Reporting to the State Accountant Management Accounting, the incumbent will be responsible for: Capture budgets on SAP Source budget information from relevant stakeholders. Assist with compilation and printing of financial reports for financial analysis, forecasting, trending, and results analysis. Draw management reports from Sap and Persal. Assist with the preparation of monthly management reports on financial performance. Comply with procedures and policies required for the functional area. Filing of all management reports etc. Perform all administrative tasks in the management accounting functional area. Note: Applicants may be subjected to skills testing as part of the recruitment process to prove competency for the post.
<b><u>ENQUIRIES</u></b>	:	Mr A.S. Maharaj, Tel (012) 950 7171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<b><u>FOR ATTENTION</u></b>	:	Mr A S Maharaj
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/202</u></b>	:	<b><u>SENIOR WATER PLANT SUPERINTENDENT (11 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Usutu-Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Pump Station Operation Certificate. Five years relevant experience in pump stations. Water purification certificate. Supervisory and organizational skills. Good communication skills (verbal and written). A valid driver's licence. Computer literacy and knowledge of OHS Act.
<b><u>DUTIES</u></b>	:	Operate pumps and equipment in the Pump Stations. Monitor, analyse and record all relevant readings. Be able to work shifts. Compile and implement a shift roster. Report faults in his work sphere. Ensure water supply to consumers. Comply with the OHS Act requirements in the workplace. Supervise staff members. Evaluate work performance of sub-ordinates. Provide on job training.
<b><u>ENQUIRIES</u></b>	:	Mr. D Sansom Tel (017 712 9400)
<b><u>APPLICATIONS</u></b>	:	The Area Manager: Department of Water Affairs and Forestry, Private Bag X2021, Standerton, 2430.
<b><u>FOR ATTENTION</u></b>	:	Ms PN Myeni. Tel (017 712 9400)
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/203</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b> Revenue Management (Customer Maintenance) Trading Account
<b><u>SALARY</u></b>	:	R 94 326 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with appropriate experience or an appropriate qualification with appropriate experience in a financial environment. Knowledge of accrual accounting. Knowledge of PFMA and Treasury Regulations. Computer literacy

		(Ms Office), Good Communication skills (Verbal and Written). Knowledge of SAP. Knowledge of General Administration within the Public Service. Good interpersonal relations. Ability to work under pressure and be self motivated. Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform debtor reconciliations and maintain customer accounts. Address customer queries. Assist with customer refunds. Address customer queries. Record customer invoices into the SAP system. Follow up on outstanding debtors invoices. Issue copies of debtor statements and bills. Transfer customer payments from bank account to customer account. Note: Applicants may be subjected to skills testing as part of the recruitment process to prove competency for the post.
<b><u>ENQUIRIES</u></b>	:	Mr A.S. Maharaj, Tel (012) 950 7171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<b><u>FOR ATTENTION</u></b>	:	Mr A S Maharaj
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/204</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b> (Finance Section)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with Accounting as a subject, supplemented by appropriate experience (one year). Computer literacy. A valid driver's licence. Experience in PERSAL, BAS and SAP will serve as an advantage, as well as knowledge of the PFMA, Treasury Regulations and Financial Rules.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Capture PERSAL transactions, eg S&T claims, overtime, standby, night shift allowance and other allowances, deductions (Garnishee Orders, private telephone account, etc). Be responsible for distributing payrolls and deal with queries related to PERSAL transactions and functions. Compile and capture S&T advances. Manage telephone accounts.
<b><u>ENQUIRIES</u></b>	:	Mrs D Green Tel (053) 803 8844
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300.
<b><u>FOR ATTENTION</u></b>	:	Ms G Newman.
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>POST 46/205</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ADMINISTRATION OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent plus relevant Administrative experience, Communication, Interpersonal, Planning, Organisational, Analytical and Time Management Skills, Computer literate with regard to MS Programmes, Telephone Etiquette, Ability to work under pressure and meet deadlines, Maintain confidentiality and have sense of urgency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Record and manage documents. Procurement of office stationery. Manage proper filing system. Attend to general enquiries. Render logistical support
<b><u>ENQUIRIES</u></b>	:	Ms N Mdladla Tel (012) 336 8240
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/206</u></b>	:	<b><u>SENIOR ADMINISTRATIVE CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) At least 2 to 3 years experience in general office administration. Sound interpersonal skills, computer literate, good verbal and written communication skills and administrative abilities. Knowledge of transport and travel policies will be added advantage. Valid driver's licence
<b><u>DUTIES</u></b>	:	Key performance area: The successful candidate will be responsible for flight and accommodation bookings. Fax travel requests to the travel companies. Ensure that the applicants complete the travel request form in full and check the form if the relevant manager signed. Do reconciliation of accounts. Liaise with cell phone service provider and Head Office with regard to cell phones. Ensure vehicles files are updated. Render effective and efficient administrative support.
<b><u>ENQUIRIES</u></b>	:	Mrs. Y. Gool (053) – 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department: Water Affairs and Forestry, Private Bag X6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008

<b><u>POST 46/207</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 94 326 per annum
<b><u>CENTRE</u></b>	:	(X1) Kimberley / (X1) Upington (please indicate which Centre)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Grade 12 certificate. A valid driver's license and Computer Literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Complete payment advices (1450 and BAS, DW 676). Complete schedules for payments advices and capturing, verify monthly statements (Credit note and tax invoices). Follow up and attend to all queries w. r. t. payments. Knowledge of LOGIS will serve as an added advantage.
<b><u>ENQUIRIES</u></b>	:	Mr. S. J. Malan, Tel (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry: Northern Cape Region, Private Bag X6101, Kimberley 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/208</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK III X 2</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with 3 to 5 years relevant experience or an appropriate qualification with 1 to 2 years experience in a financial environment. Knowledge of accrual accounting. Knowledge of PFMA and Treasury Regulations. Computer literacy (MS Office), Good Communication skills (Verbal and Written). Knowledge of SAP. Knowledge of General Administration within the Public Service. Good interpersonal relations. Ability to work under pressure and be self motivated. Attention to detail.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following: To remind customers about their overdue accounts. To have telephonic and written communication with debtors. To recommend action to be taken against defaulting debtors. Adhoc generation, printing and mailing of invoices and statements. To report daily activities. Follow up return to sender customers. File documents and general administration. Capture sundry payments and journals on SAP. Capture S&T claims, garnishee orders, general deductions and allowances on Persal. Provide customer care services within the expenditure section. Issuing and safekeeping of petty cash. Balancing of petty cash register. Compiling all payment advices relating to the replenishment of petty cash. Payroll administration. Assit with the reconciliation and following up of suspense accounts. Monitor vender master maintenance application. File documents and general administration.
<b><u>ENQUIRIES</u></b>	:	Mr. A Maharaj Tel. 021-9507171
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sunlamhof, Bellville, 7532.
<b><u>FOR ATTENTION</u></b>	:	Mr. B Saki
<b><u>CLOSING DATE</u></b>	:	21 November 2008
<b><u>NOTE</u></b>	:	Applicants may undergo a competency test as part of recruitment process to prove competence for the above Senior Accounting Clerks posts.
<b><u>POST 46/209</u></b>	:	<b><u>SENIOR WATER PLANT SUPERINTENDENT (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	1 X Khutala Post Details: 259102/37339/1, 1x heyshope 259104/37339/1, 1X Camden 259105/37339/1,1X Pumpstation 259115/37339/1, 1X Onverwacht 259111/37339/1& 1X Geelhout 259108/37339/1
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Pump station Operating certificate, Water purification certificate and dam control certificate with at least two years experience. Code 08 driver's licence. Good communication and supervisory skills. Ability to work with a team.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operate plant machinery and installations. Supply water according to required quantities and standards. Check machinery and report faults. Ensure the safety of water plant installation. Calculate water and electrical consumptions. Inspect dam walls, canals, pipelines and reservoirs. Assist with cathodic protection of pipelines. Operate telemetry systems. Perform standby and overtime duties when required. Taking and recording of dam levels, condensation and tank readings, Rainfall readings and lightning counter. Adhere to OHS Act and Safety regulations
<b><u>ENQUIRIES</u></b>	:	Mr RE Van Heerden Tel. 017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004, Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/210</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or an equivalent qualification plus 5 years appropriate experience. Essential competencies: good communication, organizational and interpersonal skills. The ability to work under pressure and use own initiative. Computer skills with high level of proficiency in using MS Word, Excel and Outlook. Experience in PERSAL and SAP. Knowledge of Human Resource Management, Talent Management, Supply Chain Management, Registry procedures, Transport administration, Secretarial duties and Office Management procedures.
<b><u>DUTIES</u></b>	:	Key Performance Area: Rendering of an efficient administrative support service with regard to salary administration (Capturing of allowances and deductions on PERSAL), Human Resources Management (including PERSAL and establishment administration), Talent Management (including PMDS), Transport administration, Supply Chain Management (SAP), Registry Management, Secretarial duties and Office management.
<b><u>ENQUIRIES</u></b>	:	Miss R De Villiers, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520
<b><u>FOR ATTENTION</u></b>	:	Ms E Ackerman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/211</u></b>	:	<b><u>DEBTORS CLERK (ACCOUNTS RECEIVABLES) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley / Upington (please indicate which Centre)
<b><u>REQUIREMENTS</u></b>	:	A senior certificate (Grade 12) with Accounting / Mathematics as passed subject or an appropriate 3 year Grade/diploma in Finance; Knowledge of the PFMA, government financial procedures and regulations; Computer literate (MS Word, Excel); Knowledge of SAP is a requirement; Good interpersonal and communication skills; Accounting skills (GAAP)
<b><u>DUTIES</u></b>	:	Tracing of unallocated money; Helpdesk (customer enquiries); Maintenance of customer accounts on SAP; Telephone dunning (telephonic follow up on outstanding debt); Receiving and banking of state money) Reconciliation of customer
<b><u>APPLICATIONS</u></b>	:	Chief Director: Northern Cape region, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. B. Du Plessis
<b><u>ENQUIRIES</u></b>	:	Mr S.J. Malan Tel (053) 380 8800
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/212</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in possession of a grade 12 certificate with Mathematics or Accounting as a subject, supplemented by appropriate experience (3 years). Computer literacy, valid drivers license and experience in BAS, Lease management (SAP will serve as an advantage ) as well as knowledge of the PFMA, Treasury Regulations and Financial Rules.
<b><u>DUTIES</u></b>	:	Key performance area: The successful candidate will be responsible for the management of the Regional Lease Register, preparations and reconciliation of all Lease / Short term payments (Phakisa World). Reconciliation of BAS / SAP report pertaining to FAR. Support to Asset verification
<b><u>ENQUIRIES</u></b>	:	Mr. S.J.Malan - Tel: 053 – 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Dept. Water Affairs & Forestry, P/Bag X6101 Kimberley 8300.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Du Plessis
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/213</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ADMINISTRATION OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent plus relevant Administrative experience, Communication, Interpersonal, Planning, Organisational, Analytical and Time Management Skills, Computer literate with regard to MS Programmes, Telephone Etiquette, Ability to work under pressure and meet deadlines, Maintain confidentiality and have sense of urgency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Record and manage documents. Procurement of office stationery. Manage proper filing system. Attend to general enquiries. Render logistical support
<b><u>ENQUIRIES</u></b>	:	Ms N Mdladla Tel (012) 336 8240
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	28 November 2008



<b><u>POST 46/214</u></b>	:	<b><u>AUXILLIARY SERVICE OFFICER II (GEOHYDROLOGY) GROUNDWATER INFORMATION</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with mathematics, science and/or geography at higher grade, as well as good numerical skills are a prerequisite for appointment. In addition, the following will serve as strong recommendation: Computer skills and ability to work in a team environment.
<b><u>DUTIES</u></b>	:	The rendering of a groundwater data management service, which will include the encoding and capturing of various borehole and other groundwater related data, archiving of primary data, assisting in data quality controls, assisting with processing data using proprietary computer systems, and providing summaries of the loaded data.
<b><u>ENQUIRIES</u></b>	:	Mr J.T. Makhetha Tel (053) 380 8800
<b><u>APPLICATIONS</u></b>	:	Chief Director: Northern Cape region, Geohydrology, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G.L. Newman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/215</u></b>	:	<b><u>SENIOR SECURITY OFFICERS (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in a possession of a minimum of Grade D according to PSIRA. Grade 10 or equivalent qualification. SAPS competency certificate according to FCA. A valid driver's licence. At least five years experience in security services. National Key Point Certificate will be an advantage.
<b><u>DUTIES</u></b>	:	Key Performance Area: Responsible for access control to premises and buildings. Perform patrol and escort duties. Ensure proper safeguarding of departmental property, personnel and information. Checking all safety equipment and reporting any problems to the Senior/Chief Security Officer.
<b><u>ENQUIRIES</u></b>	:	Mr J C Smit (017 712 9407)
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X2021 Standerton 2430
<b><u>FOR ATTENTION</u></b>	:	Ms PN Myeni
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/216</u></b>	:	<b><u>PRINCIPAL GENERAL FOREMAN</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualifications. A valid Code 10/08 drivers license. 10 years appropriate experience.
<b><u>DUTIES</u></b>	:	Key Performance Area: Valid knowledge of and erection of shuttering, concrete work, steel reinforcing (binding and placing), erection and maintenance of buildings, laying of pipes, maintenance, construction and repairs to canals as well as drainage canals. Build structures according to specifications
<b><u>ENQUIRIES</u></b>	:	Mr MJD Ackerman, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
<b><u>FOR ATTENTION</u></b>	:	Ms E. Ackerman
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/217</u></b>	:	<b><u>WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Schoonspruit GWS Ventersdorp
<b><u>REQUIREMENTS</u></b>	:	Grade 10 Certificate or an equivalent qualification plus 5 years appropriate experience. Valid driver's licence. Completed the Water Measurement, Water Distribution and Water Test courses. Verbal and written communication skills. Computer literacy. Supervisory skills. Knowledge of the National Water Act.
<b><u>DUTIES</u></b>	:	Key Performance Area: Planning and priorities duties of sub-ordinates. Assist with processing of license applications. Water distribution within the Government waterworks to be controlled according to regulations daily. Minor maintenance on structures, dams, fences and sluices. Proposal report for the scheme. Produce flood warning list of all water users/clients and flood control. Progress reports in respect of tasks. Collection and safekeeping of equipment and supplies daily. Control time register and leave forms.
<b><u>ENQUIRIES</u></b>	:	Mr C du Plessis, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X936, Potchefstroom, 2520
<b><u>FOR ATTENTION</u></b>	:	Ms E Ackerman
<b><u>CLOSING DATE</u></b>	:	28 November 2008

<b><u>POST 46/218</u></b>	:	<b><u>WATER PLANT SUPERINTENDENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Usutu River (Control Room) (Jericho Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Computer Literacy. Valid code 08 driver's licence. Experience in pump stations and purification of water certificate will be preferable. Good communication skills (both verbal and written).
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintenance and operation of pumps and valves. Support and assist supervisor. Implementation of OHS act. Cathodic protection monitoring. Communication with public and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr R E Van Heerden Tel. 017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004 Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/219</u></b>	:	<b><u>SENIOR SECURITY OFFICER GRADE 1 (8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. CCTV Surveillance Certificate. PSIRA Grade C Certificate. Fire-arm competency certificate. National Key Point certificate. Key Performance Area: Access Control. Escort duties. Handling and use of Fire-arms. Participation in Emergency Exercises. Monitor of Surveillance Systems. Monitor of Access Control Systems. Assist in Emergency Drills. Administrative functions for security. Investigation of Crime Related Incidents.
<b><u>ENQUIRIES</u></b>	:	Mr. P Gayaparsad 082 888 3424
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Ms TM Matome
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/220</u></b>	:	<b><u>SENIOR SECURITY OFFICER GRADE 1 (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaaldam)
<b><u>REQUIREMENTS</u></b>	:	PSIRA Grade C Certificate. Fire-arm competency certificate. National Key Point certificate.
<b><u>DUTIES</u></b>	:	Key Performance Area: Access Control. Guarding and Patrolling of the National Key Point. Escort duties. Handling and use of Fire Arms. Participation in Shooting. Monitoring of Surveillance Systems.
<b><u>ENQUIRIES</u></b>	:	Mr. P Gayaparsad 082 888 3424
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Ms. T. M. Matome
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/221</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE I (SUPPLY CHAIN MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with two years appropriate experience in Supply Chain Management. Recommendations: Knowledge of Supply Chain Management procedures/policies PFMA. Financial rules and Departmental rules. Knowledge of Asset Control. Computer Literacy. Good writing and verbal communication skills. Interpersonal skills. Ability of team work and honesty. Ability to meet deadlines. Knowledge of SAP. Customer Care attitude.
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintain and updating registers. Verification of movable register. Compile documents for disposal. Bar coding of Assets. Stock control. Invoicing and purchasing. Working with Economic Control Committee. Control of issuing and receipting of goods. Capturing orders / payments on SAP.
<b><u>ENQUIRIES</u></b>	:	Mr MJ Ramphelo
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Ms TM Matome
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/222</u></b>	:	<b><u>WATER CONTROL AID (2 POSTS) POST DETAILS: 259107/36339/1-2</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	1X Nooitgedacht, 1X Vygeboom
<b><u>REQUIREMENTS</u></b>	:	Applicant must be in possession of grade 10 certificate. Code 08 driver's licence. Good communication skills. Experience in the field of water distribution and maintenance on Government Structures. Willingness to undergo training.

<b><u>DUTIES</u></b>	:	Knowledge on how to operate various machinery. Perform overtime and standby duties including weekends and public holidays. Assist the Chief Water Control Officer by doing the routine dam safety inspections and flood control. Other additional tasks given by the Supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr RE Van Heerden Tel.017 846 6000
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager: Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004, Amsterdam, 2375
	:	Ms KE Thomo
	:	28 November 2008
<b><u>POST 46/223</u></b>	:	<b><u>GENERAL FOREMAN SENIOR</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Schoonspruit Gws - Ventersdorp
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualifications plus 10 years appropriate experience. Valid driver's license Code 10. Good written and verbal communication skills and orientation of sub-ordinates.
<b><u>DUTIES</u></b>	:	Key Performance Area: Manage cutting of grass and removing of grass, brush and trees from all servitude's. Supervise with the cleaning and repair of water distribution system. Reparation of all fencing as well as installation of new fencing. Application of herbicides to weeds. Supervise with the construction of concrete canals as well as placing of concrete for buildings and structures. Supervise sub-ordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MJD Ackerman, Tel (018) 297 3867
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
	:	Ms E Ackerman
	:	28 November 2008
<b><u>POST 46/224</u></b>	:	<b><u>WATER CONTROL AID (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Schoonspruit GWS, Ventersdorp (1 Posts) Mooi River GWS, Potchefstroom (2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 Certificate or an equivalent qualification plus 5 years appropriate experience. Good verbal, writing and reading skills.
<b><u>DUTIES</u></b>	:	Opening and closing of sluices. Handling the water distribution sheet according to the regulations. Minor maintenance on structures, fencing and sluices.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C du Plessis, Tel (018) 297 3867
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520
	:	Ms E. Ackerman
	:	28 November 2008
<b><u>POST 46/225</u></b>	:	<b><u>MESSENGER II POST DETAILS: 259109/36602/1</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Usutu-River (Jericho Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification with relevant experience. Valid code 08 driver's licence. Ability to work under pressure. Interpersonal skills. Good communication (both verbal and written) Ability to handle urgent and confidential records.
<b><u>DUTIES</u></b>	:	Key Performance Area: Render an effective and efficient messenger service. Deliver and collect official documents in and out of the Department. Collect/Deliver of postal bag from the Post Office. Taking vehicles for repairs and services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr RE Van Heerden Tel. No. 017 846 6000
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager: Usutu River GWS, Department of Water Affairs & Forestry, Private Bag X1004, Amsterdam, 2375
	:	Ms KE Thomo
	:	28 November 2008
<b><u>POST 46/226</u></b>	:	<b><u>DRIVER II (LIGHT AND HEAVY VEHICLE DRIVER)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Usutu-Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. A valid driver's licence (C1) with PDP and two years driving experience. Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Key Performance Area: Transport equipment and DWAF officials between Area Office. Deliver and collect official documents when the need arises. Take vehicles for service/repairs. Keep of fuel and oil receipt. Assist with loading and offloading. Collect and deliver post and parcels at the Post Office. Drive and keep vehicles in a clean and good condition.
<b><u>ENQUIRIES</u></b>	:	Mr A Sayed. Tel (017 712 9400)

<b><u>APPLICATIONS</u></b>	:	The Area Manager: Department of Water Affairs and Forestry, Private Bag X 2021, Standerton, 2430.
<b><u>FOR ATTENTION</u></b>	:	Ms PN Myeni. Tel (017 712 9400)
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/227</u></b>	:	<b><u>CLEANER II (8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	1X Nooitgedacht, 2x Heyshope, 2x Camden, 1x Vygeboom, 2x Onverwacht
<b><u>REQUIREMENTS</u></b>	:	Two years cleaning experience. Good communication skills and interpersonal relationship.
<b><u>DUTIES</u></b>	:	Cleaning and create an orderly working environment. Operate cleaning machines, using floor polish machine. Handling of cleaning equipment. Cleaning toilets. Check and empty waste bags. Making tea. Provide and change refuse bags.
<b><u>ENQUIRIES</u></b>	:	Mr RE Van Heerden Tel 017 846 6000
<b><u>APPLICATIONS</u></b>	:	The Area Manager: Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004, Amsterdam, 2375
<b><u>FOR ATTENTION</u></b>	:	Ms KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/228</u></b>	:	<b><u>GENERAL WORKER II (34 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	5X Nooitgedacht, 5X Heyshope, 5X Camden, 4X Jericho Pumpstation, 5X Vygeboomdam, 7X Geelhout, 3X Onverwacht
<b><u>REQUIREMENTS</u></b>	:	Knowledge of operating brush cutters and lawn mowers. Ability to communicate. Ability to work under supervision, independently and in a team.
<b><u>DUTIES</u></b>	:	Key Performance Area: Fencing. Weed control. Garden Maintenance. Painting, spraying with round-up (chemicals). Cleaning of dam premises and canals House keeping at Pump stations. Adhere to all OHS Act safety Regulations. Loading and off loading of equipment, Extinguish veld fires. Digging trenches
<b><u>APPLICATIONS</u></b>	:	The Area Manager: Usutu River GWS, Department of Water Affairs and Forestry, Private Bag X1004, Amsterdam, 2375
<b><u>ENQUIRIES</u></b>	:	Mr RE Van Heerden Tel.017 846 6000
<b><u>FOR ATTENTION</u></b>	:	Ms KE Thomo
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/229</u></b>	:	<b><u>GROUNDSMAN II (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaaldam)
<b><u>REQUIREMENTS</u></b>	:	Knowledge of garden maintenance. Ability to operate lawn mowers and grass cutters. Willing to do other related duties.
<b><u>DUTIES</u></b>	:	Key Performance Area: Keeping residential areas and terrain tidy. Operate lawn mowers and grass cutters. Garden maintenance. Knowledge of painting.
<b><u>ENQUIRIES</u></b>	:	Mr MJ Ramphelo
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Ms TM Matome
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/230</u></b>	:	<b><u>GENERAL WORKERS II (11 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Ability to work as team. Knowledge of garden maintenance and painting. Ability to communicate.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operating lawn mowers and grass cutters. Garden maintenance. Keep terrain tidy. Willing to do other related duties.
<b><u>ENQUIRIES</u></b>	:	Mr. M. J. Ramphelo
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Ms TM Matome
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/231</u></b>	:	<b><u>TRADESMAN AID II</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Knowledge of painting and building maintenance. Work as a team and do manual work. Punctuality and respect of working place.
<b><u>DUTIES</u></b>	:	Key Performance Area: Digging trenches. Building foundations. Rendering assistance to building sites. Cleaning and tidiness of working place. Assist with the renovation of houses.
<b><u>ENQUIRIES</u></b>	:	Mr M J Ramphelo
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X2, Deneysville, 1932

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

: Ms. T. M. Matome  
: 28 November 2008

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

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

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

**MANAGEMENT ECHELON**

**POST 46/232** : **SENIOR MANAGER: ASSETS, ENERGY AND FACILITIES REF NO: 70054679**  
Directorate: Procurement  
This is a 5 year fixed term performance based contract

**SALARY** : R557 133 – R666 123 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant business or supply chain degree. An MBA / MBL will be an added advantage. At least five years experience as a procurement and supply chain professional. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement. Experience in vendor management and BEE development. Experience in a Management position, accustomed to managing a business unit. Experience and understanding of the South African marketplace. Knowledge of customer relationship management in a Shared Services Environment. The Incumbent should have good Leadership, Strategy, People Management and Change Management skills. Must have good Business Acumen, be Analytical, a Decision maker and have good Negotiation, Problem solving and Communication skills. Must be innovative and have good Customer Management skills.

**DUTIES** : To provide a procurement strategy driven by a customer focus ethos that delivers goods and services at the right time, the right place and at a demonstrably improved and competitive cost. In addition the successful candidate will be required to continuously improve the cost-effectiveness of procuring goods and services processes, and actively in collaboration with the BEE Development Manager drive strategies for BBBEE/SMME development and the creation of sustainable Black-owned enterprises in balance with the achievement of the cost savings on procured goods and services. Provision of technical support for complex departmental purchasing. Responsible for a business unit budget and staff of approximately 35 procurement professionals to ensure strategy implementation and that goals and objectives are accomplished. Providing leadership and guidance to employees within the team.

**ENQUIRIES** : Namhla Siqaza, Tel No: (011) 689-6459  
**CLOSING DATE** : 01 December 2008

**POST 46/233** : **SENIOR MANAGER: CONSULTING SERVICES REF NO: 70054678**  
Directorate: Office of the Chief Executive Officer  
This is a 5 year fixed term performance based contract

**SALARY** : R557 133 – R666 123 per annum (All inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An ideal opportunity exists for a highly knowledgeable professional to promote our Shared Services solutions to the public sector. The Ideal incumbent will have a Postgraduate Business degree or MBA. Senior level experience in the consulting industry. 6-10 years successful consulting experience; both private and public sector. Experience in a Shared Services Centre will serve as an advantage. Proven track record with regards to strategic business development in view of developing long term, profitable relationships with new clients. You should not only be able to open up new deals but from a programme manager perspective be able to drive the technical implementation. Essential experience needed include ICT solutions (Business and processes), HR solutions, finance and Supply Chains solution. Strong negotiation skills and the ability to think strategically a must have. Ability to lead a consulting team. Must be creative, investigative, seek multiple solutions, good at planning and managing assessment activities, be able to define high level action plans, and knowledge of consulting frameworks. Good process knowledge, focusing on defining relationships, align business models to defined strategies, good mentor, committed to success, and effective change agent. Outstanding leadership skills and track record of business development.

<b><u>DUTIES</u></b>	:	Leading a team to market and sell GSSC shared services on ICT/non- solutions to prospective clients. Manage the bid processes for potential customers. Manage the business development cycle. Oversee the service delivery and transitioning of contracted business with customers. Lead the engagement teams per contracted service with customers. Ensure governance of the team's ongoing customer relationship management. Ensure overall consulting team efficiencies and effectiveness are in line with the GSSC mandate.
<b><u>ENQUIRIES</u></b>	:	Naledi Modibedi-Rakate, Tel No: (011) 689-8661
<b><u>CLOSING DATE</u></b>	:	24 November 2008

OTHER POSTS

<b><u>POST 46/234</u></b>	:	<b><u>MANAGER: BUSINESS DEVELOPMENT REF NO: 70054677</u></b> Directorate: Office of the Chief Executive Officer This is a 5 year fixed term performance based contract
<b><u>SALARY</u></b>	:	R407 745 – R472 758 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Driven by operational excellence, integrity and innovation, GSSC is looking for an exceptional breed of Business Development Managers. you will able to think outside the box, communicate at different levels with clients understand the intrinsic processes and systems and who is always looking to optimize and improve current processes, in addition to that you will be highly experienced in the field of consulting focusing on HR, Information & Communications Technology, Supply chain and Finance solutions. Ideal incumbents will have proven experience in designing approaches to achieve solutions within a consulting project. Outstanding incumbent will have post graduate qualification in Business degree or MBA together with 5 years experience. In depth understanding of basic consultancy framework is essential. Competency in analyzing Business strategy and a high level of business acumen. Consulting experience obtained in a consulting environment either in the public or private sector. Proven track record with regards to strategic business development in view of developing long term, profitable relationships with new clients. Strong organizational, administrative and financial analysis skills, Professionalism, Effective Communication, Risk identification, Time Management, Ability to plan own work or the team task to meet milestones and deadlines. Strong negotiation skills, responsive and customer focused outstanding leadership skills and track record of business development. Demonstrate good interpersonal, people management and ability to work within a team. Assertive, Results oriented and ability to work under pressure. Creative thinking, Problem Solving.
<b><u>DUTIES</u></b>	:	Marketing and selling of GSSC shared services on ICT and non ICT solutions to prospective clients. Generating proposals for potential clients. Managing the business development cycle. Overseeing the service delivery and transition of contracted business with customers. Assisting with the engagement framework per contracted business with customers. Ongoing customer's relationship management. Account management.
<b><u>ENQUIRIES</u></b>	:	Naledi Modibedi-Rakate, Tel No: (011) 689-8661
<b><u>CLOSING DATE</u></b>	:	24 November 2008
<b><u>POST 46/235</u></b>	:	<b><u>COMMODITY SPECIALIST: MEDICAL CONSUMABLES REF NO: 70054676</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R217 482 – R252 483 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A relevant business / purchasing degree or diploma or equivalent. At least two years experience in procurement and/or supply chain management position. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement in the medical sector. Experience in vendor management and SMME development, managing large budgets and understanding of the South African vendor market. Knowledge and experience in the medical industry is preferred. The incumbent is required to have business acumen, be analytical, a decision maker, a negotiator, a problem solver, communicator, innovator and aims for continuous improvement.
<b><u>DUTIES</u></b>	:	Responsible for contributing to the development of sourcing and procurement strategies for a medical commodity, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices. Structure long term vendor and end user relationships. Unpacking budget requirements with users, development and implementing short to long-term plans. Responsible for tender management, by reviewing all tenders and recommending and adjudicating in line with delegations. Responsible for vendor management to ensure products and services from vendors at best prices, and quality. Actively supporting and developing accredited SME's through providing guidance, hand holding and arranging for training. Provision of technical assistance for complex departmental purchases and service requirements. Procuring goods and services that meet user requirements and the agreed

departmental service levels on time and ensure contractual obligations are met in full. Providing leadership and guidance to subordinates. Analysis of production and performance reports and preparation of reports for management pack.

**ENQUIRIES** : Paramas Govender, Tel No: (011) 689 -8615  
**CLOSING DATE** : 01 December 2008

**POST 46/236** : **TEAM LEADER: HUMAN RESOURCE ADMINISTRATION & PAYROLL REF NO: 70054687**  
 Directorate: Internal Human Resources Administration

**SALARY** : R217 482 - R252 483 per annum (Plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Appropriate HR Diploma/Degree. At least 2 years experience in payroll or similar environment. Human Resource Administration and Post Establishment experience will be an advantage. People management experience, knowledge of public sector environment and transversal systems. Data base and MS Package. Results/ quality management, problem solving, Decision making, communication, computer literacy, customer management. Financial Management, client orientation and customer focused, service delivery innovation.

**DUTIES** : Authorize, monitor and quality assure Human Resource Administration & payroll process/actions pertaining to remuneration (appointments, promotions), exit management, conditions of service, leave management, establishment control, record management and temporary/permanent incapacity (Qualsa) in line with Public Service act, Regulations, Directives and the Public finance management Act. Provide guidance to Senior & Middle managers in structuring their packages. Provide advisory services to organisational employees pertaining to TAX & medical Aid. Monthly reconciliation reports for all functional areas between PERSAL and mandates processed. Analyse PERSAL reports with recommendations pertaining to business unit monthly expenditure, absenteeism, staff turn over and vacancy data. Compile monthly reports in line with PERSAL analysis. Performance manages practitioners against set targets with recommendations to improve personal and sectional deliverables. Ensure compliance to SLA's. Mentor learners through the learnership programs. Ensure maintenance and correctness of records and provide business units with accurate information pertaining to staff records. Manage query resolutions, by providing feedback to customers and business units on queries referred to Internal HR. Manage, lead and guide team to ensure correctness of all procedures in line with best HR practices.

**ENQUIRIES** : Wenroh Jubber, Tel No: (011) 689-6190  
**CLOSING DATE** : 01 December 2008

#### **GAUTENG TREASURY**

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

**CLOSING DATE** : 24 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 46/237** : **FINANCE OFFICER: FINANCIAL ACCOUNTING REF NO: 70054616**

**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, 13<sup>th</sup> cheque, performance bonus and excellence awards.

**REQUIREMENTS** : A relevant three-year tertiary qualification plus up to 1 year experience in a financial environment. Problem solving, cost conscious and quality orientated. The candidate will have knowledge and understanding of the relevant legislative environment. Customer Relationship management and knowledge of Supply Chain Management. Understanding of Finance principles and practices. Computer Literacy (Word, Excel, Ms Outlook). Good understanding of PFMA and Treasury Regulations.

**DUTIES** : The incumbent will be responsible to provide financial accounting, bookkeeping and related administrative support to the department. Provide peer support to fellow financial officers in the component and guidance to interns. Assist in



clearing of internal and external audit, as well as queries from internal clients as guided by the manager.

**ENQUIRIES** : Charlotte Magogodi (011) 355 8653

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

**POST 46/238** : **SENIOR MEDICAL OFFICER (2 POSTS): ARV CLINIC REF NO: 70054555**  
Directorate: Medicine

**SALARY** : R217 482 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : MBCHB or equivalent degree, registration with HPCSA as a medical practitioner and experience in district hospital clinical work, Must participate in commuted overtime.

**DUTIES** : Clinical management of adult and paediatric ARV clinic. Participate in the clinic, teaching, research and contribute to all aspects of HIV management in the clinic and the hospital.

**ENQUIRIES** : Dr T. Rossouw, Tel No: (012) 354 -5979  
**FOR ATTENTION** : Ms Victoria Skosana  
**CLOSING DATE** : 26 November 2008

**POST 46/239** : **PROFESSIONAL NURSE GRADE II: PAEDIATRIC -ARV CLINIC REF NO: 70054556**  
Directorate: Nursing

**SALARY** : R177 318 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : An appropriate Degree or Diploma in basic nursing R425 qualification that allows registration as professional nurse with SANC and post basic qualification in Child Health Care. Ten years experience post registration as a registered nurse. At least one year in HIV/AIDS/STI/TM environment. Training in HIV/AIDS will be added advantage. Good data management and communication skills. Knowledge of the CCMT programme, clear understanding of relevant policies and legislation pertaining to HIV/AIDS and health management prepared to work under pressure.

**DUTIES** : Management of HIV and TB patient in the hospital and the RAV clinic. Ensure TB/HIV collaboration and proper referral according to government guidelines. Continuous counselling to ensure adherence to treatment. Work closely with affiliated NGO partners to ensure continuity of care, accurate information keeping and data management.

**ENQUIRIES** : Ms E. Raphela, Tel No: (012) 354 -5927  
**FOR ATTENTION** : Ms. Victoria Skosana  
**CLOSING DATE** : 26 November 2008

**POST 46/240** : **PROFESSIONAL NURSE GRADE II: ADULT- ARV CLINIC REF NO: 70054553**  
Directorate: Nursing

**SALARY** : R134 388 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : An appropriate Degree or Diploma in basic nursing R425 qualification that allows registration as professional nurse with SANC and post basic qualification in Child Health Care. Ten years experience post registration as a registered nurse. At least one year in HIV/AIDS/STI/TM environment. Training in HIV/AIDS will be added advantage. Good data management and communication skills. Knowledge of the CCMT programme, clear understanding of relevant policies and legislation pertaining to HIV/AIDS and health management prepared to work under pressure.

**DUTIES** : Management of HIV and TB patient in the hospital and the RAV clinic. Ensure TB/HIV collaboration and proper referral according to government guidelines. Continuous counselling to ensure adherence to treatment. Work closely with affiliated NGO partners to ensure continuity of care, accurate information keeping and data management.

**ENQUIRIES** : Ms E. Raphela, Tel No: (012) 354 -5927

<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	26 November 2008
<b><u>POST 46/241</u></b>	:	<b><u>SENIOR SPEECH THERAPIST AND AUDIOLOGIST REF NO: 70054552</u></b> Directorate: Speech and Audiology
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	A four year degree in Speech Therapist and Audiology from a recognised university registration with HPCSA. Two years appropriate experience in the public service would be an advantage.
<b><u>DUTIES</u></b>	:	Provide quality and sustainable speech therapy and audiology services according to the standards set by the HPCSA and government policies. Support and supervise allocated staff, promote the profession and develops the Speech Therapy and Audiology department. Training of students in Audiology.
<b><u>ENQUIRIES</u></b>	:	Ms Ubogu, Tel No: (012) 354 -5602
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	26 November 2008
<b><u>POST 46/242</u></b>	:	<b><u>ADMINISTRATION CLERK: ARV REF NO: 70054554</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R76 194 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, computer certificates, MS Word, Excel and Power Point. Experience in HIV/STI/TB environment, good verbal and interpersonal skills. Ability to work within a team.
<b><u>DUTIES</u></b>	:	Handling of patients and clinic admin processes. Daily capturing of clinic data according to recommended indicators and available data capturing system filing and record keeping. Patient's daily registration, providing information and assistance to patients.
<b><u>ENQUIRIES</u></b>	:	Ms E. Raphela, Tel No: (012) 354 -5927
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	26 November 2008
<b><u>POST 46/243</u></b>	:	<b><u>TUNNEL-OPERATOR SNR REF NO: 70054605</u></b> Directorate: Laundry Services
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits).
<b><u>CENTRE</u></b>	:	Masakhane Prov Laundry
<b><u>REQUIREMENTS</u></b>	:	ABET. Basic literacy. Must be able to read and write Previous experience in laundry at least 1year Operator experience will be an advantage.
<b><u>DUTIES</u></b>	:	Washing of linen, laundry of scales, Operating of Tunnel Machines, Ensure correct loads, water level act, according to programming.
<b><u>ENQUIRIES</u></b>	:	S.A. Brits, Tel No: (012) 564-300
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	01 December 2008

#### **DEPARTMENT OF LOCAL GOVERNMENT**

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

#### **OTHER POSTS**

<b><u>POST 46/244</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 70054683</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of a 3 year Degree/ Diploma in Human Resources Management, a Post Graduate Qualification in human resources development will be an added advantage. Minimum of 5 – 10 years work experience in relation to Human Resource Development. Proven knowledge of all HRD related legislations and frameworks, i.e SAQA Act, Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Outcomes-based Education Training Approach, Adult

		Basic Education & Training. The following skills are additional requirements of the job: Report writing skills, Conflict Management skills, Diversity Management, Leadership skills and Good Facilitation Skills. A valid code 08/10 driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Managing the sub-directorate Human Resource Development, Develop a Human Resources Development Strategy and Policies. Set deliverables and service standards for the Sub-Directorate. Provide skills development facilitator services to the Department of Local Government, Manage the process of skills audit for the department, Provide skills audit information, Develop and submit the Skills Development Plan and reports for the Department, Develop and implement the training plan , Manage all processes relating to training interviews and development of HRD strategy and programmes . Ensure proper planning, development and implementation of the following: ABET, Orientation and Induction, Learnerships, Internship and PMDS Training for all staff. Represent the department HRD Forum, Provide training reports as and when required, Manage and analyze trends of monthly, quarterly and annual HRD reports. Ensure that funds are allocated and properly managed for the sub-directorate. Ensure that employees are properly managed and developed.
<b><u>ENQUIRIES</u></b>	:	Mr R Nkabinde (011) 355-5199
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/245</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION &amp; KNOWLEDGE SYSTEMS MANAGER</u></b> <b><u>REF NO: 70054681</u></b> Directorate: Knowledge and Information Management
<b><u>SALARY</u></b>	:	R 344 052 per annum( plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	The incumbent must be in possession of a recognised B degree, understanding of Information and Knowledge Systems, Innovation and database management. The candidate must have 3-5 yrs working experience in the information & Knowledge Systems Management field, Computer literacy including Research and analytic skills, Presentation Skills, Good interpersonal, stakeholder liaison, communication and people management skills, Good management, planning and organising skills. A valid drivers license is essential.
<b><u>DUTIES</u></b>	:	Develop and maintain policies, strategies, standards and best practices for managing Departmental information and knowledge, develop the knowledge management concept with the a team of senior managers, identify and prioritise changes that need to be made in order to leverage the Department's information and knowledge, identify local knowledge needs and prioritise in terms of value to the business, promoting the effective use of knowledge sharing tools for all partners and staff, facilitate learning and information sharing through seminars, workshop and conferences, render library services in the Department, provide information knowledge services in the Department.
<b><u>ENQUIRIES</u></b>	:	Mr R Nkabinde Tel No:355-5199
<b><u>CLOSING DATE</u></b>	:	01 December 2008
<b><u>POST 46/246</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH WELLNESS PROGRAMME REF NO: 70054685</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R344 052 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Three Years Bachelor's degree (or equivalent) in Social Work/Psychology with EAP or HIV/AIDS Management in the Workplace. Being a registered practitioner would serve as an advantage. An extensive proven work experience in the following workplace programmes: HIV/ AIDS, EHWP, Transformation, Gender, Disability, Youth. A valid driver licence, code 08 or 10.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Manage the process of developing and implementation of the procedure manuals and managerial guidelines for handling of EHWP cases in the department. Monitor and evaluate the EHWP programme against set standards and guidelines. Develop and manage innovations to address issues of employee wellness. Provide leadership on awareness and training sessions on EHWP for all employees. Provides advisory services to employees. Provide counselling and referral services to staff depending on the need. Manages and liaise with the service providers with regards to referred cases. Manage, conduct and report on exit interviews for the department. Develop and manage HIV/AIDS programme for the department. Manage the process of conducting Behavioural Risk Assessment and interventions thereof. Provide leadership on VCT and interventions. Develop an internal transformation programme for the department. Participate in the preparation and implementation of the Employment Equity Plan. Monitor policies and guidelines of the department and ensure compliance to the EE legislation. Monitor the impact of EE Plan and ensure submission of the EE report. Participate in the staff moral and change management processes. Provide EHWP Reports as and when required. Manage and analyze trends of

monthly, quarterly and annual reports. Ensure that funds are allocated and properly managed for the sub-directorate and that employees are properly managed and developed for the sub-directorate. Coupled with the above, the successful candidate would further be expected to represent the department in Employee Well Being Forums, HIV/AIDS Forums, Gender Forums, Disability Forums, Employment Equity Forums and the Staff Morale Forum.

**ENQUIRIES**  
**CLOSING DATE**

: Mr R Nkabinde (011) 355-5199  
: 5 December 2008

**POST 46/247**

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 70054684**  
Directorate: Human Resource Management

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

: R174 243 per annum (Plus benefits)  
: Johannesburg  
: 3 year Degree in Labour Relations or related qualification. Minimum of 3 – 5 years experience in labour relations role, Proven experience in relation to labour relations. Knowledge of all Labour Relations related legislations and frameworks, Constitution 1996, Public Service Act, BCE, EEA, SDA, PAIA, PAJA and PFMA. Ability to investigate cases and report on Labour Relations Cases is an additional requirement. A valid code 08/10 driver's licence.

**DUTIES**

: The successful candidate will be responsible for the following: Overseeing and ensuring the facilitation and maintenance of a healthy working relationship with the department. Provide high level consultation and advisory services in the department on all labour relations policies, agreements, strategies, procedures and legislations. Ensure that conflict is managed through facilitation of disputes and grievance and render expert advice towards resolution of grievances. Ensure development of LR policies and procedures taking into consideration the current LR Legislation. Serve as liaison with management, employees and their representatives on LR and other related matters. Ensure proper labour relations training in coordination with HRD section. Ensure proper referral of LR cases to relevant structure like the GSSC. Conduct LR investigations. Facilitate grievance and dispute resolutions. Provide LR reports. Manage and analyze trends of monthly, quarterly and annual LR reports. Facilitate management of incapacity cases. Advice on issues of organisational rights. Assist in the management of strikes and picketing, and develop and maintain LR monitoring and evaluation.

**ENQUIRIES**  
**CLOSING DATE**

: Mr R Nkabinde (011) 355-5199  
: 01 December 2008

**POST 46/248**

: **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 70054682**  
Directorate: Human Resource Management

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

: R174 243 per annum (Plus Benefits)  
: Johannesburg  
: Candidates must be in possession of a 3 year Degree/ Diploma in Human Resources Management/Development or an appropriate tertiary qualification in training. Minimum of 3 – 5 years work experience in relation to Human Resource Development. Experience at a supervisory level. Proven knowledge of all HRD related legislations and frameworks, i.e SAQA Act, Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Outcomes-based Education Training Approach, and Adult Basic Education & Training. Human Resource Development Strategy, Skills Development Audit Processes, Skills Development Planning and Human resource Planning and knowledge of government operations. A valid code 08/10 driver's licence.

**DUTIES**

: The successful candidate will be responsible for the following: Participate in policy formulation processes, assist and provide support to the Deputy Director HRD, participate in the process of skills audit and provide audit information, Develop and submit the Skills Development Plan and reports for the Department, Develop and implement the training plan , Co-ordinate processes relating to training interventions. Provide support in the development of HRD strategy and programmes. Ensure proper implementation of the following programmes, ABET, Orientation and Induction, Learnerships, Internships and PMDS, Training for all staff. Represent the department in HRD Forums. Liaise with the PSETA, LGSETA, SALGA and other relevant institutions regarding provisions of training needs. Participate in national, provincial & other relevant forums in respect of identifying & implementing training related issues. Provide training reports as and when required. Manage and analyse trends monthly, quarterly and annual HRD reports. Ensure that funds are allocated and properly managed for the sub-directorate. Ensure that employees are properly managed and developed for the sub-directorates.

**ENQUIRIES**  
**CLOSING DATE**

: Mr R Nkabinde (011) 355-5199  
: 01 December 2008

**POST 46/249** : **ASSISTANT DIRECTOR: CONTENT AND KNOWLEDGE MANAGER**  
 Directorate: Knowledge and Information Management

**SALARY** : R 174 243 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The incumbent must be in possession of a recognised B degree, understanding web editing software, content management systems, database management, research and analytical skills, good communication skills and stakeholder liason. The candidate must have 3-5 yrs working experience in the information & Knowledge Systems Management field as well as a valid drivers license.

**DUTIES** : To manage, update and develop departmental website content, prepare website content by structuring information and layout of pages for quality control of web content, developing new content and rewriting/ editing existing content into a form that is appropriate for interactive media and adds value to the content materials, reforming of text, assuring hyperlinks integrity, positioning of new content to the website and to ensure that, the content on the website is always up-to-date, accurate, consistence and reliable, coordinate web-related projects and activities within the department, develop and continually maintain clients and stakeholders' database.

**ENQUIRIES** : Mr R N kabinde Tel No (011) 355 5199  
**CLOSING DATE** : 01 December 2008

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

**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

**FOR ATTENTION** : Ms Arti Singh  
**CLOSING DATE** : 28 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 46/250** : **SENIOR LEGAL ADMINISTRATIVE OFFICER (LEGAL SERVICES) REF 70054704**  
 Directorate: Corporate Governance

**SALARY** : R407 745 per annum (plus benefits)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : A recognized postgraduate LLB degree or equivalent qualification. Appropriate post-qualification experience in the legal profession or in the application of the law. Management experience or management skills / potential are essential. Good communication skills and computer literacy. Extensive experience in legal drafting, interpretation of statutes, managing litigation and giving written as well as verbal legal advice. A flexible individual with a flair for detail, analytical thinking, problem solving, strong leadership and organizing skills.

**DUTIES** : Facilitate the drafting and amendment of legislation, subordinate legislation and legal document. Negotiate and draft contracts. Provide legal training or make presentation on the Acts administered by or have a bearing on the Department. Assist in the application and interpretation of labour law and legislation administered by the Department; Debt recovery. Provide ongoing legal advice / opinions to the management and components of the Department. Support the components of the Department liaise with customers, counsel, State Attorney, other organs of the state and public. Provide general legal support to the department to ensure that the goals of the Department are met. Comment on or make recommendations on policies and strategic documents / proposals of the Department. Provide support on the institution of criminal proceedings. Represent the Department on committees and in meetings. Managing and complying with delegated responsibilities.

**ENQUIRIES** : Mr. A Daya (011) 355 7701

#### **DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS**

**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** : 21 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

<b><u>POST 46/251</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE PARTNERSHIP REF NO: 70054612</u></b> Directorate: Stakeholder Management
<b><u>SALARY</u></b>	:	R174 243 per annum (inclusive benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Diploma, extensive experience in corporate services. Good communication, Interpersonal, people management, approach, working knowledge of Corporate Sector, high level of accuracy good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Liaise with private sector and major corporate to ensure that they participate in departmental projects. Liaise with SMME's and BEE's to identify opportunities for the department. Develop different strategies to approach target audience. Develop a database of private sector organizations, including those with corporate social responsibility departments.
<b><u>ENQUIRIES</u></b>	:	Ms. Thulile Mtshali Tel (011) 355 7492
<b><u>POST 46/252</u></b>	:	<b><u>PRINCIPAL COMMUNICATION OFFICER X5 REF NO: 70054613</u></b> Directorate: Stakeholder Management
<b><u>SALARY</u></b>	:	R145 920 per annum (inclusive benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification and experience in Stakeholder Relations. Social facilitation, interpersonal, people management, organizing and analytical skills, supervisory skills. Computer literacy and code 08(B) drivers licence.
<b><u>DUTIES</u></b>	:	Maintain good relations with stakeholders. Organize events where MEC interact with Stakeholders. Minutes and report writing. Monitor and report on all stakeholder engagement. Facilitate stakeholder forums. Organize provincial and cabinet Imbizo's.
<b><u>ENQUIRIES</u></b>	:	Ms. Thulile Mtshali TeL: (011) 355 7492
<b><u>POST 46/253</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER REF NO: 70054611</u></b> Directorate: Stakeholder Management
<b><u>SALARY</u></b>	:	R117 501 per annum (inclusive benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12, or tertiary qualification. Good communication, interpersonal, people management, approach, working knowledge of Corporate Sector, high level of accuracy good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Data capturing of all corporate stakeholders database. Events coordination. Maintain physical and electronic information records. Writing of reports and taking minutes. Follow up with cooperate and private companies. Organize MEC's Imbizo events.
<b><u>ENQUIRIES</u></b>	:	Ms Thulile Mtshali TeL: (011) 355 7492
<b><u>POST 46/254</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SECURITY TECHNICAL SERVICES REF NO: 70054655</u></b> Directorate: Property management (Security Management)
<b><u>SALARY</u></b>	:	R117 501 per annum (inclusive of benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Electronic security systems course (CCTV, Digital Networking and alarms). National diploma in electronics an advantage. Valid code 8 driver 's license. National certificate diploma in security management. 3-5 years related experience. Computer literate (word/ excel/ power point) and project management skills. Good communication (written and verbal), presentation, report writing and interpersonal relations skills. Administrative skills and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide transversal support and advise with respect to installation of Electronic security measures at Head Office and regional district Offices. Develop, implement and evaluate electronic security standards. Ensure maintenance of electronic and technical systems. Manage electronic security systems. Investigate new technologies and advice management on placement of CCTV. Provide technical support on security systems. Assist in conducting Security Risk Awareness campaigns at the Head Office and Regional Offices. Ensure compliance with OHS Act, national fire and building regulations, MISS and any other applicable legislation. Manage all departmental control rooms and its staff
<b><u>ENQUIRIES</u></b>	:	Kwena Manamela (011) 355 7551

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

*Department of Health is an equal opportunity ,affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.*

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR the web site. Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration, (Not copies of certified copy) Certified copies of highest school qualification, - not copies of certified copies. Curriculum Vitae Faxed applications will not be accepted. Failure to comply with the above instructions will disqualify applicants: The Reference number must be indicated in the column provided on the form Z83 e.g. Ref: 22/ 2005. The post applied for must also be indicated clearly -in the relevant section on the application form. People with disability should feel free to apply Please note that due to large number of applications received, applications will not be acknowledged.

**OTHER POSTS**

**POST 46/255** : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE STREAM (2):  
UMGENI/MPOFANA IMPENDLE MUNICIPALITY (UMG 02/04/08) AND  
MKHABATHINI/RICHMOND MUNICIPALITY (UMG 02/05/08)**

**SALARY** : R284 550 – R320 262 per annum, Other Allowances: Medical Aid: Optional, Home owner allowance: Employee must meet prescribed requirements

**CENTRE** : uMgungundlovu Health District

**REQUIREMENTS** : Diploma / Degree in nursing (general and midwifery) Plus 10 years experience as a professional nurse, Diploma / Degree in Nursing Administration Post basic qualification in Primary Health Care PLUS 6 years experience after obtaining post basic qualification, Current Registration with SANC, At least 3 years Managerial experience, Valid Drivers Licence, Computer Literacy: MS Office software applications Knowledge and Experience in Public and Community Health, Knowledge of policy directives informing the provisioning of Primary Health Care in a developing environment, Ability to identify Service Delivery risks within the District and to facilitate corrective action by responsible entities, Ability to interact effectively with stakeholders to strengthen participation in the Delivery of Public Health Services, Ability to analyze Public Health Information and facilitate corrective action, Ability to manage conflict situations arising from prioritization initiatives and the sharing of resources, Knowledge of labour relations and resource management practices, Sound Verbal and written communication skills.

**DUTIES** : Ensure quality of PHC services and implementation of Quality Improvement Programmes, Ensure establishment of highly motivated, well developed and adequate Health Care workforce, Plan, Monitor and Control utilization of budget and resources allocated for PHC services in the District, Analyze the operational imperatives set by the strategic / service transformation plans of the Department, Health Policies and Health programmes with the view to develop implementation strategies for the District, Provide clear defined objectives and targets for the Delivery of Primary Health Care services whilst simultaneously addressing specific Health needs of Health Care users in the District, Co-ordinate evaluation and monitoring of compliance with clinical protocols, norms and standards and initiate appropriate corrective actions.

**ENQUIRIES** : Ms KJ Mngadi (033) 8971000

**APPLICATIONS** : Applications to be forwarded to: The District Manager, Umgungundlovu Health District, Private Bag X9124, Pietermaritzburg, 3200

**FOR ATTENTION** : Ms. KJ Mngadi

**CLOSING DATE** : 21<sup>ST</sup> November 2008

**POST 46/256** : **PRINCIPAL MEDICAL OFFICER REFERENCE: ITSH 27/2008**

**SALARY** : R 344 052 Per Annum All inclusive Package: Scarce Skills: R38 705 per annum (Depending on the set of mms package) Rural Allowance: R56 768 per annum (Depending on the set of mms package) Commuted Overtime R137246 per annum (if 16hours of overtime is performed)

**CENTRE** : Itshelejuba Hospital

**REQUIREMENTS** : A Bachelor Degree in Surgical and Medical plus current Registration with HPCSA as Medical Practitioner with two years experience as Medical Practitioner. Valid drivers licence Code EB. Knowledge Skills and Competencies required: Sound

		clinical supervisory skills. Leadership and management skills. Good interpersonal relationship. Good communication skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Weekly visits to eight clinics to render Primary Health Care Services. Monitor quality improvement programmes. Review treatment for chronic including antiretroviral drugs. Assist in assessment of disability grants. Perform minor surgical procedures. Support continuous Professional development by organizing information seminars and scheduling external meetings. Provide medicine related information to clinical staff as may be required. Advise managers on all aspect of human resource management. Participate in community health programmes. Monitor the cost effectiveness of medical investigations with due regard to patient care and ethical decision making. Ensures that relevant patient statistics are maintained that will assist proper decision making. Facilitate of staff training and on going education.
<b><u>ENQUIRIES</u></b>	:	Dr SE Sibeko 034-4132542/3/4
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: The Hospital Manager Itshelejuba Hospital Private Bag X 0047 Pongola 3170.
<b><u>FOR ATTENTION</u></b>	:	TL Buthelezi: HR-Section
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>POST 46/257</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REFERENCE: ITSH 25/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum, 22% Rural Allowance, 15% Scarce Skills Allowance, Commuted Overtime Other benefits: 13 <sup>th</sup> Cheque Medical Aid (Optional) Homeowner's Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirements for the post: A bachelor Degree in Surgical and Medical plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner with one year experience as a Medical Practitioner. Community Service employees may apply on condition that their appointment will be subjected to the successful completion of Community Services. Knowledge, Skills and Competence: Sound clinical knowledge with regard to medicine, Ability to deal with emergencies, Good interpersonal relationship, Ability to diagnose and manage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Weekly visits to eight clinics to render Primary Health Care Services. Implementing quality improvement programmes, Render and provide support to all medical staff. Diagnose and evaluate patient health status. To conduct orientation, induction and in-service trainings to multi disciplinary staff. Participate in the community health programmes.
<b><u>ENQUIRIES</u></b>	:	Dr. S.E Sibeko: Telephone : 034 – 4132542/3/4
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Hospital Manager : Private Bag X 0047 Pongola, 3170
<b><u>FOR ATTENTION</u></b>	:	TL Buthelezi
<b><u>CLOSING DATE</u></b>	:	28 November 2008

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

***The Department of Public Works is and equal opportunity, affirmative action employer.***

<b><u>NOTE</u></b>	:	Applications must be submitted individually on the prescribed Z83 form (signed and dated), obtainable from any Public Service Department, and should be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the ID and driver's license. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advice by this office within three (03) months of the closing date of this advert thereof, kindly consider that your application was not successful. Candidates are expected to be available for the interview on the set date of the interview or they may be disqualified.
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#### **OTHER POSTS**

<b><u>POST 46/258</u></b>	:	<b><u>DEPUTY MANAGER – PROGRAMME MANAGEMENT REF: DM/PROG/2008</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelors Degree/National Diploma in Built nvironment or equivalent plus appropriate experience. Valid Code 08 drivers licence. Candidates must be computer literate. Recommendation: Good



	communication, organizing, and problem solving skills. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	: Key Performance Areas: Initiate projects identified by Client Departments Control and monitor progress and close off on projects Liaise with Client Departments, DoPW Management, DoPW Regions and Consultants Assist the client in overcoming problems Assist the Manager: Operations Co-ordination to achieve Departmental objectives Reporting Facilitate the Provision of Infrastructure Development Implementation Plans by the clients Departments Control and monitor programmes progress, cash flow projections, and expenditure and report to management and client departments. Executive Key Accounts Manager functions for the Client Departments. Resolve disputes and assist clients and Regions in overcoming problems. Innovate and monitor solutions to client problems. Support the Regional Programme Managers and Project Managers to achieve Departmental objectives. Co-ordinate monthly Departmental reports for the Client Departments
<b><u>ENQUIRIES</u></b>	: Ms. WN Mhlongo, Tel: 033 3555522
<b><u>APPLICATIONS</u></b>	: Head Works, Private Bag X9142, Pietermaritzburg, 300
<b><u>FOR ATTENTION</u></b>	: Ms CG Sikhakhane
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/259</u></b>	: <b><u>DISTRICT MANAGERS</u></b>
<b><u>SALARY</u></b>	: Southern Region: Sisonke District Office: R 344 052.00 PA, Ref: S\DO\2008 Ethekwini Region: Ethekwini District Office: R 344 052.00 PA Ref: E\DO\2008 North Coast Region: Umkhanyakude District Office: R 344 052.00 PA Ref: U\DO\2008 Zululand District Office: R 344 052.00 PA (Level 11) Ref: Z\DO \2008 Vryheid Sub District Office: R 217 482.00 PA (Level 10 Ref: V\SDO\2008 Midlands Region: Amajuba District Office: R 344 052.00 PA (Level 11) Ref: A\DO\2008 Greytown Sub District Office R 217 482.00 PA (Level 10) Ref: G\SDO\2008
<b><u>REQUIREMENTS</u></b>	: *A Degree or National Diploma, plus management experience* Qualification in built environment will be an added advantage* Computer Literacy* Candidates must be in possession of a valid drivers license. Knowledge, Skills and Competencies: Expert knowledge of administration policies and practices* Undertaking of transformation* Project and Financial Management* Customer care and Stakeholder and knowledge of procurement processes, people management and problem solving skills.
<b><u>DUTIES</u></b>	: Key Responsibility Areas Manage Works Inspector services and Projects *Construct, adapt and maintain physical facilities *Manage General Administration support services *Manage implementation of policies, procedures and resources of the District* Liaise with consultant professionals client departments and stakeholders* conduct inspections of new and existing Works according to plans and specifications and\ or confirm to prescribe standards* Analyse compilations of inter alias plans and specification bills of quantities and contractual stipulations with regard to new maintenance and other works in terms of quality control and cost savings* Advise with the use of new existing technical systems, techniques, material equipment and components* Organise the works of technical, work inspectors, artisan and general auxiliary personnel in the execution of projects* Prepare and control budget and other financial related matters* Supervise staff
<b><u>ENQUIRIES</u></b>	: Mr. C Luthuli (031) 203 2247 Ethekwini District Mr. G Michell (033) 3555458 Sisonke District Mr. TL Mchunu (035) 874 2854 (North Coast Region) Mrs. T Khuzwayo (036) 638 2800 (Midlands Region)
<b><u>APPLICATIONS</u></b>	: Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200
<b><u>CLOSING DATE</u></b>	: 28 November 2008
<b><u>POST 46/260</u></b>	: <b><u>PROJECT MANAGER (7 POSTS) REF. NO: PM/2008</u></b>
<b><u>SALARY</u></b>	: R344 052 per annum
<b><u>CENTRE</u></b>	: Ethekwini Region (Durban)
<b><u>REQUIREMENTS</u></b>	: An appropriate National Diploma or equivalent in the built environment plus a minimum of 3 years post qualification experience in a built environment. Computer literacy including working experience in Microsoft Word and Excel A valid code EB driver's licence. Skills and competencies required: Knowledge of a wide range of legislation and procedures such as: CIDB ,building norms and standards Skills in financial management; service delivery innovation; problem solving; analytical thinking; client orientation; good written and verbal communication; stakeholder management Recommendations: Registration with the South African Council for Project Management and Contract Management Profession Knowledge of Microsoft Project
<b><u>DUTIES</u></b>	: Key Performance Areas: Manage projects Monitor project expenditure against the approved budget Check and certify payment certificate for approval Maintain the project database Compile progress reports Undertake the appointment and

		control of consultants Resolve disputes Provide advice and guidance to respective clients, contractors on project related issues Manage and ensure the implication of prescripts
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. R Yardley Tel: (031) 203 2197
	:	Direct your application and the name of the publication in which you saw the advertisement, indicate the reference number of the post being applied for to:
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Head of Department: Public Works, Private Bag X54336, Durban 4000
	:	Mrs U.K. Haripersad.
	:	24 November 2008
<b><u>POST 46/261</u></b>	:	<b><u>10X PROJECT MANAGERS REF NO: PM/PMSD/NCR 0015</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum
<b><u>CENTRE</u></b>	:	North Coast Region
<b><u>REQUIREMENTS</u></b>	:	*An appropriate Degree/National Diploma in Building, Civil and engineering related qualification with proven project management experience. *Computer literacy (MS Word, Excel, Microsoft Outlook) * A valid driver's license. Recommendations: Willingness to work long hours and travel long distances, Good verbal and written communication skills. Project and Programme Management, Stakeholder and Financial Management* Extensive relevant experience
<b><u>DUTIES</u></b>	:	* Consult with Client Departments during the entire project life cycle in terms of project management knowledge areas * Ensure that a contract file is opened and that the service is recorded on the Works Information Management System and the project Progress detail is constantly updated * Establish time frames and determine milestone to enable timeous completion of project and monitor projects on site. * Ensure that all actions are in accordance with financial and procurement prescripts and Occupational Health and Safety Act * Co-ordinate and liaise throughout the planning and documentation processes with the consultants and the client department, involving meeting the requirements of the WIMS milestones dates * Assist the Programme Manager in preparing multi year plans for infrastructure delivery for all clients and prepare cash flow projections
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. CCS Zulu (035) 874 3315
	:	The Head, Department of Public Works KwaZulu Natal, Private Bag X42, Ulundi, 3838
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Mr SZ Mthethwa
	:	28 November 2008
<b><u>POST 46/262</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN: CIVIL/ STRUCTURAL ENGINEERING REF NO: IT: CIV/STR/2008</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Ethekwini Region (Durban)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Civil and structural Engineering with a minimum of one year post qualification experience in Civil / Structural engineering in a building Construction environment Computer literacy including working experience in Microsoft Word and Excel A valid code EB driver's licence. Skills And Attributes: Understanding of Project Management Ability to liaise and co-operate with other Built Environment professionals and Project Programme Managers Good Verbal and written communication skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render assistance to the Regional Civil/ structural Engineer Assist in planning ,co-co-ordinating and implementing civil /structural services Assist with overall administration of contract Assist in management of private consulting engineers Ensure quality control of civil /structural installations Audit of interim fee accounts
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. R Du Preez Tel: (031) 203 2113
	:	Direct your application and the name of the publication in which you saw the advertisement, indicate the reference number of the post being applied for to:
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Head of Department: Public Works, Private Bag X54336, Durban 4000
	:	Mrs U.K. Haripersad.
	:	24 November 2008
<b><u>POST 46/263</u></b>	:	<b><u>ARTISAN SUPERINDENT (2 POSTS) REF NO: ART/ETH/08 (1 POST) ART/ILEM/08 (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Ethekwini Region: (Ethekwini And Ilembe District Office)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (I or N stream) or with equivalent qualification plus 2 years' appropriate post qualification experience in built environment OR an appropriate N3 qualification plus a successful passing of an official trade test plus 3 years 'appropriate post qualification experience in built environment Or an appropriate N3 certificate without passing of an official trade plus 6 years' appropriate post qualification experience in a built environment OR registration as an Engineering Technician in terms of the regulations promulgated under Section 14 (1) OR 14 (2) of the Engineering Profession of S.A Act (Act 114 of

	1990) plus 2 years' appropriate post qualification experience in built environment Computer literacy A valid code EB driver's licence. Skills and attributes: Knowledge in: isiZulu; PFMA; OHS Act Customer care and supervisory experience Good Verbal and written communication skills
<b><u>DUTIES</u></b>	: Key Performances: Direct supervision and control of artisan within the districts Oversee the correct utilisation of government vehicles Control personnel and administrative matters related to the District Control the proper operation of the District in respect of delegating work and signing official forms Perform performance assessment son personnel within the District Check material and undertake the ordering thereof Perform site inspections and compile reports thereon
<b><u>ENQUIRES APPLICATIONS</u></b>	: Mr. M.C. Luthuli, Tel: (031) 203 2247 : Direct your application and the name of the publication in which you saw the advertisement, indicate the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X54336, Durban 4000
<b><u>FOR ATTENTION CLOSING DATE</u></b>	: Mrs U.K. Haripersad. : 24 November 2008

#### **DEPARTMENT OF TRANSPORT**

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

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

#### **OTHER POSTS**

<b><u>POST 46/264</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: TRAFFIC LAW ADMINISTRATION (REF NO P280/2008)</u></b> This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R145 920 per annum : Motor Licensing Bureau, Windsor Park : *A Senior Certificate; plus a minimum of 3 years clerical / administrative experience; plus possession of a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of the following as pertaining to the Motor Licensing Bureau: National Traffic Information System, National Road Traffic Act 93 of 1996, Public Finance Management Act 99 / Treasury Regulations, Public Service Act 99, Commitment Charter, Administrative office policies and procedures, Labour Relations Act 66 of 1995, Public service code of conduct, Good Governance, Batho Pele Principles, Tender Allocation Procedures, Delegation of Authority & Financial Audit Procedures and Basic Conditions of Employment Act. *Good supervisory skills. *Good human relations skills. *Good communication skills. *Organizational and management skills. *Leadership abilities. *Ability to interpret and apply legislation and policy. *Computer literacy. *NaTIS and BAS proficiency. *Report writing and formulation skills. *Problem solving and decision making skills. *Ability to motivate and inspire sub-ordinates and peers. *Basic Accounting skills. *The ideal candidate should be trustworthy, loyal, conscientious, reliable, honest, friendly and courteous. He/she should also be accurate and responsible, innovative, have the ability to work independently and

as part of a team, be assertive, have the ability to work under pressure and be team orientated.

**DUTIES**

: \*Manage the Finance and Procurement services for the Motor Licence Bureaus within the Durban Region and ensure adherence to relevant prescripts and legislation. \*Manage the Correspondence section within the Motor Licensing Bureau. \*Manage Auxiliary Services within the office. \*Manage the resources within the components. \*Attend to the complex written and verbal queries and dissemination of information.

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

: Mr K Jugdaw Tel. No.: 031 – 313 3536  
: Mrs S McCarthy  
: 28 November 2008  
: It is the intension of this Department to fill this post with a person from the Disabled Community or an African or Indian Female.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE**  
**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**  
*The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. If a representative appointment cannot be made, the candidature of any applicants that comply will be considered.*

**APPLICATIONS** : JobVest Response Handling, Private Bag X15, Tyger Valley, 7536 or Hand – delivered to: 5<sup>th</sup> Floor, 47 on Strand, Strand Street, Cape Town,

**FOR ATTENTION** : Ms Judy Johnstone

**CLOSING DATE** : 5 December 2008

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

**OTHER POSTS**

**POST 46/265** : **ENVIRONMENTAL OFFICER (2 POSTS) REFERENCE NO: F/08/024**  
 Directorate: Strategic Environmental Management  
 Sub-Directorate: Operational Policy and Transversal Co-Ordination

**SALARY** : R117 501 per annum

**CENTRE** : Cape Town

**REQUIREMENTS** : The formal qualification requirements for this post is an appropriate and recognised 3-year B degree in Social, Natural or Physical Sciences, Environmental Sciences or Engineering (or equivalent qualification) with appropriate experience. The following will serve as requirements for this post: • knowledge of research methods • sound interpersonal and communication skills (verbal and written) • administrative abilities • computer literacy, particularly MS Word, Excel, PowerPoint, and conducting Internet searches • ability to plan and organise activities • presentation and facilitation skills • knowledge of sustainable development, environmental management and public awareness concepts • willingness to travel • a valid code 08 driver's licence is prerequisite.

**DUTIES** : Promoting sustainable development and environmental education programmes within and outside of government • research on sustainable development best practice • assist with draft reports as well as recommendations on environmental issues • liaise with and make presentations to provincial departments, municipalities, communities and NGO's on promotion of sustainable development • attend meetings and comment on documents • assist with development of departmental sustainable development policies.

**ENQUIRIES** : Ms T Norushe, Tel (021) 483 4925 or Mr G Isaacs, Tel (021) 483 2775

**POST 46/266** : **ASSISTANT TOWN AND REGIONAL PLANNER REFERENCE NO: F/08/27**  
 Directorate: Integrated Environmental Management

**SALARY** : R117 501 per annum

**CENTRE** : Cape Town

**REQUIREMENTS** : The requirements for this position is an appropriate, recognised qualification as promulgated in the regulations prescribed for registration in terms of the Planning Profession Act, 2002 (Act 36 of 2002). Although not required, experience in town and regional planning will be an advantage • ability to communicate in at least two of the three official languages (English, Afrikaans or Xhosa) of the Western Cape. The following will serve as recommendation: • knowledge of town and

	regional planning and developmental aspects • computer literacy (MS Office Suite) • a valid code 08 (EB) driver's licence • Registration as a town planner.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for: • provide operational input to the core business of facilitating and managing appropriate, sustainable and integrated spatial planning development • assist in the preparation of reports and making recommendations on land management and environmental matters • assist with the making of recommendation on spatial planning matters • assist with the undertaking of site visits in planning areas • assist with the arrangement and attendance of meetings • assist with the taking of minutes at meetings and circulation afterwards • assist with the technical and professional support and advice to municipalities, other government departments and relevant statutory bodies.
<b><u>ENQUIRIES</u></b>	: Mr ND Muller, Tel (021) 483 8330.

#### **DEPARTMENT OF HEALTH**

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

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

<b><u>POST 46/267</u></b>	: <b><u>DIRECTOR: INTERNAL AUDIT</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	: Remuneration Package: R540 429 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office, Cape Town Chartered Accountant (SA) qualification. Registration with SAICA and/or IIA. Extensive relevant experience in an audit environment. Valid driver's licence. Recommendations: Exceptional analytical, decision-making and report writing skills. Problem solving skills. Excellent written, verbal and presentation communication skills. Ability to work with and interrogate large volumes of data. Advanced computer skills (Excel, Word, PowerPoint). Staying abreast of current business, economic developments and technology. Display teamwork, integrity and leadership. Results driven with solid process improvement skills. Note: Candidates must be willing to undertake a competency test.
<b><u>DUTIES</u></b>	: Managing a team of staff and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs to: Ensure quality control. Ensure that the expense structure remains within the budget. Ensure effective capacity management and planning to meet business demands. Compile an annual audit coverage plan and three year roll out plan for the department. Agree plans with the Accounting Officer of the department and obtain Audit Committee approval for audit plans. Prepare and maintain a strategic plan taking technical, human resource, administrative and financial risk aspects into consideration. Report periodically to the audit committee and relevant accounting officers and senior managers on the internal audit performance relative to its plan. Manage long-term strategic risk based audit plan. Develop and implement internal audit methodology. Monitor and implement service level agreements and client satisfaction surveys. Co-ordinate audit committees. Responsible for internal audit best practices data-base. Develop and maintain internal audit tools.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr ME Manning, tel. no. (021) 483-9356.
	: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	: Mr RA Merton 5 December 2008

#### **OTHER POSTS**

<b><u>POST 46/268</u></b>	: <b><u>MANAGER: INTERNAL AUDIT</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	: Remuneration package: R407 745 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)
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office, Cape Town Chartered Accountant (SA). Appropriate experience. Valid driver's licence. Recommendations: Exceptional analytical and decision-making skills. Results

orientation with solid process improvement skills. Strong prioritisation skills and ability to meet deadlines. Excellent written and verbal communication skills. Solid interpersonal skills, including the ability to interface with all levels of the organisation. Strong skills in project management and engagement closure. Experience and interest in recruitment and professional development. Client liaison and the ability to identify client needs. Staying abreast of current business, economic developments and technology. Display teamwork, integrity and leadership. Innovative thinking. Note: Candidates must be willing to undergo a competency test.

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

**ENQUIRIES APPLICATIONS** : Mr ME Manning, tel. no. (021) 483-9356.

**FOR ATTENTION CLOSING DATE** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

Mr RA Merton

5 December 2008

**POST 46/269** : **ASSISTANT DIRECTOR (HOSPITAL SECRETARY)**  
(Cape Winelands District)

**SALARY CENTRE REQUIREMENTS** : R217 482 per annum.

Ceres Hospital, Ceres

Senior (or equivalent) Certificate plus extensive experience in Human Resource Management, Financial Administration, Supply Chain Management and Support Services. Computer literacy (MS Word, Excel). Valid driver's licence. Willingness to travel. Recommendations: Appropriate 3-year Degree/Diploma. Good managerial ability, interpretation and management skills. Knowledge and experience of BAS, LOGIS, PERSAL, DELTA 9 or any other computerised systems. Ability to work under pressure and meet deadlines. Problem solving skills.

**DUTIES** : Part of the team responsible for the overall management of Ceres hospital and Witzenberg Sub-District. Responsible for financial management e.g. determine budget needs, expenditure control and income monitoring. Responsible for Supply Chain Management. Ensure sound Human Resource Management including Labour Relations and Human Resource Development. Responsible for support services e.g. Food Service Management, workshop, etc. Timeous reporting to the District Office as required. Ensure proper training of staff. Act as designated Grievances Officer for the institution. Responsible to ensure support services to the clinics and hospital. Responsible to ensure adequate information management process. Responsible for administrative support to the Health Facility Board.

**ENQUIRIES APPLICATIONS** : Ms E Meyer, tel. no. (023) 348-8112 / Dr CS Prins, tel. no. (023) 316-9628.

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

**FOR ATTENTION CLOSING DATE** : Ms MM Janse van Rensburg

28 November 2008

**POST 46/270** : **STERILISATION OPERATOR: SUPERVISOR (CENTRAL PROCESSING DEPARTMENT)**

**SALARY CENTRE REQUIREMENTS** : R76 194 per annum.

Red Cross War Memorial Children's Hospital, Rondebosch

Senior (or equivalent) Certificate. Previous experience in Central Sterilisation Storage Department. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. The following will serve as recommendations: Knowledge and insight of legislation, procedures and policies pertaining to sterilisation methods and infection control. Basic qualification/course in sterilisation technique. Experience as a supervisor.

<b><u>DUTIES</u></b>	:	Supervision of subordinates to effectively deliver a service in the Central Processing Department. To assist in planning, organising and monitoring the work activities of the Central Processing Department. Effective control and utilisation of physical and financial resources with emphasis on cost containment. The collection, cleaning, packing, utilisation and distribution of surgical instruments, consumables and linen packs for theatre and clinical areas. Cleaning and testing of sterilisation units and reporting of defects. Safekeeping of accurate records relating to sterilising process, ordering, storage and use of consumables and equipment. Assist with training and orientation of personnel. To perform overtime (within limits), day/night/weekend shifts as the need arises. Basic computer literacy.
<b><u>ENQUIRIES</u></b>	:	Ms SE Roodt, tel.no. (021) 658-5008
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<b><u>FOR ATTENTION</u></b>	:	Ms C Bulak
<b><u>CLOSING DATE</u></b>	:	28 November 2008

#### **PROVINCIAL TREASURY**

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

<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2 <sup>nd</sup> Floor, Room 2-11.
<b><u>FOR ATTENTION</u></b>	:	Mr B Damons
<b><u>CLOSING DATE</u></b>	:	28 November 2008
<b><u>NOTE</u></b>	:	It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address <a href="http://www.Capegateway.gov.za">www.Capegateway.gov.za</a> ) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

#### **OTHER POSTS**

<b><u>POST 46/271</u></b>	:	<b><u>HEAD (CHIEF DIRECTOR): PUBLIC FINANCE REF NO: WCPT 31/01/08</u></b>
<b><u>SALARY</u></b>	:	R675 276 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Specific qualifying managerial and experience requirements: Applications are invited from committed and experienced individuals in possession of: • Either a Masters degree in Commerce/Business Administration/Economics Science/Public Finance/Public Policy • Demonstrable successful experience in efficient management (revenue and expenditure) and administration of public sector budgets (national, provincial or local), the constraints to and the drivers behind good public finance practice and the enhancement of revenue flows and its productive application • Proven experience in economic, financial and fiscal research and analysis • Proven ability to manage people successfully and effect cooperative governance. Specific competencies and skills required: • Strong leadership and financial management skills • Good verbal and written communication skills • Good team building and people management skills • Strong analytical, conceptual and strategic thinking/thought leadership skills • Ability to translate budgets and underpinning budgetary philosophy into practical reality • Good presentation and computer literacy skills.
<b><u>DUTIES</u></b>	:	To ensure cost containment and efficiency in provincial budget management implementation and to monitor municipal finances and coordinate Treasury's oversight role by: • Overall management of provincial budget implementation in departments, including public entities by assessing underlying cost pressures and associated expenditure trends and financing requirements integral to the IYM process • Application of fiscal discipline and introduction of remedial measures to contain costs and over or unauthorised expenditure • Determination



and overall management of the adjustments budget process within the delivery policy parameters

- Monitoring and assessing the financial state of health of municipalities as part of the IYM process by promoting and securing sound budget processes and attaining responsive, credible and sustainable budgets for local government
- Coordinating Provincial Treasury's efforts in the implementation and evolvement of the Municipal Finance Management Act
- Assessing the degree of technical compliance and integrity of provincial and municipal budgets
- Oversight responsibilities of the Western Cape Gambling and Racing Board. Enhance the evolving of the overall financing envelope for the Province's Medium Term Expenditure Framework (provincial and municipal) by:
  - Research assess and provide input into the fiscal governance (transfer) model of both Provincial and Local Government as a key input into the fiscal frameworks and sustainability assessments of municipalities
  - Ensure the effective development and expansion of the own revenue base of Provincial and of Local Government that is in line with relevant legislation, inclusive of research into efficiency of the current system as well as alternative options for taxation
  - Evaluating the range of local and borrowing and financing instruments in the capital market that is appropriate for both the provincial and local governments and assessing the ability to access them
  - Research and development of efficiency parameters and ratios that inform least cost analysis.

In respect of the Chief Directorate:

- Performance Management of key outputs and deliverables of the component, including staff performance management
- Providing administrative, professional and technical guidance both in-house and clients
- Develop and implement strategy and business plans for the Chief Directorate
- Overseeing and driving performance management in the Chief Directorate
- Overall responsibility for financial management of the Chief Directorate
- Overall responsibility for the full implementation of the PFMA, MFMA, PSA and other labour and financial laws within the Chief Directorate.

**ENQUIRIES** : Mr Harry Malila ☎ Tel. (021) 483-6673 or (021) 483 4222

**THE UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA (USAASA)**

*The universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups.*

**APPLICATIONS** : Please e-mail: davidr@usaasa.org.za or tshepiso@usaasa.org.za or fax to 0866946531 – Deliver to Block No. 21 – Thornhill Office park – 94 Bekker Road – Vorna Valley – Midrand - Quote Ref No: 3/1/4/1/ (H) (011) 564-1600.

**CLOSING DATE** : 30 November 2008

**NOTE** : Applicants who do not receive a reply within 14 days of the closing date, should consider their applications unsuccessful.

**MANAGEMENT ECHELON**

**POST 46/272** : **CHIEF INTERNAL AUDIT EXECUTIVE**

**SALARY** : All inclusive salary package of R501, 951.00 per annum. The successful candidate will report to the Chief Executive Officer and will have to sign an annual performance agreement. Correspondence will be limited to short-listed candidates only. Interested candidates can forward their curriculum vitae with certified copies of their qualifications and at least two referees. If you have not been contacted within three (3) months of the closing date of the advertisement regard your application as unsuccessful.

**REQUIREMENTS** : A three-year Commerce Degree or equivalent qualification \*Professional audit designations, e.g. CIA or CPA candidate preferred.\*PFMA and Treasury Regulations check. Facilitate a risk management and fraud Post Graduate Qualification in Accounting plus Auditing will be an advantage. Knowledge Of: Generally accepted auditing standards and All standards \* IFRS and the State's accounting practice \* Public Service Regulations \* laws and policies \* The Public Finance Management Act and Treasury Regulations \* Tax \* Strategy and Business Plan

**DUTIES** : \*Lead and manage the internal audit function. \*Develop, maintain and review audit measures to minimise risk and ensure maximum compliance with the applicable legislation and regulation. \*Review and amend the audit charter. \*Complete and executive 3 year rolling strategic internal audit plan. \*Evaluate new or changing services, processes and operations. \*Issue periodic reports to Audit committee and management, reflecting summarised results of audit activities \*Keep the Audit Committee informed of emerging trends and successful practices in internal audit. \*Conduct forensic and special audits. \*Liaise with the Auditor-General and/or external auditors regarding audits.

**ENQUIRIES** : Mr. David Rangateng – Senior Personnel Officer

**OTHER POST**

**POST 46/273** : **CREDITORS CLERK REF NO: 3/1/4/1 (I)**

**SALARY** : R104 199 (plus benefits) per annum

**CENTRE** : Midrand

**REQUIREMENTS** : Applicants must be in possession of a grade 12 qualification or equivalent PLUS the following key competencies: \*Good numerical skills and accuracy. \*Good communication, organising and planning skills. \*Ability to meet due dates to work under pressure. \*Computer literate in Microsoft Office, Pastel, AccPack (Account mate will be an advantage) \*Familiarity with GAAP requirements and PPE. \*Implementation of PPE policy. \*Ensuring disposal of assets in terms of Treasury regulation, GAAP and IFRS. \*Ensure that depreciation reports are run on a monthly basis. \*Ensure that FAR reconcile to General Ledger a monthly basis. Provide lists of Acquisitions and Disposals as and when

**DUTIES** : Key responsibilities: \*Ensure that no discrepancies between orders and invoices exist, \*Reconcile payments and match to invoices. \*Process prompt payments to suppliers. \*Client liaison. \*Render support to other parts of the unit, general filing and administration. \*Monthly report and feedback on queries. \*Follow procedures to ensure all order/invoices are properly authorised and approved \*Reconciliation of creditors accounts. \*Co-ordinate auditors requests for documentation and maintain records. \*Formulate responses to management letter points for both internal and external audits (on accounts payable and assets only). \*Maintain a register of all management responses and follow up on execution of actions.

**ENQUIRIES** : Mr. S.D. Rangateng (Senior Personnel Officer) (011) 564 1600

**SOUTH AFRICAN SOCIAL SECURITY AGENCY**

*The South African Social security Agency is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.*

<b><u>APPLICATIONS</u></b>	:	Applications, quoting the correct reference number must be forwarded to: South African Social Security Agency, Directorate: Human Capital Management, Private Bag X55662, Arcadia, Pretoria, 0083
<b><u>CLOSING DATE</u></b>	:	30 November 2008
<b><u>NOTE</u></b>	:	Directives to Candidates: Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae. Applications that do not comply with these instructions will not be considered.
<b>OTHER POST</b>		
<b><u>POST 46/274</u></b>	:	<b><u>MANAGER: POLICY COSTING FINANCE</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R407 745 – R472 758 per annum. The package can, with applicable rules be structured according to the individual's needs. In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A three year Bachelor's degree/diploma or equivalent qualification, with extensive experience in the relevant field *Knowledge of relevant legislation, e.g. PFMA, Treasury Regulations, SASSA Act, South African Social Security Act *Extensive knowledge of the concepts of costing *Experience in the development of unit costs and the use of costing as a forecasting tool *Knowledge of modeling as a costing tool *Experience in the identification and use of cost drivers *Experience in activity-based costing and allocations *Experience in the use of population demographic data & projections in policy costing *Extensive experience in data /information management with the ability to extract, analyze and interpret data *Experience in the costing of Social Security grants would be an advantage *Advanced(Extensive) knowledge of Excel.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Manage policy costing of the Agency with regard to social security grants • Analysis of trends relating to beneficiaries, grant handling fees, HR & infrastructure requirements * Development of policy costing standards and norms * Liaison with Senior Management in terms of identification of the Policies, Strategies & Frameworks that require costing intervention *Costing of new business initiatives *Ensure that the economic factors of social security grants are factored into costing models *HR & Financial Management of the Unit.
<b><u>ENQUIRIES</u></b>	:	Mr OT Thoka @ (012) 400 2089
<b><u>FOR ATTENTION</u></b>	:	Ms B Mclou
<b><u>CLOSING DATE</u></b>	:	30 November 2008
<b><u>NOTE</u></b>	:	Please note: Candidates may be subject to screening prior to employment.