



DATE OF ISSUE: 21 NOVEMBER 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 47 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 filling 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 **22 DECEMBER 2008**

AMENDMENT : **Department of Education:** Kindly note that, the note stated in the PSVC 46 of 2008, should read as follows: Applications received after the closing date or faxed applications will not be considered.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE	A	3 – 7
EDUCATION	B	8 – 12
HEALTH	C	13 – 16
HOUSING	D	17 – 20
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	E	21 – 27
LAND AFFAIRS	F	28 – 29
NATIONAL YOUTH COMMISSION	G	30
PUBLIC SERVICE AND ADMINISTRATION	H	31 – 32
SOCIAL DEVELOPMRNT	I	33 – 36
STATISTICS SOUTH AFRICA	J	37
THE PRESIDENCY	K	38 – 40
WATER AFFAIRS AND FORESTRY	L	41 – 90

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	91 – 97
FREE STATE	N	98 – 99
GAUTENG	O	100 – 107
KWAZULU-NATAL	P	108 – 111
LIMPOPO	Q	112
WESTERN CAPE	R	113 - 115

DEPARTMENT OF AGRICULTURE

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

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

FOR ATTENTION : URS Response Handling

CLOSING DATE : 05 December 2008

NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recent updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants which do not comply with the above-mentioned requirements, as well as late applications, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship check, credit record check, qualification verification and employment verification). Where applicable candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

POST 47/01 : **STATE VETERINARIAN (2 POSTS) (REF 512/2008)**
 Directorate: Veterinary Services
 This is a re-advertisement of Ref. 221/2008. Candidates who previously applied must re-apply.

SALARY : All inclusive package of R344 052 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must be in possession of a BVSc. or BVMCh. degree. Must be registered as a Veterinarian with the SA Veterinary Council. Must have appropriate experience. Sound knowledge of animal health and meat safety legislation. Policy formulation abilities and good communication skills (verbal and written). Management experience. Valid code EB driver's licence.

DUTIES : The incumbent's responsibility will be to promote the export of animals and animal products by gathering scientific information from specialists in the field, international standards and various publications. Make information available to the Veterinary Authorities of prospective import countries. Complete questionnaires received from prospective and existing trade partners. Draft export protocols and guidelines. Negotiate export health certificates with importing countries after consultation with Provincial Veterinary Services. Disseminate information on import and export matters to stakeholders. Contribute to policy formulation. Solve problems related to detained consignments, as well as assist exporters in this regard. Respond to requests and queries from clients in a professional manner. Participate in managerial activities. Incumbent may also be required to be involved in matters related to the residue monitoring programme, risk analysis, the importation of animals and animal products and to conduct inspections and audits on facilities for approval to be registered as export and import facilities in co-operation with Provincial Veterinary Services.

ENQUIRIES : Dr L. Schoeman, Tel. 012 3197522

POST 47/02 : **STATE VETERINARIAN (2 POSTS) (REF 513/2008)**
 Directorate: Veterinary Services
 This is a re-advertisement of Ref. 283/2008. Candidates who previously applied must re-apply.

<u>SALARY</u>	:	All inclusive package of R344 052 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a BVSc. or BVMCh. degree. Must be registered as a Veterinarian with the SA Veterinary Council. Must have appropriate experience. Sound knowledge of animal health and meat safety legislation. Policy formulation abilities and good communication skills (verbal and written). Management capabilities. Valid code EB driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to contribute to policy formulation, conduct risk assessments with regard to the importation of animals and animal products by gathering scientific information from specialists in the field, international standards and various publications. Evaluate Veterinary Services of other countries by analysing completed questionnaires and other information. Draft import protocols, taking into consideration completed risk assessments and the information received from foreign Veterinary Services. Negotiate health certificates for import purposes with the exporting countries. Solve problems related to detained and illegal consignments, as well as assist port control staff members in this regard. Check and sign Veterinary import permits for certain commodities. Liaise on SPS issues concerning animals and animal products. Disseminate information on import and export matters to the public. Respond to requests and enquiries from clients in a professional manner. Participate in managerial activities. Incumbent may also be required to be involved in matters related to the export of animals and animal products, the residue monitoring programme and to conduct inspections and audits on facilities for approval to be registered as export and import facilities in co-operation with Provincial Veterinary Services.
<u>ENQUIRIES</u>	:	Dr L. Schoeman, Tel. 012 3197522
<u>POST 47/03</u>	:	<u>ASSISTANT DIRECTOR: BUDGETS (REF 503/2008)</u> Directorate: Budgets and Reporting
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three year Bachelor's Degree/Diploma and currently hold an appointment on salary level 8 together with extensive relevant experience in Public Finance and Budgeting in the Public Service. Knowledge and experience of the Public Finance Management Act, Treasury Regulations, Basic Accounting System (BAS) and PERSAL. The ability to work under pressure, to meet deadlines and to accept responsibility. Good communication (verbal and written) and report writing skills. Computer literacy (Word and Excel).
<u>DUTIES</u>	:	The incumbent's responsibility will be to administer and co-ordinate budgetary and financial planning of the Department pertaining to the Medium Term Expenditure Framework, Estimate of National Expenditure and the Adjustment Estimate. Maintain and administer the Department's budget and budget structure. Co-ordinate, monitor and report on the state of expenditure. Administer conditional grants in terms of the Division of Revenue Act. Manage the Division: Budgets including human resources.
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a skills and knowledge test.
<u>ENQUIRIES</u>	:	Mr E.J. Geldenhuys, Tel. 012 3196908
<u>POST 47/04</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS CONTROL (REF 504/2008)</u> Directorate: Budgets and Reporting
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three year Bachelor's Degree/Diploma and currently hold an appointment on salary level 8 together with extensive relevant experience in Financial Accounting in the Public Service. Knowledge and experience of the Basic Accounting System (BAS), PERSAL, Safety Net, the Public Finance Management Act, Treasury Regulations and financial accounting skills in the Public Service. Knowledge on the compilation of financial statements. The ability to work under pressure, to meet deadlines and to accept responsibility. Good communication (verbal and written) and report writing skills. Computer literacy (Word and Excel).
<u>DUTIES</u>	:	The incumbent's responsibility will be to monitor and manage the administration of expenditure accounts, banking services and cash flow. Compile and verify financial reports, audit work papers and financial statements. Co-ordinate and compile responses to Auditor-General queries. Serve as assistant controller of finance systems (PERSAL, BAS, Agricultural

		Debt Account, etc). Manage the Division: Accounts Control including human resources.
<u>ENQUIRIES</u>	:	Mr A.B. Wessels, Tel. 012 3196973
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a skills and knowledge test.
<u>POST 47/05</u>	:	<u>EDITORIAL ASSISTANT (REF 502/2008)</u> Directorate: Agricultural Information Services This is a re-advertisement of Ref. 357/2008. Candidates who previously applied must re-apply.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a National diploma/degree in Languages with English as a major subject (you are required to furnish a credit certificate and/or statement of results). Experience in editing, translations, proof-reading and compilation of publication material. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently and within a team. Computer literacy.
<u>DUTIES</u>	:	The incumbent's responsibility will be to edit and proof-read all Departmental publication material. Ensure compliance to house styles. Correct grammatical error. Communicate/liaise with authors for clarification, advice on changes and final wording. Compile publication material. Translate documents and/or arrange for the outsourcing thereof. Co-ordinate Departmental inputs for publication purposes.
<u>ENQUIRIES</u>	:	Ms M.A. Fourie, Tel. 012 3197327
<u>POST 47/06</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 510/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Golela
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year diploma/degree in Agriculture or B.Sc. degree in Agriculture with at least one of the following subjects as a major: Plant Production, Plant Protection (Entomology or Pathology), Horticulture or Animal Health (you are required to furnish your credit certificate and/or statement of results). Relevant experience in one of the above related fields. A valid code EB driver's licence and the ability to drive. Good leadership skills with special emphasis on communication and conflict management and basic computer knowledge and appropriate/relevant experience. The candidate must be willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office at short notice, work overtime during the week and weekends and work irregular hours (shifts).
<u>DUTIES</u>	:	The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984 (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Plant Improvement Act, 1976 (Act No. 53 of 1976), Liquor Products Act, 1989 (Act No. 60 of 1989), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.
<u>ENQUIRIES</u>	:	Mr R.E. Maisha, Tel. 012 3196451
<u>POST 47/07</u>	:	<u>ADMINISTRATIVE OFFICER (REF 501/2008)</u> Directorate: Bio-Safety
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate Bachelor's degree or National diploma in Public Administration. Experience in office administration in a Government environment. Sound knowledge and understanding of public service systems and prescripts relating to human resources, financial management, budget control, asset management and procurement. Computer literacy in MS Office programmes. Good communication skills (verbal and written). Good interpersonal relations. Excellent planning and problem solving skills. Accuracy and attention to detail. Ability to work independently and under pressure.
<u>DUTIES</u>	:	The incumbent's responsibility will be to perform general administrative functions in the Directorate, including the arrangement of meetings, travel and accommodation, processing of claims and drafting of relevant correspondence. Provide administrative support services to regulatory bodies appointed under the GMO Act, 1997(Act No. 15 of 1997). Administer provisioning and procurement within the Directorate. Exercise control over the Directorate's budget and monitor expenditure. Administer the process of asset control and transport in accordance with Departmental prescripts. Manage documentation and maintain accurate records. Supervisory responsibilities.
<u>ENQUIRIES</u>	:	Ms C. Arendse, Tel. 012 3196199
<u>POST 47/08</u>	:	<u>ASSISTANT MARKETING OFFICER (REF 521/2008)</u> Directorate: Marketing This is a re-advertisement of Ref. 61/2008. Candidates who previously applied must re-apply.
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year degree or diploma in information management/technology plus applicable relevant experience in electronic information/data management (collection, synthesis and dissemination). Experience and statistical analytical abilities. Ability to use initiative and to be innovative. Ability to work independently, under pressure and have excellent computer skills.
<u>DUTIES</u>	:	The incumbent's responsibility will be to assist in the regular collection of agricultural marketing related information to update the agricultural marketing information system. Assist in the dissemination of agricultural marketing information to targeted beneficiaries using the web-based marketing information system. Provide technical and administrative support in the management and maintenance of the marketing information system. Respond to queries relating to the agricultural marketing information system. Liaise with provinces to assess the effectiveness of the system and draw recommendations for improvement. Undertake any ad hoc task relating to the agricultural information system.
<u>ENQUIRIES</u>	:	Mr T. Kabe, Tel. 012 3198065
<u>POST 47/09</u>	:	<u>SENIOR ACCOUNTING CLERK (REF 509/2008)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting as a passed subject towards attainment of a degree/diploma will also be acceptable). Computer literacy (Excel spreadsheets). Knowledge and experience of PERSAL or PERSOL and Government financial systems. Good interpersonal and communication skills. Problem solving skills, ability to meet deadlines and to accept responsibility.
<u>DUTIES</u>	:	The incumbent's responsibility will be to capture deductions, allowances and all salary related transactions on PERSAL. Administer, reconcile and maintain the salary ledger account. Distribution of salary advices and salary reports, as well as the subsequent follow up work. Reconciliations of salary records. Administration of Garnishee orders and distribution of monthly statements. Payment of periodical workers and fuel claims pertaining to subsidised vehicles. Administration of leave without pay. Administer service terminations, transfers to and from the Department and new appointments. Handling of salary enquiries.
<u>ENQUIRIES</u>	:	Ms A. Willms, Tel. 012 3196929
<u>NOTE</u>	:	Shortlisted candidates will subjected to a test on his/her knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations, PERSAL and Accounting principles.

<u>POST 47/10</u>	:	<u>ADMINISTRATION CLERK (REF 506/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Grade 12 Certificate with Typing as a passed subject. Good communication skills and proficiency in English. Computer literacy (Word, Excel and Internet based programmes). General knowledge of wine cultivars, wine and other liquor products. Knowledge and experience of export procedures. Knowledge and experience on the use of all the applications in Wine Online (export application, declaration and export exemption software programme/process). Experience in the operation of a mini switchboard and invoicing procedures.
<u>DUTIES</u>	:	The incumbent's responsibility will be to capturing data of import/export applications. Registration of all incoming documentation on computer. Filing of import/export documentation. Issuing of certificates. Invoicing for services rendered. The handling and processing of non-technical correspondence. Database maintenance/problem solving on Wine Online. Presentation of samples for exports. Operation of mini switchboard on a relief basis.
<u>ENQUIRIES</u>	:	Ms R Basson, Tel no: 021 8091688

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
- NOTE** : Applications received after the closing date or faxed application will not be considered

MANAGEMENT ECHELON

- POST 47/11** : **DIRECTOR: FET EXAMINATION AND ASSESSMENT (COLLEGES AND ABET)**
 Branch: Further Education and Training
 Chief Directorate: National Examinations, Assessment and Measurement
 The national Department of Education offers an opportunity for an individual wishing to make a substantial contribution to educational assessment in South Africa. Currently the Department of Education offers the National Certificate (Vocational) and Report 190/191 programmes to FET Colleges in South Africa and the SADC region in centres located in Namibia and Swaziland. The Chief Directorate: National Examinations, Assessment and Measurement have also established international examination centres in all the continents of the world.

- SALARY REQUIREMENTS** : All inclusive remuneration package of R557 133 per annum
 : The post requires an incumbent who is an innovative thinker, researcher, scholar, education assessment specialist, administrator, manager, excellent leader and strategic thinker with vast management experience and in possession of a recognized Bachelor's Degree or equivalent qualification, which must include appropriate training or experience as a Lecturer at a FET College or teaching at a recognized vocational education institution for not less than 8 years experience. The applicant should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership and manage people and to work within a diverse team is very important. Extensive knowledge of, and insight into education policy and relevant government legislation will be essential. Good communication and interpersonal skills and leadership qualities are recommended. Computer literacy and more than average writing and people skills will be required.

- DUTIES** : The incumbent will be responsible for ensuring the integrity of the national educational assessment system by providing leadership to the Directorate: FET College Examination and Assessment, development and maintenance of policy for national standardised assessment in FET Colleges; Finance management, good governance, planning and co-ordination of educational assessment projects of the directorate; Management of FET College-Advisory Committee (ADCOM), appointment of examiners and moderators; Manage the setting of examination guidelines, exemplar papers, Integrated Summative Assessment Tasks (ISATs), Internal Continuous Assessment (ICASS), encouraging FET College students to strive for educational excellence, and always keeping abreast of developments in the international educational assessment community. Further to the duties research in terms of new developments in assessment, handling official correspondence, writing weekly, monthly, quarterly and annual reports and submissions is a standard requirement. The successful candidate 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 : 1 December 2008

OTHER POSTS

- POST 47/12** : **DEPUTY DIRECTOR: TECHNOLOGY SUBJECTS (2 POSTS)**
 Branch: Further Education and Training
 Directorate: School Curriculum

- SALARY REQUIREMENTS** : All inclusive remuneration package of R407 745 per annum
 : The applicants must be in possession of an appropriate 4-year Bachelor's degree or equivalent qualification and at least eight years' teaching experience. The successful candidate will be expected to have extensive knowledge of Technology subjects offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Technology subjects namely: Civil Technology, Electrical

Technology, Engineering Graphics and Design and Mechanical Technology is essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.

DUTIES : The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Technology subjects; Co-ordinating curriculum and assessment structures for Civil Technology, Electrical Technology, Engineering Graphics and Design and Mechanical Technology; and Co-ordinating the development of learning materials, development of Performance Assessment Tasks (PATs) and assessment tasks.

ENQUIRIES : Ms H Nyalungu, Tel: 012 312 5108

CLOSING DATE : 9 December 2008

NOTE : Shortlisted candidates will do a computer competency test.

POST 47/13 : **DEPUTY DIRECTOR: SOCIAL SCIENCES**

SALARY : All inclusive remuneration package of R407 745 per annum

REQUIREMENTS : The applicants must be in possession of an appropriate 4-year Bachelor's degree or equivalent qualification and at least eight years' teaching experience. The successful candidate will be expected to have extensive knowledge of Social Sciences subjects offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Social Sciences subjects namely: Geography and History is essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.

DUTIES : The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Geography and History; Co-ordinating curriculum and assessment structures for Geography and History; and Co-ordinating the development of learning materials and assessment tasks.

ENQUIRIES : Ms H Nyalungu, Tel: 012 312 5108

CLOSING DATE : 9 December 2008

NOTE : Shortlisted candidates will do a computer competency test.

POST 47/14 : **DEPUTY DIRECTOR: LANGUAGES (2 POSTS)**

SALARY : All inclusive remuneration package of R407 745 per annum

REQUIREMENTS : The applicants must be in possession of an appropriate 4-year Bachelor's degree or equivalent qualification and at least eight years' teaching experience. The successful candidate will be expected to have extensive knowledge of Languages offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for the 11 official Languages is essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.

DUTIES : The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Languages; Co-ordinating curriculum and assessment structures for Languages; and Co-ordinating the development of learning materials in English (FAL)

ENQUIRIES : Ms H Nyalungu, Tel: 012 312 5108

CLOSING DATE : 9 December 2008

NOTE : Shortlisted candidates will do a computer competency test.

POST 47/15 : **DEPUTY DIRECTOR: SERVICES SUBJECTS**

SALARY : All inclusive remuneration package of R407 745 per annum

REQUIREMENTS : The applicants must be in possession of an appropriate 4-year Bachelor's degree or equivalent qualification and at least eight years' teaching experience. The successful candidate will be expected to have extensive knowledge of Services subjects offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Services subjects namely: Consumer Studies, Hospitality and Tourism is

		essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.
<u>DUTIES</u>	:	The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Services subjects; Co-ordinating curriculum and assessment structures for Consumer Studies, Hospitality and Tourism; and Co-ordinating the development of learning materials, development of Performance Assessment Tasks (PATs) and assessment tasks.
<u>ENQUIRIES</u>	:	Ms H Nyalungu, Tel: 012 312 5108
<u>CLOSING DATE</u>	:	9 December 2008
<u>NOTE</u>	:	Shortlisted candidates will do a computer competency test.
<u>POST 47/16</u>	:	<u>DEPUTY DIRECTOR: MATHEMATICS</u>
<u>SALARY</u>	:	All inclusive remuneration package of R407 745 per annum
<u>REQUIREMENTS</u>	:	The applicants must be in possession of an appropriate 4-year Bachelor's degree or equivalent qualification and at least eight years' teaching experience. The successful candidate will be expected to have extensive knowledge of Mathematics offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Mathematics is essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.
<u>DUTIES</u>	:	The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Mathematics; Co-ordinating curriculum and assessment structures for Mathematics; and Co-ordinating the development of learning materials and assessment tasks.
<u>ENQUIRIES</u>	:	Ms H Nyalungu, Tel: 012 312 5108
<u>CLOSING DATE</u>	:	9 December 2008
<u>NOTE</u>	:	Shortlisted candidates will do a computer competency test.
<u>POST 47/17</u>	:	<u>DEPUTY DIRECTOR: EDUCATIONAL PORTAL THUTONG (CURRICULUM SUPPORT AND e-LEARNING)</u> Directorate: Curriculum Innovation
<u>SALARY</u>	:	All inclusive remuneration package of R407 745 per annum
<u>REQUIREMENTS</u>	:	An appropriate, recognised honours degree or equivalent higher education qualification in education, which must include 6 years' appropriate experience. The candidate must have a good understanding and knowledge of the public sector national and provincial policy, legislative and regulatory environment. The positions require an exceptional understanding of the National Curriculum Statement and how to support teachers and learners through the use of Information and Communication Technologies (ICT). Extensive knowledge and insight into the use of the Internet for teaching and learning, and the development of learning and teaching support materials is required. The incumbent must have an understanding of educational management, teacher development and digital content resource management. The incumbent must also have: a valid driver's license; advanced computer skills and good communication (both written and verbal) skills. The successful candidate must be: adaptable, disciplined, innovative, self-confident, able to work independently and also to work with a team. The post focuses on: ICT curriculum integration and support for GET learning areas, FET subjects and FET Colleges' curriculum through the use of the educational portal, Thutong. This will also include applications support such as software evaluation and the development of productivity tools, support for teachers, managers and support personnel in the use of ICT and digital content. This also includes the ability to advocate the use of the portal to different users, development of relevant training materials for teachers, managers and support personnel and initiation of extensive training programmes in provinces; and management of the relationship with public and private sectors working with the portal.
<u>DUTIES</u>	:	The incumbent will be required to: develop strategies and frameworks to extend the functionalities and use of the educational portal; manage the activities of the educational portal, including but not limited to managing learning spaces, conceptualising new spaces and supporting learning space managers; and manage the development of support material for learners, teachers, managers

		and support personnel; conceptualise and facilitate training sessions in the use of the portal.
<u>ENQUIRIES</u>	:	Ms H Nyalungu, Tel: 012 312 5108
<u>CLOSING DATE</u>	:	9 December 2008
<u>POST 47/18</u>	:	<u>DEPUTY DIRECTOR: TEACHER DEVELOPMENT IN ICT IN EDUCATION</u>
<u>SALARY</u>	:	All inclusive remuneration package of R407 745 per annum
<u>REQUIREMENTS</u>	:	An appropriate, recognised honours degree or equivalent higher education qualification in education, which must include 6 years' appropriate experience. The candidate must have a good understanding and knowledge of the public sector national and provincial policy, legislative and regulatory environment. The positions require an exceptional understanding of the National Curriculum Statement and how to support teachers and learners through the use of Information and Communication Technologies (ICT). Extensive knowledge and insight into the use of the Internet for teaching and learning, and the development of learning and teaching support materials is required. The incumbent must have an understanding of educational management, teacher development and digital content resource management. The incumbent must also have: a valid driver's license; advanced computer skills and good communication (both written and verbal) skills. The successful candidate must be: adaptable, disciplined, innovative, self-confident, able to work independently and also to work with a team. The post focuses on the support to teachers, support personnel and managers in the use of ICT and digital content. This also includes the ability to develop relevant training materials for teachers, managers and support personnel in the use of ICT and facilitate extensive training programmes in provinces.
<u>DUTIES</u>	:	The incumbent will be required to: analyse existing educational management and teacher development policies from the perspective of ICT in Education; develop strategies, frameworks and guidelines for educational management and teacher development in ICT; provide support to provinces in the implementation of educational management and teacher development in ICT in Education; facilitate and develop training programmes for subject advisors, educational managers and teachers in ICT in Education; and manage stakeholders' relationships in ICT in educational management and teacher development.
<u>ENQUIRIES</u>	:	Ms H Nyalungu, Tel: 012 312 5108
<u>CLOSING DATE</u>	:	9 December 2008
<u>POST 47/19</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND SECRETARIAL FUNCTIONS (3 POSTS)</u> Branch: Administration Directorate: Strategic Coordination And Secretarial Support
<u>SALARY</u>	:	R217 482 per annum
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate higher education qualification evaluated as REQV 13 and at least four years' relevant experience. Extensive experience in the field of education will be an advantage. The successful candidate will be required to undergo security clearance. The successful candidate must have an understanding of government policies, education policies and related legislation, including the South African Schools Act, National Education Policy Act, Education Labour Relations Act, Medium Term Expenditure Framework, Public Finance Management Act (PFMA), <i>Batho Pele</i> , etc. The successful candidate will be expected to have a formal qualification in Planning/ Project Management or Organisational Development and or have some experience in secretarial and logistical matters for intergovernmental statutory bodies, good interpersonal and communication skills to interact with senior managers at all levels, as well as good planning and organisational skills. The applicant should be able to write good analytic reports, work under pressure within tight schedules, experience in using computer applications including MS Word, Excel, Outlook and PowerPoint and must be prepared to travel.
<u>DUTIES</u>	:	The successful candidate will assist in the following functions: ensuring a strategic integrated planning process by developing and maintaining planning instruments and Government planning cycles; providing strategic management support to Senior Management in the Department; managing and monitoring the implementation of the Public Service Management Framework; ensuring that performance management policies are implemented and monitored in line with the strategic objective of the Department, and/ or compiling and distributing the annual schedule of CEM and HEDCOM meetings; rendering administrative and secretariat functions at CEM and HEDCOM meetings; assisting in the compiling, collation and production of CEM and HEDCOM records; archiving all CEM and

		HEDCOM records at the end of each year and assist in the activities related to sound functioning of Joint MInMECs and HEDCOM Subcommittees; and perform any other functions allocated by the Director.
<u>ENQUIRIES</u>	:	Ms H Nyalungu Tel (012) 312 5108
<u>POST 47/20</u>	:	<u>ASSISTANT DIRECTOR</u> Branch: General Education Directorate: Initial Professional Education of Teachers (IPET)
<u>SALARY</u>	:	R217 482 per annum
<u>REQUIREMENTS</u>	:	The minimum requirement for this post is a relevant bachelor's degree or equivalent qualification, supplemented by at least 4 years relevant experience. Applicants will be expected to have: An extensive knowledge of and insight into teacher education policies, practices and programmes. Well developed research and data management skills. Above average computer skills, including advanced knowledge of MS Word, Excel, Outlook, MS Access and PowerPoint. Good communication and interpersonal skills. A valid driver's licence. Added advantages include: A post-graduate qualification. Experience in higher education, especially teacher education. Experience in project planning and management. Ability to use qualitative and quantitative data management software packages.
<u>DUTIES</u>	:	The incumbent will: Contribute towards the development and maintenance of policies, programmes and systems for the provision of quality IPET programmes for teachers. Collect, manage and maintain an information database of initial teacher education provision across the system. Manage information related to the Funza Lushaka Bursary Scheme. Work in close collaboration with providers of initial teacher education, provincial departments of education and other stakeholders.
<u>ENQUIRIES</u>	:	Ms H Nyalungu Tel (012) 312 5108
<u>CLOSING DATE</u>	:	17 December 2008 (Unless Otherwise Stated).
<u>POST 47/21</u>	:	<u>SENIOR TYPIST GRADE II</u> Branch: Further Education and Training Directorate: FET Examination and Assessment (Colleges and ABET)
<u>SALARY</u>	:	R76 194 per annum
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate (Standard 10) with Typing or Computing as a 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, 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
<u>DUTIES</u>	:	Data capturing Typing examination question papers, statements of results, declarations, certificates, diplomas and other documents as required
<u>ENQUIRIES</u>	:	Ms M Thubane Tel. (012) 312 5393 or Ms N Sathege, Tel: 012 312 5038
<u>CLOSING DATE</u>	:	12 December 2008
<u>NOTE</u>	:	The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 47/22** : **DIRECTOR: STRATEGIC PLANNING (REF NO NDOH 247/2008)**
Cluster: Strategic Planning. Directorate: Strategic Planning
- SALARY** : An all inclusive remuneration package of R557 133 per annum including choice of basic salary between 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Services.
- CENTRE REQUIREMENTS** : Pretoria.
: *Post-graduate degree or equivalent qualification *At least six (6) years managerial experience within the health sector *Experience in the development and analysis of long-term, medium-term and short-term plans *In-dept understanding of Health Information Systems (DHIS) *In-dept understanding of health legislation *Experience in policy development and analysis *Experience in human resources and financial management *Advanced Microsoft Office Package skills (e.g. Word, Excel, PowerPoint, MS Project) *Good interpersonal relations *Good writing skills (evidence required) *Good communication skills (written and verbal) *Good planning and organisational skills *Ability to work under pressure *Willingness to travel extensively and work irregular hours *Valid code 08 (Code B) driver's licence.
- DUTIES** : *Provide leadership on planning issues *Develop National Department of Health (NDoH) strategic plans in terms of the Public Finance Management Act (PFMA) of 1999 (as amended) and the National Health Act (NHA) of 2003 *Develop Annual National Health Plans (ANHP's) in terms of the NHA of 2003 *Monitor and quarterly report on the implementation of NDoH strategic plan and the ANHP's *Provide feedback to NDoH clusters and the Office of the Director-General on the performance of the NDoH's strategic plans *Compile the Annual report of the NDoH *Generate evidence required in the identification of National Health Systems priorities *Develop health sector specific Planning and Reporting Formats *Provide technical support to Provincial DoH's in the development and implementation of their long-term plans known as Service Transformation Plans (STP's) as well as their Annual Performance Plans (APP's) *Monitor and quarterly report on the implementation of Provincial APP's through the Quarterly Reporting System (QRS) *Liaise with National Treasury about issues arising from the QRS *Provide feedback to national and provincial DoH's on the performance of the provinces on their APP's *Analyse APP's and STP's of all nine provincial DoH's and provision of feedback to provinces *Analyse annual reports of all nine provincial DoH's and share feedback with provinces *Strengthen policy development, implementation and analysis *Production of quarterly Policy Briefs *Production of Quarterly Strategic Planning Newsletters *Effective management of the Strategic Planning directorate.
- ENQUIRIES** : Mr Thulani Masilela at tel (012) 312-0533.
- CLOSING DATE** : 8 December 2008

<u>POST 47/23</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT (REF NDOH 251/2008)</u> Cluster: Chief Financial Officer and Corporate Services: Directorate: Human Resources Administration: Sub-Directorate: Organisational Development
<u>SALARY</u>	:	An all inclusive remuneration package of R407 745 per annum including choice of basic salary between 75% and 70% 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 Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or National Diploma in Work Study (or equivalent) with five years working experience on a junior management level in the organizational development environment. Experience in the application of Public Service Act, Regulations, Public Finance Management Act (PFMA) and Prescripts. Knowledge of and experience in Work Study, Job Evaluation and Organizational Development Diagnostic tools. Knowledge and experience in Policy Development and Project management. Knowledge and experience of Human Resources and Financial Management. Well-developed analytical and problem solving skills. Coordinating and planning skills. Presentation and interpretation skills. Business process re-engineering and report writing skills. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Manage the Sub-Directorate's human and financial resources *Monitoring the implementation of the decisions of the work study investigations *Liaise with the Department of Public Service and Administration on the reviewing of the organisational structure *Management of the vacancy rate. *Maintenance and review of the job evaluation policy and procedures and job descriptions *Organisation and establishment administration (PERSAL) *Reviewing and aligning of the macro structure to the strategic goals of the Department *Participate in task teams responsible for the transverse Job Evaluation Coordination of Health Sector posts.
<u>ENQUIRIES</u>	:	Ms U Kritzinger at tel. (012) 312 0564.
<u>CLOSING DATE</u>	:	8 December 2008
<u>POST 47/24</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING (REF NDOH 248/2008)</u> (This is a re-advertisement, candidates who previously applied for this post "Ref.NDOH.139/2008 & psc.32/10", must not re-apply as their applications would still be taken into consideration). Cluster: Human Resource Policy Research and Planning: Directorate: Human Resource Policy and Planning
<u>SALARY</u>	:	An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% 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 Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A post-graduate qualification in Health or Social Sciences or equivalent qualification. Research skills and experience in project management. At least five years experience working in a technical or middle management capacity in Health or Social Sciences fields. Good understanding of national development priorities. Knowledge of and experience in policy development. Excellent communication, reporting and advocacy skills. Knowledge of inter-governmental arrangements. Information gathering and analysis skills. A valid code 08 (Code B) driver's licence. A competency test may be given as part of identifying a suitable candidate for the position.
<u>DUTIES</u>	:	*Coordinate and facilitate the development of systemic Human Resource Health (HRH) policies *Coordinate and facilitate planning of human resources for the health system as a whole *Further coordinate and support the implementation, monitoring and evaluation of such policies and HRH plans *Develop and formulate substantive project proposals for building capacity in HRH workforce planning and facilitate implementation thereof *Pro-actively provide succinct briefings and reports on key strategic issues in the health workforce policy and planning area *Develop an in-depth knowledge of critical HR development, management, planning and resourcing issues in the country as they relate to the health sector, hence some research and information gathering skills will be required.
<u>ENQUIRIES</u>	:	Mrs G Buthelezi at tel. (012) 312 0736.
<u>CLOSING DATE</u>	:	8 December 2008

<u>POST 47/25</u>	:	<u>CHIEF PHARMACOVIGILANCE OFFICER (2 POSTS) POST A – PRETORIA POST B – CAPE TOWN (REF NO NDOH 243/2008)</u> Cluster: Medicines Regulatory Affairs. Directorate: Clinical Evaluations and Trials This is a re-advertisement of two posts that were advertised previously with reference numbers 41333/3 (NDOH 24/2008) and 41333/4 (NDOH 25/2008). Applicants who previously applied for these posts must re-apply if they are still interested.
<u>SALARY</u>	:	R237 855 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria/Cape Town.
<u>REQUIREMENTS</u>	:	Post A And B: *A MBChB or B Pharm. Degree *Registration with the appropriate Council *A post graduate degree in Clinical Pharmacology or certified training in Pharmacovigilance will serve as a recommendation *Three years relevant experience *Good understanding of the Conduct and Control of Clinical Trials *Knowledge of the quality, safety and efficacy aspects of medicines *Knowledge and application of the Medicines and Related Substance Control Act, 1965 (Act 101 of 1965) *Computer literacy is essential (e.g. MS Office, Database, Spreadsheets and experience in using e-mail) *Management and supervisory skills *Budgeting and financial management skills, preferably in a government department *Good interpersonal relations *Good planning and organisational skills *Good report writing and presentation skills *Excellent communication skills (written and verbal) *Ability to work in a team *Innovative thinking, initiative and leadership qualities *High degree of dedication and accurate work *Must be willing to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	POST A – PRETORIA: *Oversee preparations for meetings *Monitoring of post-marketed adverse reactions and serious adverse events to medications *Ensure that ADR from treatment sites are reported, assessed and analysed and appropriate feedback is given to the various units *Compile submissions for and to senior management and assist unit manager with submissions and reports including Minister's enquiries *Assist in the development and updating of Standard Operating Procedures for Pharmacovigilance activities as well as the development of policies and modification of guidelines *Maintenance and updating of various databases *Prepare documents, agendas and minutes *Prepare policy documents, record policy decisions, assist in development of technical policy and management of the unit *Supervise technical and administrative staff . Post B - Cape Town: *Pharmacovigilance and post-marketing surveillance of registered medicines *Evaluating Adverse Drug Reaction reports of registered medicines *Monitoring and evaluating safety information on registered medicines *Preparation of documentation for the Committees of the Medicines Regulatory Authority and for the Medicines Control Council *Providing technical support to the Committees of the Medicines Control Council such as preparation of agendas and recording of proceedings *Process, draft and publish drug safety alerts, press releases and Dear Healthcare Professional Letters *Assist in the development and updating of Standard Operating Procedures for Pharmacovigilance activities as well as the development of policies and modification of guidelines *Maintenance and updating of the adverse drug reaction database *Supervise technical and administrative staff *Compile submissions to senior management and assist unit manager with submissions and reports including Minister's enquiries *Maintain link with the World Health Organisation (WHO) International Drug Monitoring Programme
<u>ENQUIRIES</u>	:	Dr R Misra at tel (012) 312-0312
<u>CLOSING DATE</u>	:	8 December 2008
<u>POST 47/26</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (REF NO NDOH 246/2008)</u> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post) Cluster: Clinical Trials Management
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate three year Bachelor's degree in Public Administration/Human Resources or equivalent qualification *At least three years experience in office administration *Knowledge of the Public Finance Management Act (PFMA), human resource administration, procurement goods and services *Good interpersonal relations *Good communication skills (written and verbal) *Good planning, organisational and co-ordination skills *Supervisory skills *Computer

<u>DUTIES</u>	:	literacy (MS Word, PowerPoint and Logis) *Ability to work independently and give guidance where necessary *Must be willing to work irregular hours.
	:	*Administrative head of the cluster and responsible for the administration in the Cluster Manager's office *Quality control of submissions etc. *Compile advance, submissions on administrative issues *Give guidance on administrative issues to administrative personnel *Prepare budget input for the Cluster Manager's office and co-ordinate such input for the cluster *Collate quarterly reports *Responsible for human resources matters delegate by the Cluster Manager *Co-ordinate all input requested from cluster *Take minutes of cluster's and other meetings *Obtain and maintain goods and services. This includes administrative issues relating to competitive bids and procurements of services and goods *Assist Cluster Manager with any other administrative tasks *Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms Pakiso Netshidzivhani at tel (012) 312-0995.
<u>CLOSING DATE</u>	:	8 December 2008
<u>POST 47/27</u>	:	<u>ADMINISTRATIVE OFFICER (REF NO NDOH 245/2008)</u> (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: Africa and South-South Relations. Directorate: Africa Relations
<u>SALARY</u>	:	R117 501 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate three year Bachelor's degree or equivalent qualification *one (1) year experience in international relations *Relevant experience in office administration *Knowledge and experience in financial management and procurement procedures *Computer literacy *Excellent communication skills (written and verbal) *Good planning and organisational skills *Ability to work under pressure *Must be prepared to work irregular hours.
<u>DUTIES</u>	:	*Maintain filing system for the Directorate: Africa Relations *Supervising Senior Administration Clerk in the management of all matters related to stores, equipment and supplies *Arrange conferences, meetings and workshops *Compile minutes and agendas with regard to conferences, meetings and workshops *Provide financial and logistical support services to the Deputy Directors and Assistant Directors *Accommodation and travel arrangements *Processing of claims as well as general administrative support to the staff in the unit *Proper keeping of records and database as required *Assist the Deputy Directors and Assistant Directors in the compilation and management of the Directorate's budget.
<u>ENQUIRIES</u>	:	Ms K B Mosimege at tel (012) 312-0434/0516.
<u>CLOSING DATE</u>	:	8 December 2008

DEPARTMENT OF HOUSING

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

- APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001
Physical Address: Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy streets
- FOR ATTENTION** : Abel Mositsa
- CLOSING DATE** : 05 December 2008
- NOTE** : 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 after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 47/28** : **CHIEF TOWN & REGIONAL PLANNER: PROVINCIAL PLANNING REF: DOH/206/2008**

- SALARY** : R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification with relevant experience in the field of urban/ regional planning, human settlements planning, built environment development, land use management and housing policy development and management; An additional qualification in and/or in-depth knowledge and experience in financial management and project (programme) management; Computer literacy (MS Word, MS Excel, MS Project); and Well-developed communication inter-personal and strategic networking skills.

- DUTIES** : The successful candidate will champion the planning aspects of Sustainable Human Settlements and the development of appropriate instruments to support the delivery of human settlements. The incumbent will be responsible for the following: Support the implementation of human settlement and housing development planning frameworks at provincial level; Support & guide the development of multi-year provincial housing development plans; Review multi-year provincial housing development plans; Support the preparation of human settlement project business plans; and Provide input for the development of the national housing development plan.

- ENQUIRIES** : Ms JE Mirembe (012) 241 1558

- POST 47/29** : **DEPUTY DIRECTOR: LOGISTICS (DOH/219/2008)**

- SALARY** : R344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelors Degree/ Diploma, with three to five years relevant experience in supply chain management and Asset management. Knowledge of Public finance Management Act, Treasury regulations, preferential Procurement Policy Framework and other relevant prescripts. Knowledge of and relevant experience in government transport matters is essential. Computer literacy (Ms Word, Excel, PowerPoint etc.) Strong analytical skills, administration and organizational skills, good verbal and verbal written communication as well as interpersonal skills, sound financial and budgeting skills and knowledge of LOGIS and BAS.

- DUTIES** : The successful candidate will be responsible for: Manage the life cycle of assets. Develop and implement process for efficient management of assets. Ensure effective execution of all functions pertaining to asset management. Actively participate in drafting of asset management policies and procedure. Manage stock, stock takes, asset identification, bar coding and standardization of asset naming/ description. Manage stock discrepancies and disposals processes. Develop a departmental asset acquisition, maintenance and repair and disposal plan strategy. Give guidance and support on all matters relating to asset management. Overall management of department's asset registers (LOGIS and E- Asset). Oversee reconciliations of asset transactions on LOGIS and BAS.

		Oversee the investigation and follow up on shortages deficits and surpluses and reporting of losses to the loss control officer. Authorisation of balance adjustment. Inputs into the drafting of annual financial statements. Ensure that all supplier relationships are underpinned by legal binding contracts. Administer transversal contracts and service legal agreement (SLAs). Monitor the performance of service providers and ensure that there are no violations of contracts. Management of maintenance of the contracts register. Assume responsibility for reporting on all matters relating to performance of suppliers and service providers. Black listing of suppliers/ service providers. Ensure continuous improvement of effectiveness and efficiency of processes and system related to the acquisition, receipt, storage, control distribution and payments of goods and services. Ensure timeous processing of orders and payments according to relevant prescripts. Facilitate submission of documents for audit purposes and attend to audit queries. Manage the preparation of reports for management and auditors. Authorise orders (on LOGIS system and manually). Manage the computerised LOGIS system in collaboration with the assistant director and management of departmental cellular phones and 3G cards.
<u>ENQUIRIES</u>	:	Mr M Mampuru (012) 421-1526
<u>POST 47/30</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SECURITY AND RISK MANAGEMENT REF: DOH/215/2008</u> Directorate: Information Technology Technical and Operation Services Job Purpose: To ensure alignment of all information security activities against the Strategic goals and objectives of the department.
<u>SALARY</u>	:	R344 052 per annum
<u>REQUIREMENTS</u>	:	This person shall have extensive background in Security Management in WAN, LAN and applications environment. Computer Science Degree or equivalent or SSCP/CISSP certified (or equivalent) Minimum 3 years relevant Information Security experience
<u>DUTIES</u>	:	Manage and develop IT infrastructure Security Framework Develop and implement Information Security Strategies and policies Develop and facilitate Information Security Awareness programmes Perform Information technology Risk management, Audit and regulatory compliance Document information security standards and procedures. Provide statistics on usage of information security resources. Maintain access to securable network resources, including but not limited to Internet, Remote Access, Firewalls, Domain Controllers, Application Servers and File Servers. Design reports to identify possible information security violations Adhere to client policies, procedures and standards, to ensure consistency in application across the organization. Security Architecture, Design and Implementation Drive the Disaster Recovery/Business Continuity General IT Risk Management Assists with the resolution of negative audit findings reported by internal or external auditors.
<u>ENQUIRIES</u>	:	Ms P Mafihlo Tel 012 421 1692
<u>POST 47/31</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT SERVICES (DOH/218/2008)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Bachelors Degree/ Diploma or Grade 12, with 5 (five) years relevant experience in Supply Chain Management and transport services. Knowledge of Public Finance Management Act, Treasury Regulations, and other relevant prescripts. Knowledge of and relevant experience in Government transport matters is essential. Computer literacy (Ms Word, Excel, PowerPoint etc.) Strong analytical skills, administration and organizational skills, good verbal and verbal written communication as well as interpersonal skills, sound financial and budgeting skills and knowledge of LOGIS and BAS.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Ensure that GG vehicles and hired vehicles are maintained in a constant state of roadworthiness. Manage the daily recording of vehicle kilometre usage. Providing support during field operations and normal day – to day activities. Ensure that after hours user service needs are supported. Enhance the safety of vehicle operations. Assist with the management of travel and accommodation services. Ensure that delegated officials approve trips. Interact with external and internal stakeholder. Reconcile travel accounts. Reconcile payment documents with approvals and orders. Ensure that payments are made within 30 days of invoice date. Verify all statements to ensure that no payments are overdue and follow up where necessary. Supervise staff and identify training needs.
<u>ENQUIRIES</u>	:	Mr B Muthivhi (012) 421-1387

<u>POST 47/32</u>	:	<u>ASSISTANT DIRECTOR: MORTGAGE PUBLIC COMPLAINTS AND INVESTIGATION REF NO: DOH/220/2008</u> Chief Directorate: Housing Equity (Office of Disclosure)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised National Diploma or equivalent qualification or Grade 12 with relevant experience in an administrative field. Experience in mortgage and disclosure will be considered as an added advantage. The following will serve as recommendations: Computer literacy. Ability to analyse and formulate data. Well developed interpersonal relationships and proven negotiation skills. Well developed co-ordination skills. Knowledge and / or experience of the housing environment. Report writing skills. Ability to work under pressure and problem mapping skills.
<u>DUTIES</u>	:	The successful candidate will be required to assist the Deputy Director: Mortgage Public Complaints and Investigation (Office of Disclosure) to: Perform duties and responsibilities of the Mortgage Public Complaints and Investigation functions and to administer the Home Loan and Mortgage Disclosure Act, Receive, Collate and analyse information disclosed by financial institutions, Coordinate public comments and complaints on home loans and mortgage, Ensure that complaints received from the help desks (Provincial Housing Departments and municipalities) are responded to and resolved in a quick and professional manner, Analyse public comments and complaints on financial institutions relating to home loans and making follow ups, Investigate public comments and complaints on home loans and mortgage in terms of complaints received from the help desks (provincial housing departments and municipalities), Identifying any possible discriminatory lending patterns and practises regarding the accessing of housing finance, Assist in managing the sub-directorate, Make recommendations on any matter falling within the scope of the Act.
<u>ENQUIRIES</u>	:	Ms D Machete Telephone: (012) 421 1704
<u>POST 47/33</u>	:	<u>SENIOR STATE ACCOUNTANT: INTERNAL CONTROL (REF NO: DOH/217/2008)</u> Chief Directorate: Financial Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Matric and an appropriate three year post matric qualification in Finance, Public Finance or Auditing with a minimum of two years relevant experience in internal control. The incumbent's knowledge and experience should include: Knowledge of the PFMA , Treasury Regulations, DORA, Public Service Regulations, Preferential Procurement Policy Framework Act, Supply Chain Management Framework, and other related prescripts; Working knowledge of government transversal systems including BAS, PERSAL and LOGIS; General understanding of contracts or SLA; Ability to communicate at all levels (written and verbal); Intermediate Computer literacy; and Presentation skills. Self motivated professional with good leadership skills. The incumbent must also have the ability to work independently, under pressure with good interpersonal and analytical problem solving skills.
<u>DUTIES</u>	:	Supervise subordinates; Implementation, monitoring and evaluation of internal controls; Draft and amend financial related operational policies in the Department; Financial records management and handling of audit queries; Conduct inspections and reporting thereon; Administration of thefts and losses in the Department;
<u>ENQUIRIES</u>	:	Ms H Malema (012) 421-1459
<u>POST 47/34</u>	:	<u>SENIOR SECRETARY GR IV (DOH/216/2008)</u> (Directorate: Integrated Business Solutions)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must have a senior certificate with extensive secretarial experience. Good communication skills (verbal and written), and computer literacy (MS Word and Excel), are essential requirements. Good administrative and organisational skills will be a strong recommendation, as will the ability to compile the Directorate's cash-flow report. In addition, the applicants must have the ability to maintain sound interpersonal relations, and work as part of a large team.
<u>REQUIREMENTS</u>	:	Applications are invited from persons with Standard 10- / Grade 12 plus a three year National Diploma and a least 2 years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal relationships. High

level of reliability. Basic knowledge of financial management. Knowledge of relevant legislations / policies / prescripts and procedures. Written communication skills. Ability to analyze documents and situations. Computer literacy (Ms Word, Excel, PowerPoint etc.) Ability to work under pressures and willingness to work long hours when required. A valid code 8 drivers license.

DUTIES

: As a Senior Secretary, you will be responsible for managing the Director's diary and schedule on a daily basis. Keep the Director informed of meeting dates and due dates of submissions. You will also be managing incoming and outgoing mail items by distributing incoming mail to relevant staff members within the directorate, assess the content of incoming mail items and keep track of actions required as well as due dates. Perform quality control on the content of outgoing mail items to ensure that it adhere to departmental requirements. You will also be required to perform the following functions: Drafting responses to certain correspondences as directed Manage travel arrangements for the staff members of the directorate Organising, filing and tracking of documents for the directorate Arrange meetings, venues, parking, food, receive visitors, provide refreshments and ensuring that all documentation are completed and submitted based on departmental policies and guidelines Distribute agenda's, minutes and other documentation Handle travel claims, telephone accounts and invoices Answering the phone and take messages Keep the director informed of any changes in schedule and urgent requests when not in the office Attend meetings when required, including taking minutes Provide general administrative and secretarial duties

ENQUIRIES

: Christelle van der Westhuizen (012) 421-1741

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

OTHER POSTS

POST 47/35 : **DEPUTY DIRECTOR: STRATEGY MONITORING AND EVALUATION REF: 08/410/DG**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor's Degree or equivalent qualification; Three years managerial experience; Experience in strategy formulation, implementation, monitoring and evaluation; Experience in Project Management; Knowledge and understanding of the South African System. Skills and Competencies: Strategic thinker with ability to lead in complex and diverse environments; Strategic facilitation skills; Financial management skills; Analytical and advanced problem solving skills; Innovative and creative; Advanced research skills; Excellent oral and written communication with ability to interact effectively at senior management level; Work effectively and accurately to deadlines with minimum supervision.

DUTIES : Analyse information on service delivery implementation and service standards as well as formulate short and long term objectives; Design, develop, recommend and manage internal and external programmes on service delivery standards and satisfaction levels; Management of staff (skills development, performance management and personal development plans); Compile, control and manage budget in the component; Managing the Service Delivery Improvement Strategy and Customer Care Plan.

ENQUIRIES : Ms A Xundu ☎ 012 315 1781

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

CLOSING DATE : 08 December 2008

POST 47/36 : **SENIOR LEGAL ADMINISTRATION OFFICER REF: 08/33/ROIWC**

CENTRE : Regional Office, Cape Town

SALARY : (Salary to be determined in accordance with experience)

NOTE : The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : LLB or four year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Thorough knowledge of the South African legal system, legal practice and related spheres, with specific reference to civil litigation; Working knowledge of criminal procedure and practice, court rules (Constitutional Court, Supreme Court of Appeal, High Courts, Labour Courts, equality Courts and Magistrate Courts); A valid code EB (Code 8) driver's license. Skills and Competencies: Coaching and monitoring skills; Legal research and drafting skills; Excellent communication (written and verbal) skills; Computer skills; Report writing and analytical skills; Good Interpersonal and language skills; Good planning and decision making skills.

<u>DUTIES</u>	:	Provide leadership and strategic direction to the unit; Draft legal documents and give legal advice to the Regional Office and other organs of the State regarding problems within the Region of interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oaths, Appraisers and Justice of Peace; Recover loss of and damage to State property; Oversee the smooth functioning of specialised courts in the province ie. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate public education on the Victims Charter; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoner, transformation of the sheriffs profession, small claims court, the lay assessors system and maintenance system; To act as a Departmental Gender Focal person in the Province, implement the Victim's Charter, give support services to the Courts regarding quasi-judicial functions and conduct ad hoc training for Maintenance Officers and Investigators and Clerks.
<u>ENQUIRIES</u>	:	Mr D Roux at Tel: (021) 462 5471.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Eleventh floor Plein Park Building, Plein Street, Cape town.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/37</u>		<u>ASSISTANT DIRECTOR: PROCUREMENT REF: 08/408/AIR</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification in Finance; Three years relevant experience; Knowledge of the BAS accounting software, PERSAL, PFMA, Treasury Regulations, DFI, JYP, Budgets and Procurement; Knowledge of Resource Management, Public Service Act and Regulations, diversity management as well as Transformation and Equity within the Public Service; A valid driver's license. Skills and Competencies: Effective communication and presentation skills; Leadership and Team building skills; Interpersonal relations; Conflict and People Management skills; Analytical thinking skills; Proven ability to execute high – level decisions and provide feedback.
<u>DUTIES</u>	:	Manage and ensure application of the prescribed financial procedures and methods; Supervise the activities of subordinates entrusted with inter alia, the care of accounts, documents, financial planning and budgeting; Report on budget deviations, cost control and cost analyses programmes, Internal control and financial administration; Define and introduce financial control, procedures and methods according to the programme in order to protect the State asset (i.e. library publications) and resources; Ensure by inspection that such procedures and methods are being followed; Report on findings and recommend improvements/changes where necessary; Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary.
<u>ENQUIRIES</u>	:	Ms M Kganyago ☎ (012) 315 1844
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/38</u>		<u>LEGAL ADMINISTRATION OFFICER (2 POSTS) REF: 08/78/MP</u>
<u>SALARY</u>	:	Salary to be determined in accordance with experience.
<u>CENTRE</u>	:	Regional Office, Mpumalanga
<u>REQUIREMENTS</u>	:	LLB or four year recognize legal qualification. The following will serve as a recommendation; Relevant experience in legal administration; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation; A valid driver's license. Skills and Competencies: Legal research and drafting skills; Coaching and mentoring skills, Good interpersonal and language skills; Excellent communication skills (written and verbal); Report and analytical skills; Good planning and decision making skills; Computer literacy.

<u>DUTIES</u>	:	Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters; Responding to Petitions, representations and complaints from Civil Society and other Government Departments; Liaise with other Departments, Directors of Public Prosecutions and communities on programmes around crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths, Appraisers and Justices of Peace; Determining of responsibility in respect of losses of state money and goods; Conduct legal research and interviews on principles and case law relevant to legal matters. Administration in respect of the collection of Departmental debts and writing off of debts. Oversee the smooth functioning of specialized courts in the province. i.e. Sexual Offences, Family, Equality and the soon to be established Municipal Court; Conduct Community Awareness Campaigns on Legislations Administered by the Department; In addition to the above-mentioned duties the successful candidates will be required to form part of the Court Visit Team as per mandate of the Provincial Justice, Crime Prevention and Security Cluster, to Act as a Departmental Gender Focal person in the Province, implementation of the Victim's Charter and to give support services to the Courts regarding <i>quasi</i> -judicial functions and to conduct ad hoc training for Maintenance Clerks and Investigators.
<u>ENQUIRIES</u>	:	Mr SE Mashele ☎ 013 753 9308
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 or Physical address: Application Box, Fourth Floor Reception, 24 Brown Street, Nedbank Centre, Nelspruit.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/39</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (REGIONAL OFFICES 2 POSTS)</u> <u>REF: 08/404/FA</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Chief Family Advocate Free State: Bloemfontein (1) Western Cape: Cape Town (1)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification; Minimum of three years experience in Administration of which one year should be at supervisory level; Knowledge of Public Service and Departmental legislation and prescripts; Knowledge of the Public Finance Management Act, Treasury regulations and Departmental Financial Instructions; Basic knowledge of the core functions of the office of the Family Advocate; Valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Strategic and Analytic Thinking; Financial Management; Leadership and interpersonal; Problem solving and decision making; Project Management; Ability to interpret and apply policy; Self driven and Innovative; Ability to work independently and in a high pressure environment.
<u>DUTIES</u>	:	Manage and supervise administrative staff in the office of the Chief Family Advocate/ in the offices of the Family Advocate within the specified region; Manage financial, assets, procurement and budget functions of the office of the Chief Family Advocate/ offices of the Principal Family Advocate; Prepare all monthly statistical and financial reports for the office of the Chief Family Advocate/ Offices of the Principal Family Advocate; Ensure effective internal controls regarding financial and administrative risk in the offices of the Chief Family Advocate/Offices of the Principal Family Advocates; Oversee Employee Relations and Human Resource Development of Administrative staff in the region/office of the Chief Family Advocate; Direct and manage projects aimed at improving the administrative efficiency of the office of the Family Advocate.
<u>ENQUIRIES</u>	:	Ms M Kganyago
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	08 December 2008
<u>NOTE</u>	:	If applying for more than one centre, please specify centre applying for. Submit a separate application for each centre.
<u>POST 47/40</u>	:	<u>ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER) REF:</u> <u>08/30/MP</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Mpumalanga

<u>REQUIREMENTS</u>	:	An appropriate financial management degree/three year diploma or equivalent qualification; At least three years experience in the financial field; Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement; Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; A thorough understanding and knowledge of the Department's various branches will be an advantage. A valid drivers' licence;
<u>DUTIES</u>	:	Manage and ensure application of the prescribed financial procedures and methods; Supervise the activities of subordinates entrusted with inter alia, the care of accounts vouchers, documents, financial planning and budgeting, report on budget deviations, cost control and cost analysis programmes, internal control and financial administration; Define and introduce financial control, procedures and methods according to the programme in order to protect the State assets and resources; Ensure by inspection that such procedures and methods are being followed , report on findings and recommend improvements/changes where necessary; Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary; Perform other duties as required by the Regional Financial Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SE Mashele ☎ 013 753 9308 Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249 ,Nelspruit , 1200. or Physical address: Reception Area, Mpumalanga Regional Office; 24 Brown Street, Nedbank Centre, Fourth Floor
<u>CLOSING DATE</u>	:	8 December 2008
<u>POST 47/41</u>	:	<u>PRINCIPAL LIBRARIAN REF: 08/409/AIR</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria Bachelor's Degree in Library and Information Science; Three years experience in a legal/law library; Knowledge of and experience in electronic information resources and online retrieval skills. Skills and Competencies: Communication skills; Report writing skills; Supervision and leadership skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer service orientation; Assertiveness and decisiveness.
<u>DUTIES</u>	:	Supervise the library personnel; Catalogue all publications according to Anglo – American Cataloguing Rules (AACR); Classify all publications (in – house classification systems); Index with Subject Heading for the literature of law and International Law and index to LCK Schedules (in terms of a thesaurus of law subject terms); Process all catalogued materials; File catalogue cards according to the ALA filing rules; Conduct literature searches on Sabinet ,Internet, Juta e-publications and My LexisNexis; Conduct in – service training to library personnel; Note amendments of the loose – leaf publications, journals and publications on the kardex (Z225 cards) as well as the commencement dates of the RSA Acts at the Acts.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kganyago ☎ (012) 315 1844 Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/42</u>	:	<u>ADMINISTRATIVE OFFICER: PROVISIONING/SUPPLY CHAIN MANAGEMENT REF: 08/406/JC</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Justice College, Pretoria Bachelor's Degree or equivalent qualification; At least one year experience in administrative process in a Public Sector environment; Knowledge of government provisioning and procurement processes as well as JYP; Knowledge of supply chain and risk management; A valid driver's license. Skills and Competencies: Computer literacy ; Good Communication (verbal and written) skills; Be able to work under pressure and maintain a positive attitude; Able to work long hours.
<u>DUTIES</u>	:	Routine administrative duties, record keeping, photocopying, filing etc.; Assist Internal Auditors with any administration work where required; Responsible for

		the buying, storing and issuing of stores; Assist with receiving and making calls to suppliers and stakeholders; Supervise and train provisioning administrative staff; Maintain asset register.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr I Letshedi ☎ (012) 357 8186
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/43</u>	:	<u>MAINTENANCE OFFICER: (REF: 08/58/KZN)</u>
<u>SALARY</u>	:	Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Courts, Hlanganani
<u>REQUIREMENTS</u>	:	LLB plus three years experience in the justice sector; Extensive knowledge of the maintenance system; Proficiency in at least two official languages. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent Communication skills (verbal and written); Good interpersonal relations; 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 and write clearly; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries; Facilitate communication between people with maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JT Ngema ☎ (039) 8329461
	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/44</u>	:	<u>ADMINISTRATIVE OFFICER (REF: 08/59/KZN)</u> (Re-advertisement)
<u>SALARY</u>	:	R117 601 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Pinetown (Re-Advertisement)
<u>REQUIREMENTS</u>	:	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 (written and verbal); Continual learning and information search; Good interpersonal relations; Public management; leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; able work accurately under pressure and work independently; Attention to detail.
<u>DUTIES</u>	:	Assist with control over 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; formal disciplinary matters; Manage the Performance in the office; Handle correspondence; Draft memoranda, submissions and reports; Render advice and assistance on a wide spectrum of matters; Check diverse documents for completion and correctness; Maintain prescripts and records; Facilitate the training of personnel ; Control and maintain assets and accommodation of the Department; any other duties that may be necessary to ensure the smooth running of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A. Pillay ☎ (031) 710 7800
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008

<u>POST 47/45</u>	:	<u>SENIOR ACCOUNTING CLERK: (3 POSTS) (REF: 08/60/KZN)</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 with accounting / mathematics as passed subject or equivalent qualification plus 2 years relevant experience; Skills and Competencies: Computer literacy (Ms office, Excel, Power Point and Outlook);Good Communication skills (verbal and written);Self driven and innovative; Ability to work independently and high pressurized environment; Strong communication skills with ability to motivate and direct people; Good Interpersonal relations; Accuracy and attention to detail; The ideal candidate should be honest and reliable, responsible, accountable, efficient, will to work under pressure, teamwork, orientated and believe in transparency; Ability to liaise with team members and members of the public.
<u>DUTIES</u>	:	Administer and maintain the Guardians Funds Books; and Registers; Responsible for the Office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and maintain ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense account; Capture and update accounting details; Manage and administer daily payments, compile payment sheets and covering letters; Write cheques, prepare a daily cheque list and update the cash boo; Attend and respond to correspondence; Compile Statistics; Attend to client services and attend to public enquiries.
<u>ENQUIRIES</u>	:	Ms K. Mothokwa ☎ (033) 264 7033
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/46</u>	:	<u>SENIOR DATA CAPTURER: (REF: 08/61/KZN)</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus 2 to 5 years experience in data capturing, including experience in Ms Access, Excel and Power Point; Valid drivers EB license; Skills and Competencies: Good Communication skills (verbal and written); Computer literacy (Ms office, Excel, Power Point and Outlook); Interpersonal skills; Ability to work under pressure; Numerical skills; Literacy; Accuracy and attention to detail,
<u>DUTIES</u>	:	Collect files from Groups; Register files collected; Capture / update files from the different groups; Open new files; Trace missing files of Magistrate (fast tracking); Type correspondence for the Assistant and Deputy Master; Keep weekly and monthly statistics of files attended
<u>ENQUIRIES</u>	:	Ms K. Mothokwa ☎ (033) 264 7033
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/47</u>	:	<u>SENIOR SECURITY OFFICER: (REF: 08/62/KZN)</u>
<u>SALARY</u>	:	R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus 2 years relevant experience; the successful completion security related training will be an added advantage. Skills and Competencies: Computer literacy (MS office); Good communication skills (written and verbal); Attention to detail; Problem solving; Customer focus.
<u>DUTIES</u>	:	Performance access control with the Control Access, Public Premises; Ensure the safety of personnel, property and assets; Deliver security services to all clients of the department; Monitor private security officers.
<u>ENQUIRIES</u>	:	Ms K. Mothokwa ☎ (033) 264 7033
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008

<u>POST 47/48</u>	:	<u>PRINCIPAL MESSENGER / DRIVER: (REF: 08/63/KZN)</u>
<u>SALARY</u>	:	R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Adult Basic Education and Training (ABET) level5 / Grade 10 plus 2 to 5 years experience in messenger services; Valid drivers EB license; Skills and Competencies: Computer literacy (Ms office); Good Communication skills (verbal and written); Attention to detail; Problem solving; Ability to liaise with team members and members of the public
<u>DUTIES</u>	:	Collect and deliver mail; Distribute mail to various offices; Collect post bag from the post office; Transport officials to various destinations
<u>ENQUIRIES</u>	:	Ms K. Mothokwa ☎ (033) 264 7033
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/49</u>	:	<u>FOOD SERVICES AID / MESSENGER: (REF: 08/64/KZN)</u>
<u>SALARY</u>	:	R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	ABET plus 2 years experience or Grade 10 (STD 8) with no experience. Recommendations: A valid code EB driver's licence will serve as an added advantage; Skills and Competencies: Good verbal communication; Able to work independently and under pressure; Must be responsible and have good work ethics
<u>DUTIES</u>	:	Preparation of the Boardroom, Interview room, Training and Computer rooms prior to meetings and training commencing (filling of water jugs etc); Responsible for the safekeeping of all glassware within the abovementioned rooms; Collecting of post and documents and the distribution thereof internally; Distribution of incoming facsimiles; Distribution of documents to external stakeholders; Daily delivery and collection of post from the Post Office
<u>ENQUIRIES</u>	:	Mr D A Goorbhare ☎ 031 3015330
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	08 December 2008
<u>POST 47/50</u>	:	<u>SECURITY OFFICER REF: 08/407/JC</u>
<u>SALARY</u>	:	R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Justice College, Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or ABET qualification; Relevant experience; Knowledge of a wide range of working procedures applicable to the Department. Skills and Competencies: Good Communication (verbal and written) skills; Problem solving and decision making skills; Interpersonal relations; Teambuilding; People management skills; Analytical thinking skills; Basic computer skills; Planning, Organising and Controlling skills.
<u>DUTIES</u>	:	Report procedures; Operate security equipment and related access control systems; Meet procedures within Department.
<u>ENQUIRIES</u>	:	Mr I Letshedi ☎ (012) 357 8186
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	08 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.

- APPLICATIONS** : Applications will not be considered after the closing date. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202.
- CLOSING DATE** : 07 December 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POSTS

- POST 47/51** : **ASSISTANT DIRECTOR (REFERENCE: S8/3/2008/1214)**
Directorate: Management Accounting
- SALARY** : R217 482 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : *Matric with extensive experience in accounting, budgeting, expenditure and cash flow management or an appropriate tertiary qualification in accounting or related field and relevant experience *Sound knowledge and application of all public service transversal systems and Standard Chart of Accounts *Sound knowledge, interpretation and application of the legal framework of accounting in the public sector including but not limited to the Public Finance Management Act and Treasury Regulations *Sound cognitive and analytical inclination, including the ability to analyse accounting records and financial statements *Proven computer literacy in MS Office *The candidates should be able to work under pressure, results driven and innovative *Practical experience, knowledge and skills of public sector budget planning, monitoring, and financial management will be a strong recommendation.
- DUTIES** : The successful candidate will be responsible for: *Assisting the Deputy Director with the planning, co-ordination, editing, compilation, evaluation, analysis and consolidation of all aspects relating to budgeting as required by appropriate prescripts *Providing support to programme and responsibility managers at head office and provincial offices in the development of planning, budgeting, cash flow systems and budget analysis *Assist in the compilation of annual financial statements of the Department *Produce monthly experience reports in line with the PFMA, as well as monitor compliance with the all relevant legislation *Compilation of any other financial reporting as required by management and programme and responsibility managers *Implementing and evaluating all aspects of the budgeting and financial reforms as suggested by the Department of National Treasury *Loading and maintenance of the budget on BAS for the department *Drafting of submissions intended for the internal and external use *Human resource management.

- POST 47/52** : **SENIOR STATE ACCOUNTANT (REFERENCE: S8/3/2008/1213)**
Directorate: Management Accounting

- SALARY** : R145 920 per annum
- CENTRE** : Pretoria

REQUIREMENTS

- :
- *Matric with extensive experience in accounting, budgeting, expenditure and cash flow management or an appropriate tertiary qualification in accounting or related field and relevant experience
 - *Sound knowledge, interpretation and application of the legal framework of accounting in the public sector including but not limited to the PFMA and Treasury Regulations
 - *Sound knowledge and application of the financial systems *BAS, LOGIS, PERSAL and the Standard Chart of Accounts
 - *Practical experience, knowledge and skills of public sector budget planning, monitoring, and financial management will be a strong recommendation
 - *Proven computer literacy in MS Office
 - *Ability to work under tight deadlines and extended working hours.

DUTIES

- :
- *The successful candidate will be responsible for Assisting the Assistant Director with the planning, co-ordination, editing, compilation, evaluation, analysis and consolidation of all aspects relating to budgeting as required by appropriate current legislation and National Treasury
 - *Providing support to programme and responsibility managers at head office and Provincial Offices in the development of planning, budgeting, cash flow systems and budget analysis
 - *Assist in the compilation of annual financial statements, of the Department
 - *Produce monthly expenditure reports in line with the PFMA, as well as monitor compliance with the all relevant legislation
 - *Assists in compilation of any other financial reporting as required by management and programme and responsibility managers of the Department, etc
 - *Implementing and evaluating all aspects of the budgeting and financial reforms as suggested by the Department of National Treasury
 - *Loading and maintenance of the budget on BAS for the Department.

NATIONAL YOUTH COMMISSION

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

- APPLICATIONS** : Forward your application, quoting the reference number and the name of the publication on which you saw this advertisement to: The Chief Executive Officer, National Youth Commission, Private Bag X938, Pretoria, 0001. Applications can also be submitted at 215 Proes Street Pretoria, 0002.
- FOR ATTENTION** : Ms S Redelinghuys
- CLOSING DATE** : 05 December 2008
- NOTE** : Applications should be submitted on form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV and certified copies of qualifications. Failure to submit the required documents will result in your application not being considered. The National Youth Commission reserves the right not to make the appointment. If you have not heard from us within 2 months after the closing date please accept that your application has been unsuccessful. Works With Youth Build The Future Now!

OTHER POST

- POST 47/53** : **ASSISTANT STATE ACCOUNTANT REF NO: NYC/ASA/11**
- SALARY** : R94 326 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : To be considered for appointment to this position, applicants should be in possession of •an appropriate degree or three year Diploma in Finance/Accounting • Working knowledge of PERSAL and PASTEL • Knowledge of the PFMA, Treasury Regulations and GAAP Skills: • Excellent verbal and written Communication skills; accuracy and attention to detail. •Knowledge of Computer packages especially; Excel and the ability to compile monthly expenditure reports. •It is also essential that candidates have proven extensive salary administration skill, Interpretation and organisational skill, analytical and innovative thinking, good communication and interpersonal skill.
- DUTIES** : Key Performance Areas: • The appointee will ensure that transactions are in compliance with the Public Finance Management Act, National Treasury Regulations and Treasury Prescripts. • Reconciling the general ledger and bank account. • Prepare cash book on PASTEL. • Prepare monthly creditors reports. •Ensure proper management of petty cash. • Update the financial statement on Pastel. Receive and capture invoices on PASTEL
- ENQUIRIES** : Ms G Matlala – 012 309 7842

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 1 December 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 47/54** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT MECHANISMS: INTERVENTION SPECIALIST**
Job Purpose: To research, develop, market and facilitate the implementation of service delivery improvement intervention strategy across the entire public service. Plan, design, manage and implement a service delivery improvement intervention strategy to assist service delivery institutions across the entire public service.
- 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 three-year degree in Public Administration or Social Sciences or equivalent qualification. Sound understanding of the Public Service Act and regulations. Understanding of PMFA. Broader understanding of Transformation policies. An in-depth understanding of service delivery policy (Batho Pele Principles). Computer literacy with regard to MS Office packages and internet. A valid code B/EB driver's licence. Skills required: Research and analytic. Business and report-writing. Communication both written and verbal (ability to engage at high level). Intervention. Marketing and negotiation skills. Project and financial management.
- DUTIES** : Conduct service delivery focused research. Compile a repository of service delivery best practices, case studies and good initiatives that could be applied diagnostically to service delivery challenges faced by departments. Develop a marketing strategy and market the use of the repository of service delivery best practices, case studies and good initiatives to address challenges. Facilitate the sharing, learning and utilisation of the best practices initiatives/case studies. Develop, review, maintain and implement strategies, policies, standards, guidelines and procedures for intervention. Develop Intervention Monitoring and Evaluation Strategy with practical tools and instruments for tracking intervention progress. Develop tracking system/strategy for previously presented (in forums, learning sessions, learning academy, etc.) and unutilised case studies, good initiatives and profile them for inclusion into the pool/repository/database of best practices. Provide advice to the DPSA on service delivery related policy (Batho Pele Principles). Establish, manage and maintain the relationship with

stakeholders across the three spheres of government. Liaise, network and consult with relevant stakeholders and participate in service delivery improvement programme. Analyse and evaluate departmental requests and provide appropriate solutions to their request from time-to-time. Work with other branches within dpsa and participate in other BP Flagship projects.

ENQUIRIES

: Mr V Mabunda, Tel (012) 336 -1532 or via e-mail: Vincent@dpsa.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	05 December 2008
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

MANAGEMENT ECHELON

<u>POST 47/55</u>	:	<u>PROJECT MANAGER: SOUTH AFRICAN CHILD PROTECTION SURVEY</u> (3-year fixed term contract) Chief Directorate: Children
<u>SALARY</u>	:	R557 133 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> An appropriate recognised BA degree in Social Science or equivalent qualification PLUS sufficient management experience in the field of child protection services and policy and legislation development. <input type="checkbox"/> Qualification in Project Management – Training in Project Management of Knowledge (PMBOK) will be an added advantage. <input type="checkbox"/> Knowledge of relevant international instruments related to Children. <input type="checkbox"/> Training received on project management must be done through an accredited organization. <input type="checkbox"/> Broad knowledge of relevant legislation and policies and research initiatives on child protection. <input type="checkbox"/> Good understanding of the relevant Public Service Legislative Framework, such as the PFMA, Public Service Act and Regulations. Competencies needed: <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Managing diversity (religion, race, language culture, etc). <input type="checkbox"/> Willing to travel international and national as and when required. <input type="checkbox"/> Ability to handle and manage change (team members/managers/steering committee etc). <input type="checkbox"/> Ability to negotiate and liaise with senior management on a national and provincial level. <input type="checkbox"/> Risk Management skills. <input type="checkbox"/> Business ethics skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Strategic capability and leadership skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Liaison skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Project Management skills. Attributes: <input type="checkbox"/> Confidence. <input type="checkbox"/> Trustworthiness. <input type="checkbox"/> Integrity. <input type="checkbox"/> Patience. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Compliance. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Creative and innovative. <input type="checkbox"/> Friendliness.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Develop and manage a detail project plan monitor and control project change. <input type="checkbox"/> Develop and manage resource planning, cost estimation, budgeting and control and the compiling of financial reports as and when required. <input type="checkbox"/> Develop and implement a communication strategy for the project, ensure information development and distribution, performance reporting and the managing of stakeholders. <input type="checkbox"/> Undertake provincial visits to monitor the research cycle. <input type="checkbox"/> Managing co-ordination of the partners and working groups engaged in the project work. <input type="checkbox"/> Facilitate and manage inherent risks to the project including their identification and mitigation strategies. <input type="checkbox"/> Managing project deliverables in line with the project plan. <input type="checkbox"/> Managing consultancy input within the defined budget. <input type="checkbox"/> Ensure capacity building of partners in the project on a national and provincial level.

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

OTHER POSTS

POST 47/56 : **SOCIAL WORK MANAGER: SERVICE DELIVERY MODEL**
Directorate: Service Standards

SALARY : R407 745 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS :
□ A Bachelors Degree (or equivalent qualification) in Social Work PLUS credible management experience in the social development sector. □ Registration with the SA Council for Social Services Professions. □ Willingness to travel. □ Valid code 08 drivers license. □ Knowledge of relevant social welfare policies and legislation. Competencies needed: □ Project management skills. □ Financial management skills. □ Strategic planning skills. □ Communication (written, verbal and liaison) skills. □ Presentation skills. □ Organising and planning skills. □ Monitoring and evaluation skills. □ Analytical skills. □ Computer literacy. □ Research skills. □ Interpersonal skills. Attributes: □ Ability to work under pressure. □ Ability to work as part of a team.

DUTIES : Key Responsibilities: □ Review and monitor the implementation of the ISDM (Integrated Service Delivery Model) with special focus on Social Welfare Services. □ Develop norms and service standards in consultation with relevant stakeholders. □ Implement norms and standards and monitor compliance of welfare service providers including provinces to the set norms and standards. □ Coordinate and manage the programmes and activities related to the development, implementation and review of norms and service standards. □ Facilitate activities related to transformation of social welfare services. □ Monitor and evaluate the costing of all social welfare services. □ Manage the financial and human resources of the Sub-directorate.

ENQUIRIES : Ms I Sekawana Tel no: (012) 312-7430/28

POST 47/57 : **SOCIAL WORK MANAGER: CARE AND SERVICES TO OLDER PERSONS**
Directorate: Care and Services to Older Persons

SALARY : R407 745 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS :
□ An appropriate Bachelors degree in the Social Work PLUS specialised knowledge and experience in the field of social gerontology. □ Registration with the South African Council for Social Service Professions. □ Knowledge of research and statistical analysis. □ The successful candidate must be in possession of a valid driver's licence (code 08) Competencies needed: □ Policy development and analytical skills □ Managerial and organisational skills □ Communication (written and verbal) and interpersonal skills □ Budget control skills □ Facilitation and lateral thinking skills □ Computer software knowledge and experience □ Liaison skills at both national and international levels □ Understanding of social-economic development and social dynamics Attributes: □ Ability to work under pressure.

DUTIES : Key Responsibilities: □ Develop legislation, policies and programmes for older persons. □ Monitor implementation of legislation, policies and programmes for older persons. □ Conduct research / manage the commissioning of research on the development of appropriate legislation, policies and programmes. □ Liaise with provincial Departments and NPO Sector. □ Promote and maintain international liaison.

ENQUIRIES : Ms T Mahlanga Tel no: (012) 312-7782

POST 47/58 : **DEPUTY DIRECTOR: POLICY IMPLEMENTATION**
Directorate: Policy Implementation Support

SALARY : R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS :
□ An appropriate Bachelor's Degree or equivalent qualification PLUS sufficient experience in policy implementation. □ Broad knowledge of relevant legislation pertaining to Social Assistance. □ Knowledge and understanding of relevant government legislative framework. □ Willingness to travel. Competencies needed:

		<input type="checkbox"/> Policy development and implementation skills. <input type="checkbox"/> Capacity building skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Communication (written, verbal and presentation) skills. <input type="checkbox"/> Interpersonal and liaison skills. <input type="checkbox"/> Client Orientation and customer focus skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Research skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Negotiation skills. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Innovative and creative, <input type="checkbox"/> Patience. <input type="checkbox"/> Friendliness. <input type="checkbox"/> Integrity. <input type="checkbox"/> Assertiveness.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Provide implementation support on the interpretation and implementation of social assistance policies and procedures. <input type="checkbox"/> Ensure the uniform interpretation of legislations and policies. <input type="checkbox"/> Develop and manage implementation frameworks for social assistance. <input type="checkbox"/> Provide an advisory service to stakeholders. <input type="checkbox"/> Coordinate social assistance research.
<u>ENQUIRIES</u>	:	Mr T John Tel no: (012) 312-7748
<u>POST 47/59</u>	:	<u>DEPUTY DIRECTOR: COSTING, FINANCIAL FORECASTING AND MODELING (2 POSTS)</u> Directorate: Costing, Financial Forecasting and Modeling
<u>SALARY</u>	:	R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate recognised Bachelors Degree (or equivalent) qualification in Economics/Public Finance/Cost and Management Accounting PLUS credible experience in costing, financial forecasting and modeling. <input type="checkbox"/> Knowledge of financing and economics in the public sector and knowledge of the Public Finance Management Act and related legislation will be an added advantage. Competencies needed: <input type="checkbox"/> Cost and management accounting skills. <input type="checkbox"/> Forecasting and financial modeling skills. <input type="checkbox"/> Economic and statistical analysis skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Strategic planning skills. <input type="checkbox"/> Financial planning skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Accuracy and thoroughness. <input type="checkbox"/> Ability to function independently and as part of a team. <input type="checkbox"/> Ability to work under pressure.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Analyze new policies, legislation, programmes and projects pertaining to the social development sector and cost the financial implications thereof. <input type="checkbox"/> Develop and implement a costing model for the services rendered by the Department of Social Development (DSD) and sector. <input type="checkbox"/> Develop costing standards through identifying best practices and bench marking. <input type="checkbox"/> Design and maintain an integrated financial forecasting model to benchmark and monitor social development MTEF inputs and allocations, including the payment of social assistance grants. <input type="checkbox"/> Assist with the ongoing costing of social development services, programmes and projects. <input type="checkbox"/> Provide support and advise as may be required in all costing activities undertaken by the Department. <input type="checkbox"/> Coordinate and integrate the inputs for the social development chapters in the Expenditure Review and other Inter Governmental and Fiscal Review documents.
<u>ENQUIRIES</u>	:	Ms D Snyman Tel no: (012) 312-7829
<u>POST 47/60</u>	:	<u>SENIOR SECRETARY GRADE III (2 POSTS)</u> (6 months contracts) Chief Directorate: Cluster Interface and Executive Support
<u>SALARY</u>	:	R94 326 p.a PLUS 37% of salary in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. <input type="checkbox"/> Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Ability to interpret directives. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Typing skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Cost consciousness. <input type="checkbox"/> Knowledge of document tracking, storage and retrieval. <input type="checkbox"/> MS Office Suite. <input type="checkbox"/> Knowledge of filing systems. <input type="checkbox"/> Telephone etiquette. <input type="checkbox"/> Knowledge of provisioning administration prescripts. Attributes: <input type="checkbox"/> Friendly. <input type="checkbox"/> Confident. <input type="checkbox"/> Accurate. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Independent. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. <input type="checkbox"/> Receive clients or visitors. <input type="checkbox"/> Arrange meetings, workshops and appointments and provide administrative support. <input type="checkbox"/> Manage the diary of the senior manager. <input type="checkbox"/> Arrange journeys and accommodation and compile and submit subsistence and travel

ENQUIRIES

claims. ☐ Scan, manage and draft correspondence, documentation, supporting registers and filing. ☐ Take notes, keep minutes and do typing. ☐ Act as Chief User Clerk.
: Ms H Ntuli Tel no: (12) 312-7768

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, Stats SA, Private Bag X44, Pretoria, 0001 • Applications can be delivered at the Andries and Vermeulen entrances
- CLOSING DATE** : 5 December 2008
- NOTE** : Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, certificates of service and copy of ID. **Important note:** • If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only • Stats SA reserves the right not to make an appointment • Applicants risk being disqualified for failing to submit all the required documents • Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking • It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you are applying for in your application. If you apply for more than one position complete separate applications must be submitted for each.

OTHER POST

- POST 47/61** : **FINANCIAL OFFICER (REF NO 001/11/008 SSA)**
(One permanent position exist in the Financial Management division,)
- SALARY** : R 145 920 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Prerequisites: • An appropriate three year tertiary qualification in Accounting • Training on courses like PERSAL and BAS is essential • Knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Regulations • Previous experience of 3 to 4 years in Financial Management, budgeting and reporting • Computer literacy essential. Person Profile: • This position will suit a person that has analytical, numerical, inter-personal and good communication skills • Report writing skills will be an added advantage • A person who has problem solving skills • Ability to work under pressure • A person who has integrity, commitment and who is self-motivated. Short listed applicants must be willing to undergo a competency exercise.
- DUTIES** : Key Performance Areas: • To evaluate MTEF inputs against prioritized departmental objectives and compile a consolidated budget for the Department. • Compilation of the Estimates of National Expenditure • Finalization of allocation of funds within Programmes on BAS • Monthly fund requests • Compilation of the Departmental Rollover request • Compile reports on a monthly for Budget Managers • Compile the Adjustments Estimates for the Department • Identify incorrect expenditure allocations and monitor the rectification on a monthly basis • Train and guide Budget Managers on budget management and planning • Clearing of old commitments on BAS.
- ENQUIRIES** : Ms Maria Sachane Contacts: 012-310-8963

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue

FOR ATTENTION : Ms M Makgae

CLOSING DATE : 01 December 2008

NOTE : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

POST 47/62 : **ASSISTANT DIRECTOR: OFFICE CO-ORDINATOR**
Chief Directorate: Corporate Services

SALARY : R174 243 per annum

CENTRE : Pretoria

REQUIREMENTS : Three year post matric qualification in administrative or business filled. Ability to produce business correspondence, broad knowledge of administrative and project management principles. Resolve office administrative problems, independently and facilitate solutions and seek appropriate approval where applicable. Coordinate and consolidate corporate services input for branch meetings and Chief Directorates meetings. Define procedure for record keeping for the office. Keep accurate records for all service providers for Corporate Services including service agreements and review of contracts dates.

DUTIES : The successful candidate will be responsible for the following: Serve as an office co-ordinator between the different units under the Chief Directorate. Co-ordinate and maintain an efficient operations and perform effective administrative duties in the Chief Director's office. Consolidation, preparation, presentation and management of all information/ documents/ reports under Chief Director's responsibility. Proof read/analyse documents and summarize on behalf of the manager. Resolve office administrative problems and facilitate solutions independently. Provide basic research, project and events management support as and when required. General support and assistance in strategic issues. Serve as a budget co-ordinator/oversee, and Manage stakeholder relationships through effective database and communication.

ENQUIRIES : Ms NN Shwala: 012 300 5686

POST 47/63 : **ASSISTANT DIRECTOR: ORDERING & PAYMENTS**
Directorate: Supply Chain Management

SALARY : R 174 243 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be possession of a diploma in purchasing with appropriate a minimum of 3 years experience. The following is expected of the incumbent: Successful completion of the Supply Chain Management courses, Practical experience of LOGIS integration system, Working knowledge of BAS. be conversant with the Public Management Act(PFMA)and treasury Regulations, The preferential procurement Policy Framework Act and related regulations. Policy to guide uniformity in procurement Reform Processes In Government. . Good Communication (written and verbal) and organizational skills, supervisory skills, Computer literacy in MS Word, MS Excel and have knowledge of writing of reports

DUTIES : Management of staff, Control the duties of subordinates, Manage the LOGIS system as System Controller, Provide training to subordinates, supervise orders and payments, Ensure compliance to delegation, Administer and evaluate tenders, Maintain monthly reports with regards to the Departments requirements for dealing with Preferential procurement Statistical data, Oversee the SMME/BEE database by ensuring equal rotation of service providers .

<u>ENQUIRIES</u>	:	Mr Lebogang Marumule: 012 300 5630
<u>POST 47/64</u>	:	<u>STATE ACCOUNTANT (BOOKKEEPING)</u> Directorate: Finance
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate with an appropriate Diploma/Degree in Accounting plus an extensive experience in government cashbook and banking services. Knowledge and understanding of BAS, Logis and Treasury Regulations. Knowledge of MS Office packages e.g. Word, PowerPoint, Excel, etc. Good interpersonal relations at all levels. Good Communication Skills (verbal & written). Ability to maintain high level of confidentiality. Problem solving capability. Be able to work under pressure. Innovative and creative thinking abilities. Supervisory skills. Ability to work in a team and independently.
<u>DUTIES</u>	:	Verification of supplier details on safety web. Authorise TT payments on safety web. Authorise payments and foreign payments on safety web. Authorize payments, entities and journals on BAS and Procurement Integration (Logis online). Clear BAS exceptions online for PMG i.e. Bank Account, bank adjustment and bank exception accounts. Investigate balances of relevant ledger accounts and pass the necessary journals. Liaise with relevant stakeholders to obtain source documents i.e National Treasury, SARB and Commercial banks. Attend to payments rejected by the banks i.e. unpaid/recall BAS EBT Control account and enquiries related to these payments. Perform and compile monthly bank recons and submit to National Treasury by the due dates. Perform month and year closures. Answer audit queries. Supervise audit queries. Supervise immediate staff and train subordinates.
<u>ENQUIRIES</u>	:	Mr D Mandiwana 012 300 5605
<u>POST 47/65</u>	:	<u>STATE ACCOUNTANT (BOOKKEEPING)</u> Directorate: Finance
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate with an appropriate Diploma/Degree in Accounting plus an extensive experience in government cashbook and banking services. Knowledge and understanding of BAS, Logis and Treasury Regulations. Knowledge of MS Office packages e.g. Word, PowerPoint, Excel, etc. Good interpersonal relations at all levels. Good Communication Skills (verbal & written). Ability to maintain high level of confidentiality. Problem solving capability. Be able to work under pressure. Innovative and creative thinking abilities. Supervisory skills. Ability to work in a team and independently.
<u>DUTIES</u>	:	Verification of supplier details on safety web. Authorise TT payments on safety web. Authorise payments and foreign payments on safety web. Authorize payments, entities and journals on BAS and Procurement Integration (Logis online). Clear BAS exceptions online for PMG i.e. Bank Account, bank adjustment and bank exception accounts. Investigate balances of relevant ledger accounts and pass the necessary journals. Liaise with relevant stakeholders to obtain source documents i.e National Treasury, SARB and Commercial banks. Attend to payments rejected by the banks i.e. unpaid/recall BAS EBT Control account and enquiries related to these payments. Perform and compile monthly bank recons and submit to National Treasury by the due dates. Perform month and year closures. Answer audit queries. Supervise audit queries. Supervise immediate staff and train subordinates.
<u>ENQUIRIES</u>	:	Mr D Mandiwana 012 300 5605
<u>POST 47/66</u>	:	<u>SENIOR SECRETARY (3 POSTS)</u> Directorates: Office of the CFO, Finance and Internal Audit
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification (with typing as a subject) and practical experience related to the duties, PLUS the following key competencies: <input type="checkbox"/> Knowledge of: Ms Office packages e.g Word, PowerPoint, Excel, e-mail, Internet, etc. Office/telephone etiquette. Public Relations. Document tracking Administrative practice. Filing systems <input type="checkbox"/> Skills: Excellent organisational skills. Interpersonal skills. Computer Literacy. Good organisational skills <input type="checkbox"/> Communication: Good interpersonal relations at all levels. Good Communication Skills (verbal & written). Ability to maintain high level of confidentiality <input type="checkbox"/> Creativity: Problem solving capability. Be able to work under

	pressure. Innovative and creative thinking abilities. Diploma / Certificate in Office Administration / Secretarial will serve as an added advantage
<u>DUTIES</u>	: Manage the Manager's diary. Arrange meetings, workshops and provide administrative support to the Office. Track submissions. Draft correspondence and registers. Handle all logistical arrangements. Liaise with external stakeholders. Draft routine correspondence and reports Do filing of documents for the Manager and maintain a correct filing system
<u>ENQUIRIES</u>	: Ms Kgomotso Mashifane 012 300 5575

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. 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 47/67 : **DIRECTOR: STRATEGIC SUPPORT OFFICE OF THE DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**
(5-Year Contract)

SALARY : R557 133 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A three year tertiary qualification in Social Science with extensive and relevant working experience at management level. Proven strategic management and leadership skills. Strong analytical, interpersonal, communication and coordination and financial management skills. An understanding of integrated human science behaviour, management and related policy framework. An understanding of legislative and policy framework of the public service is highly recommended. A good understanding of the core mandate of the Department and the sector challenges, Computer literacy, Willingness to travel, A valid driver's licence.

DUTIES : Key Performance Areas: Provide strategic support to the Deputy Director General: Corporate Services by executing the following functions: Compile Branch strategic and business plans, including Branch quarterly and annual performance reports. Analysing performance reports and coordinating support to underperforming programmes. Stakeholder liaison and management. Coordinating Branch governance structures and special projects. Overseeing office operations in the office of the DDG including human resource and financial management planning and monitoring. Document management and quality assurance of strategic documents and reports, ministerial documents and parliamentary questions. Representing the DDG in strategic meetings.

ENQUIRIES : Ms N. Ngele Tel (012) 336 8803
APPLICATIONS : Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

FOR ATTENTION : Ms J Mans
CLOSING DATE : 5 December 2008

POST 47/68 : **DIRECTOR: KZN FORESTRY REGION**
(5 year contract position)

SALARY : R577 133 per annum (All inclusive salary package)
CENTRE : Pietermaritzburg, KwaZulu Natal Forestry Region
REQUIREMENTS : The minimum requirement is an appropriate recognised Post graduate degree in Forestry or an equivalent appropriate qualification in a similar field as well as extensive relevant work experience which should include extensive experience within the management environment. A Masters degree in the relevant field will be an added advantage. A sound knowledge of current forestry legislation, particularly the National Forestry Act, 1998 (Act No 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998), the Forest Sector BBBEE Charter and Public Finance Management Act 1999. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills are essential. Exposure to internal and external forums/ debates relating to forestry matters and Principals of Sustainable Forest Management will be an added advantage. Computer literacy. Excellent verbal and written

<u>DUTIES</u>	:	communication skills, good interpersonal relations, negotiation, managerial and leadership skills are required. Valid Code 08 driver's licence.
	:	Key Performance Areas: Provide leadership and management on all forestry related matters to KwaZulu Natal Forestry Region. Successful candidate will be responsible for the implementation of *forestry regulation and oversight functions* provision of support to management of Indigenous Forest Management,*Forestry Development,*Forestry Support, *Forestry Technology and Information requirements, *monitoring of forestry which should include auditing of the State Forest Manager by third parties in the Region.*Conduct strategic and business planning, including compilation of budget and expenditure control for KZN Forestry Region, *ensure forestry resources and services are effective, well managed, co-ordinated and aligned with the Strategic/ Annual Business Planning processes and Forestry Policies *promote transformation in the section and ensure human resource management and development,*ensure effective regulation, implementation and administration of the National Forests Act (No 84 of 1998) and the National Veld and Forest Fire Act (No 101 of 1998)* contribute to the economic upliftment of all people in KwaZulu Natal by ensuring forest enterprise development programs are implemented and scoping for potential for forestry to contribute to poverty alleviation. Manage and oversee linkages with key provincial government Departments and programmes relevant to pro-poor forestry*engage with the forestry industry regarding the sector enablement and empowerment to ensure the implementation of the Forestry Sector BBBEE Charter through forest enterprise development initiatives.*organise and develop capacity to achieve effective & efficient service delivery,*develop a framework to create an effective delivery of forestry services in the province*reporting to National Office managers on forestry issues.
<u>ENQUIRIES</u>	:	Ms T Carroll Tel (012) 3368212
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/69</u>	:	<u>DIRECTOR: RISK MANAGEMENT</u>
<u>SALARY</u>	:	R577 133 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A B-degree / diploma in Risk Management, Auditing, Finance, Economics, Public Management or Business Management, preferably at postgraduate level. Extensive relevant experience. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, Treasury Regulations, and PPPFA. Knowledge of financial systems used in the public sector. Ability to conduct financial analysis; strong analytical skills, communication skills, good interpersonal relations and ability to work effectively with officials across all levels within and outside the department. Sound understanding of Enterprise Risk Management principles and philosophy. Keen and effective team player. Ability to manage time and subordinates effectively. Progressive leadership and management qualities to lead a highly skilled dynamic team of professionals. Self-starter, able to work independently without compromising team results. Strong influence and negotiation skills.
<u>DUTIES</u>	:	Key Performance Areas: As the ERM champion, the Director: Risk Management will facilitate the execution of ERM processes and infrastructure as a key enabler to achieving the business objectives of the department. Organise multiple and complex tasks impacting on ERM and strategic planning. Assist the top management and EXCO to establish and communicate the organisation's ERM objectives and direction with key stakeholders. Assist management with integrating risk management with the strategy development process. Develop and communicate risk management policies, risk appetite and risk limits to promote effective functioning of risk management. Aid in developing risk mitigation strategies for the organisation's critical risks and for monitoring these risks. Establishes, communicates and facilitates the use of appropriate ERM methodologies, tools and techniques. Works with business units to establish, maintain and continuously improve risk management capabilities. Facilitates enterprise-wide risk assessments and monitors priority risks across the organization. Implements appropriate risk reporting to the Accounting Officer, Executive Committee, and top management. Ensure effective alignment between the ERM process and internal audit and risk financing. Conducts risk management education and training from time to time. Provide an independent view regarding proposed business plans and transactions. Develop project risk management capabilities within the organization. Support the development and implementation of IT resources needed to support the risks as identified.

Determine status of reports on progress in implementation of effective risk management. Review risk management reports, identifying weaknesses, make recommendation and develop best practice guides.

ENQUIRIES : Ms ONV Fundakubi Tel (012) 336 7219
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, Room 610, ZwaMadaka Building
CLOSING DATE : 28 November 2008

OTHER POSTS

POST 47/70 : **INDIGENOUS FORESTRY MANAGEMENT SPECIALIST**
(3 year contract)

SALARY : R407 745 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or Diploma in the Natural Resources with extensive experience preferably in the field of indigenous forests management. Experience in Forestry budgeting system, including standardization, prioritisation, coordination and monitoring effective utilisation of financial resources as well as management of contractors. Good verbal and written communication skills. Sound knowledge of the National Forest Act no 84 of 1998. Experience with the Criteria, Indicators and Standards management framework and the implementation thereof will be an added advantage. Must be in possession of a valid driver's licence and must have an acceptable and appropriate computer literacy level.

DUTIES : Key Performance Areas: The successful candidate will report to the Director: Forestry Support and will be responsible for the following: Overseeing and reporting on sustainable forest management in DWAF management natural forest, which includes woodlands. Design and support systems in managing and developing indigenous forest resources aimed at providing forest-based livelihood of poor communities. Coordination and implementation of policies and strategies. Giving effect to the implementation of the Criteria, Indicators and Standard (CI & S) program within the Department in the natural resources. Standardisation of management plans in the Regions with regards to indigenous forest and woodland, monitoring and reporting of these. Appointments of professional service providers and contract management if necessary. Guidance to regional staff on all matters of indigenous forest and woodland management. Identification of areas of research. Co-ordination of training needs. Evaluation and monitoring of regional budget and expenditure control regarding indigenous forests and woodland and advertising management with regards to the dispersing of funds. Guide the implementation of standardised budgeting systems. Supporting the implementation of the Forestry Charter in the field of indigenous forest management.

ENQUIRIES : Mr F Von Krosigk Tel (012) 336 7738
APPLICATIONS : Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
FOR ATTENTION : Ms J Mans
CLOSING DATE : 5 December 2008

POST 47/71 : **FORESTRY PLANTATIONS SPECIALIST**
(3-year contract position)

SALARY : R407 745 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor's Degree in Forestry plus appropriate experience in forestry legislation and policies in support of sustainable forest management. Experience in Forestry budgeting system, including standardization, prioritisation, and coordination and monitoring effective utilization of financial resources. Ability to give guidance regarding tactical an operational aspects of plantation management, including timber sales, contract management, yield regulation, harvesting, silviculture, protection and alien invader control. A working knowledge and experience of MS Office software are essential. Good communication skills and knowledge of project management are recommended.

DUTIES : Key Performance Areas: The incumbent of the post will be responsible for assisting new owners, after the transfer of plantations, in optimizing the plantation potential in Government's after care responsibilities. Guide the implementation of standardize budgeting systems, including the evaluation , prioritization, adjustment and monitoring of the effective use of the financial

resources. Guidance and standardization of Forestry operations with regards to activities, methodologies and approaches. Coordination and implementation of policies and strategies. Identify areas in which research is needed to strengthen plantation management and coordinate training needs and liaise with the Branch Capacity Building. Assist with the process of appointing Professional Service Providers for special projects. Be involved in the daily administration of the Directorate and in addressing enquiries from the public and from within the Department. The incumbent will support the implementation of the Forestry Charter in the context of his/her duties.

ENQUIRIES : Mr F. Von Krosigk, Tel (012) 336 7738
APPLICATIONS : Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
FOR ATTENTION : Ms J Mans
CLOSING DATE : 5 December 2008

POST 47/72 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT & WATER SERVICES INSTITUTIONS**
 Directorate: Resource Protection and Waste

SALARY : R407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate and recognised three-year tertiary qualification in a relevant field such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geohydrology/ or an appropriate degree in Civil or Chemical Engineering. Appropriate experience in water quality management; sound knowledge of integrated water resource management and water resource protection. Clear understanding of industrial water use impact management and hazardous waste management. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the Water Act (Act 54 of 1956); the National Environmental Management Act (Act 107 of 1998) – NEMA; the NEMA Amendment Bill (Bill 36 of 2007); the Minerals and Petroleum Resources Development Act (Act 28 of 2002) together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring; proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications; sufficient human management skills and experience; proven liaison and networking skills especially as they relate to corporate governance and stakeholder engagement; excellent communication skills including: verbal, report writing, presentation and ICT skills. Sound interpersonal skills as well as ability to work in a multidisciplinary team. Clear understanding of human resources management and development policies. Knowledge of the budgeting process and transformation in the public sector. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.

DUTIES : Key Performance Areas: Lead and supervise the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide guidance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Give guidance in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices; provide specialist input into, and supervise the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences; be involved in the management of projects relevant to the management of water resources management initiated by the Department; and ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.

ENQUIRIES : Mr L Musekene Tel: (012) 336-7277
APPLICATIONS : Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
FOR ATTENTION : Ms J Mans
CLOSING DATE : 5 December 2008

<u>POST 47/73</u>	:	<u>DEPUTY DIRECTOR: FORESTRY (HEADS OF REGIONS)</u> (5 Posts)
<u>SALARY</u>	:	R407 745 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Bellville (1), Bloemfontein (1), Mafikeng (1), Pretoria (1), Kimberley (1),
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Bachelor degree in Forestry or an equivalent appropriate qualification in a similar field as well as appropriate experience, some of which will be within the management environment. A sound understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills. Computer literacy. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills. Skills development knowledge and experience in legal administration, general HR and financial management skills, Valid Code EB driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to the Region's Forestry Section. Conducts strategic and business planning for sections... Ensure forestry resources and services are effective, well managed, co-ordinated and aligned with the Strategic/ Annual Business Planning processes and Forestry Policies. Integrates forestry and greening as a sector for development in the PGDS and IDPs of the region. Ensures effective management of state plantations (Mpumalanga and North West) , nurseries (North West, Western Cape, Northern Cape and Free State) and indigenous forests (Mpumalanga). Support forest land management and transfers (Mpumalanga, North West, Western Cape and Free State) Compile and manage budget and expenditure control. Promote transformation in the section and ensure human resource management and development. Ensure effective regulation, implementation and administration of the National Forests Act (no 84 of 1998) and the National Veld and Forest Fire Act (no 101 of 1998). Contribute to the economic upliftment of people in the Region by ensuring forest enterprise development programs are implemented and scoping for potential for forestry to contribute to poverty alleviation. Organise and develop capacity to achieve effective & efficient service delivery. Develop a framework to create an effective delivery of forestry services in the region. Reporting to managers, external stakeholders on forestry issues.
<u>ENQUIRIES</u>	:	Mr Theo Van Der Merwe Tel (012) 336-7669
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/74</u>	:	<u>DEPUTY DIRECTOR: WATER QUALITY MANAGEMENT</u>
<u>SALARY</u>	:	R 407 745 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Three year Qualification in Natural science and extensive appropriate experience. Courses on water quality. Knowledge of the whole spectrum of Water Quality management. Experience in the areas of General Management, Project and programme Management, Financial Management; Ability to deal with pressure. Willingness to travel; Presentation skills; Planning and organising skills; Excellent interpersonal and liaison skills; Computer literacy Analytical skills; Research skills; Presentation skills; negotiation skills, Policy and strategy development; knowledge of Water Quality Management; information & knowledge management; Skills development knowledge; Corporate governance; Knowledge of Public Service Regulations; Public Service Act; Public Finance Management Act and DORA; Human Resources policies and procedures. A valid code 08 driver's license is required
<u>DUTIES</u>	:	Give high-level guidance and advice to clients of DWAF policies and procedures and requirements of the Acts involved; Responsible for the Integrated Water Management Program; Interpret the policy and Act in the recommendations for licence applications. Determine the water Quality and other policies in the Sub-directorate. Manage the water quality in the catchment and take the needed actions to ensure that it stays within the limits of the prescribe Quality norms. Determination of water Quality norms for river catchments. (To be within the national norms of the department) Manage monitoring networks and re-develop networks where needed. Evaluate water quality information deviations and manage the impacts identified. Oversee the full pollution incidents and approve the recommendation/report required by head office or legal service, in cases of legal action. The official on this level is managing the water quality in the river

catchments in his/her subordinate's responsibility. Manage the establishment and maintaining of sub-catchment forums; Approve strategies for addressing specific problems in the catchments of responsibility; Manage the implementation of strategies; Approve the annual activity plan with the inputs of the subordinates and give it to the Regional Director; Determine the water regional level; Involve in the strategic planning and management of Water Quality in the Catchment and Region; Manage investigation, evaluation and implementation of dense settlement projects. The official on the will handle complex inquiries independently. The unusual inquiries investigation will be needed so that the client can be given an acceptable response. Inquiry responses from subordinates will be rectified before sending it through. Deals directly with management of all sectors and request assistance where necessary; Handle ministerial inquiries efficient and send it to the minister through the Regional Director. Represent the Department in water quality matters in land development matters. The official is responsible for three or more subordinates, which range from Assistant WPCO to Principal WPCO. All personnel matters; Administrative matters: S & T, Subsidise vehicles, cell phone, etc. Development of subordinates; Budget for the whole component; and the organisation of the component

ENQUIRIES : Mr AB Lucas (Tel 043 701 0376)
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert
CLOSING DATE : 1 December 2008

POST 47/75 : **DEPUTY DIRECTOR: FINANCIAL SYSTEMS**

SALARY : R407 745 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of three year degree in Financial Management or recognised equivalent qualification. Extensive, appropriate experience in financial management with great involvement in financial system management such as the Basic Accounting System (BAS). Extensive knowledge of BAS. Sound knowledge in managing BAS internal control which includes system security. Knowledge on Standard Chart of Accounts, Persal, Logis, analytical and organisational skills are required for this post. Computer literacy e.g. Word, PowerPoint and Excel. Verbal and written communication and presentation skills or training skills. Sound knowledge of Public Finance Management Act, 1999 and Treasury Regulations.

DUTIES : Key Performance Areas: The incumbent will be required to ensure maintenance system user coding structure. Ensure effective and efficient management of the daily running of financial system (BAS). Maintenance and alignment of Persal and budget structure including chart of accounts. Ensure continued training on the usage of standard chart of accounts and financial systems to users.

ENQUIRIES : Mr P Botha Tel (012) 336 7647
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, Room 610, ZwaMadaka Building
CLOSING DATE : 28 November 2008

POST 47/76 : **DEPUTY DIRECTOR: BUDGET PLANNING**

SALARY : R407 745 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of three year degree in Financial Management or recognised equivalent qualification. Extensive, appropriate experience in financial management with appropriate years of involvement in budget planning. Extensive knowledge of the Medium Term Expenditure Framework (MTEF) and the Estimate of National Expenditure (ENE) process. Sound knowledge of government priorities, policies and legislation. Knowledge of PFMA and Treasury Regulations. Computer literacy e.g. Word, PowerPoint and Excel. Verbal and written communication and presentation skills or training skills.

DUTIES : Key Performance Areas: The incumbent will be required to manage MTEF and ENE processes. Identification of areas and guidelines that requires special departmental action. Development of DWAF specific version of MTEF guidelines. Presentation to branches to amplify guidelines. Attending of directorate and chief directorate meetings to assist with the practical implementation of the guidelines. Provision of preliminary allocation for MTEF cycle to programme managers. Reviewing and consolidation of additional funding requests to ensure that Treasury requirements have been met. Preparation of MTEF database inputs received from programme managers. Managing the apportionment of allocation

		and submit draft to management for consideration and approval. Complete ENE database and appropriate bill. Provide allocation per sub-directorate budget control. Manage drawing from RDP fund. Monitor DONOR expenditure.
<u>ENQUIRIES</u>	:	Mr P Botha Tel (012) 336 7647
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610, ZwaMadaka Building
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/77</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT</u>
<u>SALARY</u>	:	R407 745 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Mmabatho - North West Province.
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year National Diploma or B. Comm. Degree qualification with extensive relevant financial managerial experience. Competencies: Knowledge of all relevant legislation, policies and procedures applicable to the sub-directorate's functions. Skills: Strong conceptual and formulation skills; Strong leadership skill and the ability to display thought leadership; Team building and strong interpersonal skills; excellent written and verbal communication skills; Presentation skills. Personal attributes: An interpretative and conceptualization/ formulation ability; the ability to provide guidance, to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct a team of professionals; self confident and innovative.
<u>DUTIES</u>	:	Key Performance Areas: Effective management which includes effective, economic and transparent use of resources, delegation of power; proper risk management, design and implementation of internal controls, including audit, proper systems, processes and procedures, segregation of duties and financial management training; implementation of all financial and supply chain related Acts; including the PFMA, PPPFA, Dora, Treasury Regulations. Strategic guidance and advice on finance; Budget management; policy implementation; Manage the Early warning System; management of audits/queries; implementation of SC Management; Personnel Management; monthly management reporting. Implement processes to identify, follow-up and recovery of thefts and losses, irregular, and fruitless and wasteful expenditure; Responsible for reporting requirements which includes the design, implementation and maintenance of accounting systems; Compile financial statements; Respond to audit queries and ensure implementation of Auditor-General and internal audit recommendations; Provide support to senior managers and other staff members on financial issues; Responsible for the facilitation and co-ordination of month and year-end closure of accounting books; Trial balance maintenance and monitoring, by ensuring clearing and reconciliation of suspense, control and revenue accounts; Ensure the effective and efficient use of the BAS system; Ensure proper recording and safekeeping of financial records.
<u>ENQUIRIES</u>	:	Ms L. van Vuuren at (018) 387 9500.
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Mr J. Manqandela
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/78</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS MANAGEMENT</u>
<u>SALARY</u>	:	R407 745 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Extensive experience in Supply Chain Management. Knowledge of Financial Management & Systems, Logistics management Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory and managerial skills, Conflict resolution skills, Strong interpersonal and communication skills, System and process understanding, Performance driven and results orientated Honesty and integrity, strong analytical ability.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for the implementation of effective Logistic management functions and practices within the Department. Develop business process and standard operating procedures for Logistics management. Effectively manage inventory and stores functions. Manage buying of goods and services through the quotation method. Ensure

		optimal efficiency of stock levels. Ensure safeguarding of inventory and develop measures to mitigate related risks. Monitor inventory and order processes on SAP system. Perform reconciliation of inventory and provide inputs to Annual financial statements. Monitor transactions on a daily basis and resolve exceptions. Draft management information reports on logistics management. Compile statistics on BEE and SMME's. Assist with monitoring vendor performance. Ensure effective application of PPPFA Act No.05 during the quotation process. Liaise and guide key stakeholders on logistics management matters. Management and development of subordinates and monitor staff performance. Perform other related functions assigned by the Director: SCM.
<u>ENQUIRIES</u>	:	Mr B. Chinasamy (012) 336 7875
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/79</u>	:	<u>DEPUTY DIRECTOR: DEMAND MANAGEMENT</u>
<u>SALARY</u>	:	R407 745 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Extensive experience in Supply Chain Management. Knowledge of Financial Management & Systems, Demand management Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory and managerial skills, Conflict resolution skills, Strong interpersonal and communication skills, System and process understanding, Performance driven and results orientated Honesty and integrity, strong analytical ability.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for implementation of effective Demand management practices within the Department. Develop business process and standard operating procedures for demand management. Conduct market and commodity analysis. Do market research and develop demand management plans. Monitor and consolidate requirements and needs in terms of budget. Review specifications and assist with developing Terms of References. Determine best procurement methods to meet organization wide demand for goods and services. Liaise and guide key stakeholders on demand management matters. Management and development of subordinates and monitor staff performance. Perform other related functions assigned by the Director: SCM.
<u>ENQUIRIES</u>	:	Mr B. Chinasamy Tel (012) 336 7875
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/80</u>	:	<u>DEPUTY DIRECTOR: WATER QUALITY MANAGEMENT</u>
<u>SALARY</u>	:	R 407 745 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Three year Qualification in Natural science and extensive appropriate experience. Courses on water quality. Knowledge of the whole spectrum of Water Quality management. Experience in the areas of General Management, Project and programme Management, Financial Management; Ability to deal with pressure. Willingness to travel; Presentation skills; Planning and organising skills; Excellent interpersonal and liaison skills; Computer literacy Analytical skills; Research skills; Presentation skills; negotiation skills, Policy and strategy development; knowledge of Water Quality Management; information & knowledge management; Skills development knowledge; Corporate governance; Knowledge of Public Service Regulations; Public Service Act; Public Finance Management Act and DORA; Human Resources policies and procedures. A valid code 08 driver's license is required
<u>DUTIES</u>	:	Give high-level guidance and advice to clients of DWAF policies and procedures and requirements of the Acts involved; Responsible for the Integrated Water Management Program; Interpret the policy and Act in the recommendations for licence applications. Determine the water Quality and other policies in the Sub-directorate. Manage the water quality in the catchment and take the needed actions to ensure that it stays within the limits of the prescribe Quality norms.

		<p>Determination of water Quality norms for river catchments. (To be within the national norms of the department) Manage monitoring networks and re-develop networks where needed. Evaluate water quality information deviations and manage the impacts identified. Oversee the full pollution incidents and approve the recommendation/report required by head office or legal service, in cases of legal action. The official on this level is managing the water quality in the river catchments in his/her subordinate's responsibility. Manage the establishment and maintaining of sub-catchment forums; Approve strategies for addressing specific problems catchments of responsibility; Manage the implementation of strategies; Approve the annual activity plan with the inputs of the subordinates and give it to the Regional Director; Determine the water quality policy at regional level; Involve in the strategic planning and management of Water Quality in the Catchment and Region; Manage investigation, evaluation and implementation of dense settlement projects. The official on the will handle complex inquiries independently. The unusual inquiries investigation will be needed so that the client can be given an acceptable response. Inquiry responses from subordinates will be rectified before sending it through. Deals directly with management of all sectors and request assistance where necessary; Handle ministerial inquiries efficient and send it to the minister through the Regional Director. Represent the Department in water quality matters in land development matters. The official is responsible for three or more subordinates, which range from Assistant WPCO to Principal WPCO. All personnel matters; Administrative matters: S & T, Subsidise vehicles, cell phone, etc. Development of subordinates; Budget for the whole component; and the organisation of the component</p>
<u>ENQUIRIES</u>	:	Mr AB Lucas (Tel 043 701 0376)
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/81</u>	:	<u>DEPUTY DIRECTOR: WATER RESOURCE CLASSIFICATION (2 POSTS)</u> (Directorate: Resource Directed Measures)
<u>SALARY</u>	:	R344 052 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Relevant three year BSc degree or equivalent in natural science or related integrated environmental management, plus a extensive relevant experience in the fields of: resource and socio – economics, environmental, strategic planning (national and local level) and assessment and legal procedural exposure in the water management field. Further to this the candidate must have a good knowledge of the water related and other relevant legislation and policies and also proven skills to integrate technical information into the classification process. The candidate would also be expected to have a good understanding of the governmental structures on all tiers and the various organs of states roles and responsibilities regarding water resource management. Proven interpersonal, project, financial and management skills and experience are essential requirements of this position. Experience in the ability to manage scientific and technical staff is crucial. In addition to the requirement for a valid Code 08 driver's licence and excellent written and verbal communication skills, the successful candidate must further demonstrate to be innovative, enthusiastic, creative, and computer literate and have the ability to manage stress and large work loads. Due to the nature of this post requirement the candidate must have the ability to negotiate, interpret and communicate with a wide range of internal and external stakeholders.
<u>DUTIES</u>	:	Key Performance Areas: This position offers the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the sustainable management of water resources in the country. The duties pertaining to this position include the establishment and management of a unit in the sub-directorate surface water resource classification or groundwater resource classification. Further to this, the development and implementation of a water resources classification system (WRCS) in accordance with associated policies, strategies and guidelines will be a priority function of this manager. The successful candidate will also be responsible for the determination of the resource class of the country's water resources and all the associated process related to this as well as a direct and significant contribution to the development and implementation of a water response strategy to climate change. Public speaking and presentations at various committees will be a main function of this unit. Other responsibilities will include the development of classification infrastructure and support e.g. information database, inputs into the water use authorisation processes as well as capacity building and awareness raising. This

		manager will be responsible for supplying information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF.
<u>ENQUIRIES</u>	:	Mr H.H. Pienaar, Tel. (012) 336-7197.
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/82</u>	:	<u>DEPUTY DIRECTOR: WATER POLLUTION CONTROL</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised degree in Natural or related Science coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structure, corporative governance and risk management as well as integrate water resource management is imperative. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and being computer literate. Project management and financial management experience essential. Good written and verbal communication as well as a valid code 8 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provision of leadership to the section through the development and sharing of a vision and mission for the section, advice top management and legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Conduct strategic and business planning for the Section by participating as a key player in the Water Affairs Function strategic plan, developing and managing the budget for the section, and also to ensure that HRD policies are applied for all staff members within the section. Ensure effective implementation of policies and strategies for the Section function through the provision of broad financial strategy implementation for the section as well as amongst other ensuring effective financial planning for water resource management, considering risk to capital and revenue streams. Creation of an enabling policy, legislative and best practise framework for the oversight and regulation of water management institutions by ensuring that policies are developed, roles and relationships are clarified regarding oversight and regulations and providing capacity building interventions as well as financial and operational support. Support and guide the implementation of a monitoring and regulatory framework for water management institutions. Provide support to CMA and WUA processes, support to the development of Strategic and Business Plans as well as guide the appraisal and approval of Business Plans. Manages the sub-directorate to ensure a functional and capacitated operational unit. Provides input and ensure that strategic sessions are attended, manage budget and provide input into the Directorate budget planning, management and reporting as well as ensuring that staff training is obtained as per development plan.
<u>ENQUIRIES</u>	:	Ms E Bofilatos Tel (012) 336 7562
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/83</u>	:	<u>DEPUTY DIRECTOR: FORESTRY REGULATION AND OVERSIGHT (3 POSTS)</u>
<u>SALARY</u>	:	R344 052 per annum
<u>CENTRE</u>	:	Bloemfontein (1), Mafikeng (1) , Nelspruit (1)
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Diploma in Forestry or an equivalent appropriate qualification in a similar field (candidates with a B Degree will however get preference) as well as appropriate experience, some of which will be within the management environment. A sound understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. The following skills are required: Programme and project management, personnel management, policy/strategy development and analysis, analytical and problem solving skills, excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills, excellent presentation skills. A proven ability to manage staff. computer literacy, A valid code EB driver's license is also required. Knowledge of protected trees,

	institutional and community arrangements, woodlands, PCIS and conservation of environment is an added advantage.
<u>DUTIES</u>	: Key Performance Areas: Provide leadership to the Forestry Regulation and Oversight Section in order to ensure that the National Forests Act and the National Veld and Forest Fire Act are properly complied with. This includes enforcement of the Acts, the setting up of Fire Protection Associations, liaison and cooperating with other relevant enforcement stakeholders. Ensure forestry resources and services are effective well managed, coordinated and aligned with the Strategic/Annual Business Planning processes and Forestry Policies. Compile and manage budget and expenditure control. Manage allocated assets. Promote transformation in the section and ensure human resource management and development. Raise awareness in terms of fires and protection of trees. Implement the Fire Danger Rating System, National Veld Fires Information System, protection strategies in terms of NFA.
<u>ENQUIRIES</u>	: Bloemfontein, Mr D Noha 0828030934/041 405 9000 Mafikeng, Mr T Phora 0828021433 Nelspruit, Mr M Brundyn 0828092069.
<u>APPLICATIONS</u>	: Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	: Ms J Mans
<u>CLOSING DATE</u>	: 5 December 2008
<u>POST 47/84</u>	: <u>DEPUTY DIRECTOR: RESOURCE QUALITY AUDIT</u> (Directorate: Resource Directed Measures)
<u>SALARY</u>	: R334 052 per annum (All inclusive salary package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Relevant three year BSc degree or equivalent in natural science or related integrated environmental management, plus extensive relevant experience in the fields of environmental management, environmental engineering, auditing and monitoring, information systems, strategic planning and assessment and legal procedural exposure in the water management field. The candidate must have a good knowledge of the water related and other relevant legislation and policies and also sound knowledge and ability to integrate technical information into the development of a Resource Quality Auditing System in an open and participative manner. The candidate would also be expected to have a good understanding of the governmental structures on all the tiers and the various organs of states roles and responsibilities regarding water resource regulation, monitoring, information provision and management. The candidate must proof to have good interpersonal skills and further to this proven project, financial and sound management practices, skills and experience. Experience and ability to manage a multi - disciplinary scientific and technical staff component is crucial. In addition to the requirement for a valid Code 08 driver's licence and excellent written and verbal communication skills, the successful candidate must further demonstrate to be innovative, enthusiastic, creative, and computer literate and have the ability to manage stress and large work loads. Due to the nature of these post requirements the candidate must have the ability to negotiate, interpret and have comprehension skills and ability to work with a wide range of internal and external stakeholders.
<u>DUTIES</u>	: Key Performance Areas: This position offers the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the auditing and monitoring of water resource protection and sustainable utilisation of the resource countrywide. The duties pertaining to this position include the establishment and management of a unit in the sub directorate Resource Quality Audit. Further to this is the development of a Resource Quality Audit and a tracking system with the associated policies, strategies, methods and guidelines. The successful candidate will also be responsible for the setting of resource quality objectives (RQO) based on the class that was set for a particular water resource in association with the Regions, water sector and DWAF's water use directorates or chief directorates. Developing systems that will measure for compliance, conformance and performance of water use, technical methods designed and monitoring systems implemented will be one of the main responsibilities of this unit. Further to this the, integration of technical information from the other RDM sub directorates and other relevant directorates within the department and providing information for programs within the department forms part of this units objectives. Other responsibilities will be the integration of the knowledge and information into the national monitoring system. Capacity building and awareness will also form a crucial part of this position's

		duties. Business and financial management will be done in terms of the PFMA and MTEF.
<u>ENQUIRIES</u>	:	Mr H H Pienaar, Tel. (012) 336 7197.
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/85</u>	:	<u>ASSISTANT DIRECTORS: COMMERCIAL FORESTRY KZN COMMERCIAL FORESTRY</u> (5 year contract)
<u>SALARY</u>	:	R295 978 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Maputa (Eshowe) and Umsunduzi Districts (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Bachelor degree /National Diploma in Forestry or an equivalent appropriate experience, preferably in Commercial Forestry activities. The following will serve as recommendations: Appropriate experience in commercial forestry management; exposure to commercial forestry management in the private sector will be an added advantage; an understanding of current forestry legislation, particularly the National Forests Act (No 84 of 1998) the National Veld and Forest Fire Act (No 101 of 1998) and Public Finance Management Act will be an added advantage. A valid driver's licence; computer literacy; experience in management and compilation of APOs; report writing; computer literacy (word processing and spreadsheets) and the ability to use own initiative.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: manage timber sales; control budget and expenditure in their areas; conduct self and external audit to comply with PCIS Principals; provide advice to colleagues where necessary*manage all technical activities on commercial plantations; co-ordinate the performance of silvicultural operations in line with the APO; co-ordinate the performance of harvesting operations as per working plan; ensure that records of all timber and revenue collected are controlled according to the PFMA; manage and control all contract agreements and adhere strictly to the agreed terms; ensure fire protection operations, including tools and equipment care and maintenance; loss control management; financial management; environmental management; human resource management and development; safety management; participatory forestry management; protection management; Commercial Forestry Transfer and Restructuring management; regulatory functions in line with the NFA and the NVFFA; and compilation of a budget and an APO.
<u>ENQUIRIES</u>	:	Mr K.J. Weir Tel: 033-392 7700
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/86</u>	:	<u>DEPUTY DIRECTOR: FORESTRY DEVELOPMENT</u>
<u>SALARY</u>	:	R344 052 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pietermaritzburg, KwaZulu Natal
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Bachelor degree in Forestry or an equivalent appropriate qualification in a similar field as well as appropriate experience, some of which will be within the management environment. An understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998), the Forest Sector BBBEE Charter and Public Finance Management Act 1999 as well as knowledge and experience and social and economic development project/programmes are required. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills. Computer literacy. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills. Valid Code 08 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to KwaZulu Natal Forestry Development Section. Conduct strategic and business planning, including compilation of budget and expenditure control for the Region. Ensure forestry resources and services are effective, well managed, co-ordinated and aligned with the Strategic/ Annual Business Planning processes and Forestry Policies. Ensure effective development of policies and strategies for the Region functions. Develop and implement a Provincial strategy for pro-poor forestry and economic empowerment in forest sector. Negotiate protocols and other and other

agreements with strategic partner departments and other relevant sector institutions for implementation of policies and strategies relating to the function of the region. Promote transformation in the section and ensure human resource management and development. Contribute to the economic upliftment of all people in KZN by ensuring forest enterprise development programmes are implemented. Coordinate implementation of forest and tree related initiatives in the province through appropriate structures within local, provincial and national government. Create awareness around forestry and its impact on poverty eradication and social/economic development. Engage with the forestry industry regarding the sector enablement and empowerment. Ensure the implementation of the Forest Sector BBBEE Charter through forest enterprise development initiatives throughout the sector. Work with District Municipalities to facilitate and lead incorporation of forest sector development contributions to Provincial Growth and Development Strategies and Integrated Development Plans.

ENQUIRIES : Mr S Masuku 082 801 3179
APPLICATIONS : Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
FOR ATTENTION : Ms J Mans
CLOSING DATE : 5 December 2008

POST 47/87 : **DEPUTY CHIEF ENGINEER (CIVIL) (REF: R4/8/251212/SO)**

SALARY : R344 052 per annum (all inclusive salary package)
CENTRE : Port Elizabeth
REQUIREMENTS : An appropriate recognized four year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams Financial management skills. Ability to write technical reports. Ability to compile and interpret engineering drawings. Computer literacy. A valid driver's license. Note: The successful candidate must be registered as a Professional Engineer with the Engineering Council of SA within one year of date of appointment.

DUTIES : Key Performance Areas: Manage Civil Engineering programmes and projects. Preparation of Civil Engineering contract documents. Manage Civil Engineering contracts. Preparation of project completion reports and as-built drawings. Conduct dam safety inspections. Prepare dam safety reports. Carry out risk assessments and prepare reports. Supervise and train Engineers and Technicians. Provide technical support to Operations and Maintenance supervisors. Manage Finance and Human Resources of the Engineering Division.

ENQUIRIES : Mr. P. Barry, Tel: 041 5864884
APPLICATIONS : Director: Southern Operations, Department of Water Affairs and Forestry, Private Bag X6041, PORT ELIZABETH, 6001
FOR ATTENTION : Ms. P Erasmus
CLOSING DATE : 1 December 2008

POST 47/88 : **CONTROL INDUSTRIAL TECHNICIAN (OPERATIONS) (REF: R4/8/259401/SO)**

SALARY : R 344 052 per annum
CENTRE : Uitkeer
REQUIREMENTS : An appropriate Engineering Degree or Technical Diploma in an Engineering related field plus at least 5 years extensive experience in the field of operations or maintenance or engineering related projects. Managerial and administrative experience. Experience in budgeting and financial management. Experience in conflict management, facilitation and negotiation. Advance knowledge of the Occupational Health and Safety Act. Computer literacy.

DUTIES : Key Performance Areas: Supervise the operations and maintenance of dams and water resources related infrastructure. Manage Operation and Maintenance contracts with water institutions. Manage the safety of dams and related infrastructure. Manage maintenance projects / contracts. Manage bulk water supply agreements. Manage state owned land and water surfaces related to water resources infrastructure. Interact with water use clients. Finance, Revenue and Supply Chain Management. Human Resources management and general administration. Manage Occupational Health and Safety in the workplace.

ENQUIRIES : Mr. P. Barry, Tel: 041 5864884
APPLICATIONS : Director: Southern Operations, Department of Water Affairs and Forestry, Private Bag X6041, Port Elizabeth, 6001
FOR ATTENTION : Ms. P Erasmus
CLOSING DATE : 1 December 2008

<u>POST 47/89</u>	:	<u>DEPUTY CHIEF ENGINEER (MECHANICAL/ELECTRICAL) (REF: R4/8/251211/SO)</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive package)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	An appropriate recognized four year Bachelor's degree in Mechanical or Electrical Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990. Registration as a Professional Engineer with the Engineering Council of SA. Extensive engineering experience related to large mechanical structures. Knowledge on the prevention and combating of corrosion. Knowledge of three phase motors and circuits. Knowledge of hydraulic control systems. Financial management skills. Ability to write technical reports. Ability to compile and interpret engineering drawings. Computer literacy. A valid driver's license. Recommendation: Passing of the examination of the Commission of Examiners in terms of regulations concerning the certificate of competency as amended in Government Notice R962 of May 1994
<u>DUTIES</u>	:	Key Performance Areas: Manage Mechanical and Electrical Engineering programmes and projects. Preparation of Engineering contract documents and managing of contractors. Supervise and train Engineers and Industrial Technicians. Provide technical support to mechanical maintenance teams. Financial and Human Resource Management. Mechanical Engineering designs. Interpret and approve Mechanical Engineering designs.
<u>ENQUIRIES</u>	:	Mr. P Barry, Tel. (041) 5864884
<u>APPLICATIONS</u>	:	The Director: Southern Operations, Department of Water Affairs and Forestry, Private Bag X6041, Port Elizabeth, 6001
<u>FOR ATTENTION</u>	:	Ms. P Erasmus
<u>CLOSING DATE</u>	:	1 DECEMBER 2008
<u>POST 47/90</u>	:	<u>ASSISTANT DIRECTOR: SOURCE COORDINATION)</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three-year tertiary qualification in fields of study such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geohydrology/ or an appropriate degree in Civil or Chemical Engineering. Appropriate experience in water quality management or a related field. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring; and other relevant legislation such as the Minerals and Petroleum Resources Development Act (Act 28 of 2002), Environment Conservation Act, and agricultural related legislation. Thorough knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge of key departmental programmes such as: Water Allocation Reform (WAR); Water for Growth and Development (WfGD), Waste Discharge Charge System, etc. Sound knowledge and understanding of water quality management in the department's regional and national offices. Sound knowledge and experience in water use compliance monitoring and enforcement. Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications; Environmental Management Programmes and Impact Assessments. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement. Excellent communication skills including: verbal, report writing, presentation and IT skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills; proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment); proven experience in procurement and management of contracts, PSPs and associated budgets. Sound interpersonal; conflict resolution and leadership skills. Clear understanding of transformation in the Public Service. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998, and

other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.

ENQUIRIES : Ms S Naidoo or Ms R. Munnik Tel (012) 336-6707/7617
APPLICATIONS : All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko.
CLOSING DATE : 5 December 2008

POST 47/91 : **CHIEF DEVELOPMENT EXPERT**
(Tariff Specialist)

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : To be considered for appointment, applicants must be in possession of a relevant three-year qualification in Economics and Finance. A postgraduate qualification will be an added advantage. Appropriate working experience in the water or a municipal services sector. Ability to analyse and interpret economic and financial information is a prerequisite for this position. Experience and skill in regulation including monitoring and evaluation of water services institution's performance will be an added advantage. Excellent understanding of economics and finance. An understanding of the water sector and a working knowledge of legislation applicable to Local Government, the Water Services Act 108 of 1997 and regulations in terms thereof. The incumbent must possess innovative, strategic and integrated thinking skills, have an interactive nature and be able to work as part of a team. Project management skills and experience is necessary. Excellent verbal and written communication skills including public speaking is essential. Willingness to travel and work irregular hours. Ability to work independently and use own initiative. Ability to adapt to a dynamic environment.

DUTIES : Key Performance Areas: The successful candidate will be a self-motivated individual who will join the Economic Regulation sub-directorate, which is responsible for managing the department's formal economic regulatory responsibilities. The incumbent will assist the Deputy Director with: The implementation of the National Water Services Regulatory Strategy, the amendment to S10 regulations issued in terms of the Water Services Act, 108 of 1997; monitoring of compliance in terms of S10 regulations; the development, oversight and co-ordination of a tariff database; review of WSI performance through annual business plans, budget analyses, annual reports, etc. The development of an appropriate performance measurement and monitoring/assessment system for the directorate, the establishment of an intervention strategy / system for dealing with disputes in terms of financial issues, the development of appropriate economic regulatory benchmarks, tools and guidelines; the development of the Annual Regulation Publication; other economic regulatory projects. He/she will also have to deal with ad-hoc tasks such as responding to ministerial and consumer queries as well as providing support to the Departments regional offices. N.B: The successful candidate will be required to undergo a competency test.

ENQUIRIES : Ms Kavitha Kassie Tel (012) 336 6757
APPLICATIONS : All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko.
CLOSING DATE : 5 December 2008

POST 47/92 : **ASSISTANT DIRECTOR: FORESTRY REGULATION AND OVERSIGHT (3 POSTS)**

SALARY : R217 482 per annum

<u>CENTRE REQUIREMENTS</u>	:	Port Elizabeth (1), King William's Town (1), Umtata (1)
	:	The minimum requirement is an appropriate recognised Diploma in Forestry or an equivalent appropriate qualification in a similar field as well as appropriate experience, some of which will be within the management environment. A sound understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. The following skills are required: Programme and project management, personnel management, policy/strategy development and analysis, analytical and problem solving skills, excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills, excellent presentation skills. A proven ability to manage staff, computer literacy, A valid code EB driver's license is also required. Knowledge of protected trees, institutional and community arrangements, woodlands, PCIS and conservation of environment is an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to the Forestry Regulation and Oversight Section in a district of the region in order to ensure that the National Forests Act and the National Veld and Forest Fire Act are properly complied with. This includes enforcement of the Acts, the setting up of Fire Protection Associations, liaison and cooperating with other relevant enforcement stakeholders. Ensure participation in the evaluation of environmental impact assessment (EIA). Ensure forestry resources and services are effective well managed, coordinated and aligned with the Strategic/Annual Business Planning processes and Forestry Policies. Compile and manage budget and expenditure control. Manage allocated assets. Promote transformation in the section and ensure human resource management and development. Raise awareness in terms of fires and protection of trees. Implement the Fire Danger Rating System, National Veld Fires. Information System, protection strategies in terms of NFA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Ngamile Tel 082 802 6574
<u>FOR ATTENTION CLOSING DATE</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300 Ms J Mans 5 December 2008
<u>POST 47/93</u>	:	<u>ASSISTANT DIRECTOR: DISPUTE RESOLUTIONS (EMPLOYEE RELATIONS) (3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R217 482 per annum Pretoria
	:	An appropriate three year degree, diploma or equivalent extensive experience in Labour Relations and or Labour Law. Knowledge of Labour Relations related legislation and frameworks. Report writing, communication and investigation skills. Ability to develop, implement and monitor labour relations policies and practices. Computer literacy, ability to work under pressure and a valid driver's license (code 08/10).
<u>DUTIES</u>	:	Key Performance Areas: Overseeing and ensuring the facilitation and maintenance of a healthy working relationship within the department. Provide high level consultation and advisory services in the department on all labour relations matters. Ensure that conflict is managed through facilitation of disputes and grievances and render expert advice. Ensure that the Department is well represented at institutions established for settling labour disputes. Conduct investigations. Manage and analyze trends of monthly, quarterly and annual labour relations reports. Identify shortfalls or inconsistencies and provide best practice intervention strategy. Ensure implementation of prescripts and assist in the interpretation of departmental policies. Establish and monitor data base, ensure reliable and accurate information. Ensure proper labour relations training in coordination with HR Talent Management Directorate. Facilitate management of incapacity cases. Serve as liaison with key institutions, management, employees and their representatives on labour relations and other related matters to ensure information flow.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Holby, tel (012)336-8903
<u>FOR ATTENTION CLOSING DATE</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001 Ms C Mazibuko 5 December 2008
<u>POST 47/94</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL EFFECTIVENESS</u>
<u>SALARY CENTRE</u>	:	R217 482 per annum Pretoria

<u>REQUIREMENTS</u>	:	B Degree or Diploma in Social Sciences or Human Resource. Appropriate experience in Organisational Development Field, Extensive knowledge of OD theory, concepts and best practice. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Understanding and knowledge of Business strategy development, analysis and alignment, Change Management, Organisational Performance, business processes Re-engineering and analysis and implementation of quality standards. Problem solving and analytical skills, Strong Supervisory and managerial skills, Conflict resolution skills, Strong interpersonal and communication skills, Performance driven and results orientated, Honesty and integrity and strong analytical ability.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for facilitating organisational change and effectiveness, Lead implementation and anchor change initiatives, conduct organizational climate audits,. Implement quality assurance standards and Ensure organisational monitoring and reporting.
<u>ENQUIRIES</u>	:	Ms K Theo Tel (012) 336 8958
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/95</u>	:	<u>ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (3 posts)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Bellville (1), Bloemfontein (1), uMtata (1)
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Bachelor degree in Forestry or an equivalent appropriate qualification in a similar field as well as appropriate experience, some of which will be within the management environment. An understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills. Computer literacy. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills. Valid Code EB driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to the Region's Forestry Development Section that may include a government managed nursery. Further ensure that Forestry Development and greening as a means of development are included in PGDS and IDP documents. Actively promote Forest Enterprise Development initiatives and large scale afforestation. Coordinate implementation of forest and tree related initiatives in the region through appropriate structures within local, provincial and national government. Develop and implement awareness strategies promoting the role of the tree element in development. Ensure forestry resources and services are effective, well managed, co-ordinated and aligned with the Strategic/ Annual Business Planning processes and Forestry Policies. Compile and manage budget and expenditure control. Promote transformation in the section and ensure human resource management and development. Coordinate Greening initiatives, National Arbor Week Campaigns and Eduplant Workshops.
<u>ENQUIRIES</u>	:	Bellville, Ms S Steyn 082 808 2720 Umatata, Mr N Quville 043 604 5400 Bloemfontein, Mr D Noha 051 405 9000/082 803 0934
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/96</u>	:	<u>ASSISTANT DIRECTOR: LOCAL GOVERNMENT</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three-year tertiary qualification in fields of study such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geohydrology/ or an appropriate degree in Civil or Chemical Engineering. Appropriate experience in water quality management or a related field. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and

procedures, policy development, implementation and monitoring; and other relevant legislation such as the Minerals and Petroleum Resources Development Act (Act 28 of 2002), Environment Conservation Act, and agricultural related legislation. Thorough knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge of key departmental programmes such as: Water Allocation Reform (WAR); Water for Growth and Development (WfGD), Waste Discharge Charge System, etc. Sound knowledge and understanding of water quality management in the department's regional and national offices. Sound knowledge and experience in water use compliance monitoring and enforcement. Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications; Environmental Management Programmes and Impact Assessments. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement. Excellent communication skills including: verbal, report writing, presentation and IT skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills; proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment); proven experience in procurement and management of contracts, PSPs and associated budgets. Sound interpersonal; conflict resolution and leadership skills. Clear understanding of transformation in the Public Service. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.

DUTIES : Key Performance Areas: Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.

ENQUIRIES : Ms S Naidoo or Ms R Munnik Tel (012) 336-6707/7617
APPLICATIONS : All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko.
CLOSING DATE : 5 December 2008

POST 47/97 : **ASSISTANT DIRECTOR: LOGISTICS (INVENTORY)**

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in Supply Chain Management. Knowledge of Logistics and inventory management. Public Finance Management Act (PFMA) , National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge ,Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory, Conflict resolution skills, Strong interpersonal and communication skills, Performance driven and results orientated, Honesty and integrity, teamwork, Effective co-ordination skills.

DUTIES : Key Performance Areas: The incumbent will be responsible for the effective implementation of stores and inventory management functions of the Department. Assist with the implementation of business process and standard operating procedures for Inventory management. Ensure the optimal efficiency of stores. Assist with warehouse and distribution planning. Perform inventory reconciliations on a weekly basis. Monitor transactions and resolve exceptions on

		inventory. Authorisation of purchase requisitions. Reconcile purchase requisitions and orders. Monitor the receiving and safeguarding of stock items. Follow-up on outstanding requests. Liaise with suppliers in term of delivery schedules. Monitor supplier performance. Assist with compiling inventory reports for management. Liaise with and support key internal stakeholders. Management and development of subordinates and monitor staff performance.
<u>ENQUIRIES</u>	:	Mr B. Chinasamy Tel (012) 336 7875
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/98</u>	:	<u>ASSISTANT DIRECTOR: AGRICULTURE (2 POSTS)</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three-year tertiary qualification in fields of study such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geohydrology/ or an appropriate degree in Civil or Chemical Engineering. Appropriate experience in water quality management or a related field. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring; and other relevant legislation such as the Minerals and Petroleum Resources Development Act (Act 28 of 2002), Environment Conservation Act, and agricultural related legislation. Thorough knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge of key departmental programmes such as: Water Allocation Reform (WAR); Water for Growth and Development (WfGD), Waste Discharge Charge System, etc. Sound knowledge and understanding of water quality management in the department's regional and national offices. Sound knowledge and experience in water use compliance monitoring and enforcement. Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications; Environmental Management Programmes and Impact Assessments. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement. Excellent communication skills including: verbal, report writing, presentation and IT skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills; proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment); proven experience in procurement and management of contracts, PSPs and associated budgets. Sound interpersonal; conflict resolution and leadership skills. Clear understanding of transformation in the Public Service. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.
<u>ENQUIRIES</u>	:	Ms S Naidoo or Ms R Munnik Tel (012) 336-6707/7617

<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/99</u>	:	<u>ASSISTANT DIRECTOR: SUPPLIER DATABASE</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in Supply Chain Management. Knowledge of Supplier database management. Public Finance Management Act (PFMA) , National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge ,Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory, Conflict resolution skills, Strong interpersonal and communication skills, understanding of suppliers database processes. Performance driven and results orientated, Honesty and integrity, teamwork, Effective co-ordination skills.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for the implementation of a supplier database for goods and services for the Department. Assist with the development of business processes and standard registration procedures for Supplier database management. Monitor the registration of suppliers. Co-ordinate the receipt , screening and accreditation of suppliers applications. Ensure that supplier data are correctly captured on the database system. Perform validations and data quality checks on information provided by suppliers. Provide support and guidance to suppliers on registration procedures. Maintain and update supplier information as changes occur. Ensure that suppliers are registered against the correct commodities. Monitor supplier performance and produce supplier performance reports. Assist with compiling statistics on suppliers. Follow up on outstanding applications. Liaise with and support key internal stakeholders. Management and development of subordinates and monitor staff performance.
<u>ENQUIRIES</u>	:	Mr S.Maboya (012) 336 6912
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/100</u>	:	<u>ASSISTANT DIRECTOR: SOURING SPECIALIST: PROFESSIONAL SERVICE PROVIDER (PSP)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate sourcing related experience or supply chain management experience. Knowledge of Financial Management & Systems, Public Finance Management Act (PFMA) , National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory and managerial skills, Conflict resolution skills, Strong interpersonal and communication skills, System and process understanding, Performance driven and results orientated, Honesty and integrity, strong analytical ability.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA), Ensure compliance with the Framework for Supply Chain Management. Analyse the supplying industry to identify PSP's in line with the BEE and SMME Strategy. Decide on the manner in which the market will be approached to identify PSP, in collaboration with BEE and SMME Specialists. Source PSP's in line with the available budget. Facilitate the tender process. Ensure the completion and evaluation of tenders in line with the published criteria and policies. Assist with developing Terms of References. Management and development of subordinates and monitor staff performance. Perform other related functions assigned by the Director: SCM.
<u>ENQUIRIES</u>	:	Mr. S Maboya (012) 336 6912
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/101</u>	:	<u>ASSISTANT DIRECTOR: SOURING SPECIALIST: STANDARD GOODS AND SERVICE</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate sourcing related experience or supply chain management experience. Knowledge of Financial Management & Systems, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Strong Supervisory and managerial skills, Conflict resolution skills, Strong interpersonal and communication skills, System and process understanding, Performance driven and results orientated Honesty and integrity, strong analytical ability.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA). Ensure compliance with the Framework for Supply Chain Management. Analyse the supplying industry to identify service provider in line with the BEE and SMME Strategy. Decide on the manner in which the market will be approached to identify service provider for standard goods and service, in collaboration with BEE and SMME Specialists. Source goods and service in line with the available budget. Facilitate the tender process. Ensure the completion and evaluation of tenders in line with the published criteria and policies. Assist with developing Terms of References. Management and development of subordinates and monitor staff performance. Perform other related functions assigned by the Director: SCM.
<u>ENQUIRIES</u>	:	Mr. S Maboya (012) 336 6912
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/102</u>	:	<u>CHIEF DEVELOPMENT EXPERT</u> (Directorate: Water Services Policy and Strategy)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Civil Engineering / Social Sciences (Policy Studies) / Law or equivalent qualification with appropriate working experience in the water or municipal services sector is required. The following are essential requirements: Ability for conceptual thinking and not losing sight of strategic objectives in a complex environment. Ability to adapt to changing environment. Excellent verbal and writing communication skills, including public speaking. Ability to interact with sector stakeholders, including national department, Provincial and Local Governments, also at political level. Ability to write, interpret and apply policy and legislation. Project management skills. Computer skills, including MS PowerPoint, Excel and Word. The ability to work independently. Willingness to travel and work irregular hours. A valid drivers license. The following is strongly recommended: Lateral thinking persons with experience in water and /or other municipal services, or water related institutional arrangements. Proficiency in English and at least one other official language.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be a self motivated individual who will join the Policy and Strategy Coordination Sub-directorate whose objective is to develop and coordinate sector policies and strategies, among which is policy to ensure appropriate institutional arrangements for long term sustainable water services provision. The incumbent will be located at Head Office in Pretoria Central where he/she will be responsible for the following work related areas: Formulating and coordinating policy which will promote long term sustainable institutional arrangements for water services provision, especially in the rural context. Supporting the Department's regional offices with related policies and guidelines. Developing strategies and guidelines to support the selection and procurement of appropriate water services providers, especially from a practical perspective. Drawing out the lessons from practice and developing these into strategies and guidelines. Making input into various other related aspects of water services. Organizing and facilitating workshops with

		stakeholders, including presentations. Responding to Ministerial enquiries and performing ad-hoc related tasks. Note: Candidates who are short-listed will be required to go through an interview process which will include the testing of communication skills and ability for conceptual and strategic thinking
<u>ENQUIRIES</u>	:	Ms S Harigobin Tel 012 336 6561
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/103</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Mmabatho - North West Province
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year National Diploma or B. Comm. degree in Accounting, with appropriate relevant experience. Competencies: Knowledge of Inter-departmental claims. Good understanding of the PFMA, National Treasury Regulations, GRAP and GAAP. Good Knowledge of the Government Financial systems; Knowledge of policy development and procedures; Strong leadership, Team building and strong interpersonal skills; Excellent written and verbal communication skills; Presentation skills; Ability to interact and liaise with external service providers, to multi-task, deal with ambiguity and manage under rapidly changing and pressurized environment; Ability to lead and manage a team of professionals; Must be self driven, a team player and meet dead lines at all cost; Strong sense of duty; Self confident and innovative.
<u>DUTIES</u>	:	Key Performance Areas: Implementation of Policies, Financial regulations and procedures; Monitor and report of expenditure versus budget; Ensure timeous payments to suppliers; Assist with the auditing processes; ensure entity maintenance on BAS and SAP; Control administration of Accounts; Management of personnel; Ensure timeous reporting; Monthly management reporting.
<u>ENQUIRIES</u>	:	Mr. J. Manqandela at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Mr J. Manqandela
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/104</u>	:	<u>ASSISTANT DIRECTOR: WATER SECTOR SUPPORT CO-ORDINATOR (IGR AND SECTOR COLLABORATION)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	Requirements- the position calls for: A Degree/Diploma Environmental Sciences/Management, Social Sciences, Civil Engineering or equivalent qualification plus relevant experience in the field. Proven track record in the Water Sector. Good knowledge of the Water Sector. Excellent networking and communication skills. Strong critical analytical skills. Extensive experience on strategic facilitation. Policy and strategy implementation skills. Practical knowledge of intergovernmental relations. Leader and human resource management skills. General management, presentation, negotiation, communication and interpersonal skills. Computer literacy. Good understanding of intergovernmental relations and co-operative governance. Valid driver's licence is essential and willingness to travel. Recommendations: the following will serve as recommendations: Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department, Willingness to travel and work irregular hours. Proven managerial track record.
<u>DUTIES</u>	:	Functions- the incumbent will be responsible for the following: Co-ordinate and manage the Masibambane Programme in the Region. Facilitating the identification of projects and project list, drafting of Business plans and Action plans. Regional Water and Sanitation Project Management. Rendering Monitoring, Evaluation and Reporting Support. Facilitate lesson sharing within the sector. Water Sector Support and Sector Collaboration. Facilitate quarterly meetings with other sector Departments in collaboration with DLG&H. Facilitate Working Group and Forum meetings and ensure buy-in from municipalities, sector partners as well as Civil Society. Support and Facilitate integrated planning of water and sanitation services. Submission of monthly cash flows and all the required reports (monthly and quarterly).
<u>ENQUIRES</u>	:	Mr. D. Daniels, Tel. 021-9507100

APPLICATIONS : The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, Bellville 7532,

FOR ATTENTION : Mr. B. Saki

CLOSING DATE : 28 November 2008

POST 47/105 : **ASSISTANT DIRECTOR: WATER SERVICE DEVELOPMENT PLAN AND FWB AND SANITATION**

SALARY : R217 482 per annum

CENTRE : Bellville

REQUIREMENTS : Requirements- the position calls for: A Degree/Diploma Environmental Sciences/Management, Social Sciences, Civil Engineering or equivalent qualification plus relevant experience in the field. Knowledge of Water Supply and Sanitation development planning. Knowledge of legislation and policies governing Water Supply and Sanitation. Knowledge of Integrated Water Resources Management. Project and Programme Management skills. Policy and strategy implementation skills. Practical knowledge of intergovernmental relations. Leader and human resource management skills. General management, presentation, negotiation, communication and interpersonal skills. Computer literacy. Good understanding of intergovernmental relations and co-operative governance. Valid driver's licence is essential and willingness to travel. Managerial experience. Recommendations: the following will serve as recommendations: Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department, Willingness to travel and work irregular hours. Proven managerial track record.

DUTIES : Functions- the incumbent will be responsible for the following: Co-ordinate Water Service Development Planning and Free Basic Water and Sanitation with the Region. Administrate and update the applicable databases. Participate in drafting departmental policies and regulations at National Level with regards to WSDP, FBW&S. Liaise with municipalities and DLG, DPLG and other stakeholders on the status of WSDPs and IDPs. Participate in the IDP forum meetings with sector departments. Assist relevant Chief Industrial Technicians to implement the WSDP and FBW&S at municipal level and Assist with the Regulatory Performance Management programme with municipalities.

ENQUIRES : Mr. D. Daniels, Tel. 021-9507100

APPLICATIONS : The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, BELLVILLE 7532, for the attention of Mr. B. Saki

CLOSING DATE : 28 November 2008

POST 47/106 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES**

SALARY : R217 482 per annum

CENTRE : Bellville

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

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

ENQUIRIES : Ms K Ntshingane (021 950 7123)

APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Western Cape Regional Office, Private Bag x16, Sanlamhof, 7532.

<u>FOR ATTENTION</u>	:	Mr. B. Saki
<u>CLOSING DATE</u>	:	28-11-2008
<u>POST 47/107</u>	:	<u>ASSISTANT DIRECTOR: BUDGET CONTROL AND ACQUISITION MANAGEMENT</u> Office of the Director- General
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> •Three year diploma or degree and relevant experience in management accounting or financial management. The applicant must have: • Knowledge of Financial Management policy, procedures and systems and experience in financial management with considerable experience of at least two years in the financial management environment •Knowledge of budget procedures, cycle and processes •Knowledge of government accounting financial systems (BAS) •Knowledge of Supply Chain Management •Organisational, analytical, verbal and written, problem solving, communications and time management skills •Attention to detail and high level of accuracy •Computer skills e.g. word and spreadsheets •Financial governance regulations, e.g. Public Finance Management Act (PFMA) and Treasury Regulations •Networking skills.
<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Key Performance Areas: The successful candidate's budget control responsibilities will <i>inter alia</i> be to ensure the: •Assist in compiling and management of the budget for the Chief Directorate in line with MTEF and PFMA •monitoring of expenditure in accordance with the Early Warning System to ensure alignment with approved budget and cash flow projections – expenditure control; •Co-ordination of budget adjustment estimates, which includes roll-over of funds, virements and request for additional funding •Correction of misallocation of expenditure •Reporting expenditure performance on monthly basis to programme/budget manager and recommending corrective actions in cases where there is deviation from the approved budget •Monitor compliance with PFMA and Treasury Regulations •Assist programme/budget manager in compiling and co-ordinating MTEF and ENE •Assist in preparation of additional funding requests (Budget bids) •Prepare database of budget inputs received from programme managers in accordance with National Treasury template •Resolve all budget related audit queries •Provide advice to programme/budget manager in respect of budgeting related matters. The successful candidate's Supply Chain Management responsibilities will <i>inter alia</i> be to ensure the: •Effectiveness and efficiency of systems related to the acquisition, receipt, storage, control, distribution, and payments of goods and services, •timeous processing of orders and payments according to relevant prescripts, •ensure optimal utilization of available resources and adherence to proper controls in the processing of transactions relating to the Supply Chain Management process, •Provide co-ordination, assistance and support to staff when required on budget and SCM matters. The successful candidate will also be responsible for providing: •Administrative support, including looking after general correspondence, the diary, subsistence, travel arrangements and claims.
<u>ENQUIRIES</u>	:	Ms G. Gcanga, Tel (012) 336-7381
<u>APPLICATIONS</u>	:	Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C.M. Mazibuko, Zwamadaka Building, Room 610.
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/108</u>	:	<u>ASSISTANT DIRECTOR: COMMITTEE SECRETARIAT</u> (Office of the Director -General)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> •An appropriate three year degree or relevant equivalent qualification with a minimum of three years experience in minute writing and compilation of agendas. The applicant must have: • Proven formal writing skills (interpretation, synthesis and formulation), especially in English (shortlisted applicants will be expected to undergo a written test to assess their writing abilities). Analytical and conceptual skills. Excellent and proven planning and organisational skills. Well-developed problem solving skills. Strong interpersonal and liaison skills. Excellent internal and external networking skills. Willing to work long hours. Familiar with Word, Excel and Outlook and be proficient in typing. Sound knowledge of general office administration; and be <i>au fait</i> with the principles of Batho Pele.
<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Key Performance Areas: Providing an efficient and effective committee support service to various committees, mostly chaired at Ministerial or Director-General's level. The successful candidate's responsibilities will <i>inter alia</i> be to ensure the: •Proper scheduling of meetings and making all the necessary logistical

		<p>arrangements</p> <ul style="list-style-type: none"> • Assist with the drafting of agendas in consultation with supervisor • Minuting of discussions and resolutions during meetings • Drafting and distribution of action lists of meetings • Assist with the distribution of documentation pertaining to meetings and uploading of documents on the Intranet • Liaising closely with committee members and their office staff before, during and after meetings • General administration of meetings, including tracking decisions and actions and reporting to committee members and • maintaining an efficient filing system.
<u>ENQUIRIES</u>	:	Ms G. Gcanga, Tel (012) 336-7381
<u>APPLICATIONS</u>	:	Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C.M. Mazibuko, Zwamadaka Building, Room 610.
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/109</u>	:	<u>ASSISTANT DIRECTOR: RDM (JE2991)</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	<p>An appropriate 3 year degree or equivalent with appropriate experience. Advanced skills in respect of analytical thinking, research, computer application, project management and financial management. Ability to lead and be a team player. Ability to work independently in an effective and efficient manner. Willingness to work long hours and extensive long distance traveling. Recommendations: Ability to draft reports. Experience in River Health Programme and application of indices used. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but not a pre-requisite. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage.</p>
<u>DUTIES</u>	:	<p>This position offers an opportunity of contributing to the sustainable use of water. Duties pertaining to this post include assisting in management and co-ordination of the Sub Section – Resource Directed Measures, which will consist of a group of technical and multi-disciplinary permanent DWAF officials and contracted consultants. Identify opportunities to provide better understanding of the Provincial water resources. Ensure implementation and provision of scientific support on Reserves (Ground, Surface, Wetlands, and estuaries) within the Region. Provide support in water resource assessments according to the Chapter 3 of the National Water Act. Provide information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF. Monitor budget levels. Supervise junior staff members of the sub-section</p>
<u>ENQUIRIES</u>	:	Ms PL Gasalubelwana (043) 7010352
<u>APPLICATIONS</u>	:	Post application to: Chief Director: Eastern Cape, Department of Water affairs and Forestry, Private Bag x 7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/110</u>	:	<u>ASSISTANT DIRECTOR– (BIOMONITORING) AQUATIC (JE 2989)</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	<p>Applicants must be in possession of a senior certificate and a 3-year tertiary qualification in one of the following biology, chemistry, hydrology, zoology, botany and/or physics plus relevant experience. The following will serve as recommendations: Computer literacy, sound knowledge of Microsoft office and project management. Good verbal and written communication skills. Ability to work under pressure. Valid Drivers License. Willingness to travel throughout the Eastern Cape Province</p>
<u>DUTIES</u>	:	<p>The successful candidate will report to the Resource Protection Manager and be responsible for the following duties: Supervise, Implement and Monitor: - Routine Bio-monitoring and Sampling Data capturing and Database management. Assist technical staff on river surveys Water Use application input (Sec. 21 i and c). Information management River Health Programme and produce State of Rivers Reports Mentoring and skills transfer. Supervise junior staff of the subsection Assist in the training, development of personnel to do implementation of policies</p>
<u>ENQUIRIES</u>	:	Ms PL Gasalubelwana (043) 7010352
<u>APPLICATIONS</u>	:	Post application to: The Chief Director, Department of Water affairs and forestry, Private Bag x 7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008

<u>POST 47/111</u>	:	<u>ASSISTANT DIRECTOR: RDM (JE2991)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent with appropriate experience. Advanced skills in respect of analytical thinking, research, computer application, project management and financial management. Ability to lead and be a team player. Ability to work independently in an effective and efficient manner. Willingness to work long hours and extensive long distance traveling. Recommendations: Ability to draft reports. Experience in River Health Programme and application of indices used. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but not a pre-requisite. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage
<u>DUTIES</u>	:	This position offers an opportunity of contributing to the sustainable use of water. Duties pertaining to this post include assisting in management and co-ordination of the Sub Section – Resource Directed Measures, which will consist of a group of technical and multi-disciplinary permanent DWAF officials and contracted consultants. Identify opportunities to provide better understanding of the Provincial water resources. Ensure implementation and provision of scientific support on Reserves (Ground, Surface, Wetlands, and estuaries) within the Region. Provide support in water resource assessments according to the Chapter 3 of the National Water Act. Provide information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF. Monitor budget levels. Supervise junior staff members of the sub-section
<u>ENQUIRIES FOR ATTENTION APPLICATIONS</u>	:	Ms PL Gasa-Lubelwana (043) 7010352 Ms B Slabbert
<u>CLOSING DATE</u>	:	Post application to: Chief Director: Eastern Cape, Department of Water affairs and Forestry, Private Bag x 7485, King William's Town, 5600 1 December 2008
<u>POST 47/112</u>	:	<u>ASSISTANT DIRECTOR– (BIOMONITORING) AQUATIC (JE 2989)</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a senior certificate and a 3-year tertiary qualification in one of the following biology, chemistry, hydrology, zoology, botany and/or physics plus relevant experience. The following will serve as recommendations: Computer literacy, sound knowledge of Microsoft office and project management. Good verbal and written communication skills. Ability to work under pressure. Valid Drivers License. Willingness to travel throughout the Eastern Cape Province
<u>DUTIES</u>	:	The successful candidate will report to the Resource Protection Manager and be responsible for the following duties: Supervise, Implement and Monitor: - Routine Bio-monitoring and Sampling Data capturing and Database management. Assist technical staff on river surveys Water Use application input (Sec. 21 i and c). Information management River Health Programme and produce State of Rivers Reports Mentoring and skills transfer. Supervise junior staff of the subsection Assist in the training, development of personnel to do implementation of policies
<u>ENQUIRIES FOR ATTENTION APPLICATIONS</u>	:	Ms PL Gasa-Lubelwana (043) 7010352 Ms B Slabbert
<u>CLOSING DATE</u>	:	Post application to: The Chief Director, Department of Water affairs and forestry, Private Bag X 7485, King William's Town, 5600 1 December 2008
<u>POST 47/113</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate diploma or degree (Business Communications, Business Management, Office Management or Project Management) with relevant office management experience. Knowledge and skills in Public Administration and PFMA. Well-organised and hard-working. Competent, energetic, motivated. Ability to liaise effectively with internal and external stakeholders at all levels. Ability to think strategically and to develop systems and processes. Recommendation: Strong analytical, problem solving and interpersonal competencies. Well-developed presentation and communication skills (both written and verbal). Be creative. Ability to work independently and with initiative.

<u>DUTIES</u>	:	Computer literacy in MS Office Suite and e-mail. Strong organisational, leadership and planning skills. Experience in working with Senior Management. Key Performance Areas: Scrutinise all incoming correspondence and action lists from meetings of Senior Managers. Prepare and develop presentations for the Chief Financial Officer, including the gathering of information. Arrange and plan meetings and workshops. Represent the CFO at certain meetings and workshops and provide detailed reports on meetings and workshops. Manage queries with respect to meeting deadlines and prompt responses to correspondence from other offices. Diary management. Co-ordinate the activities of Secretaries in respect of arranging meetings. Compile and distribute minutes of meetings. Follow up on tasks allocated at meetings and provide the CFO with regular feedback in this regard. Perform a variety of administrative functions in support of the Chief Financial Officer control progress. reports, ie financial reports and quarterly progress reports. Check and control submissions to ensure compliance with format task directives and instructions. Note: The successful candidate will be subjected to security clearance.
<u>ENQUIRIES</u>	:	Ms K Phatudi Tel (012) 336 6898/8764
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/114</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICER: AGRICULTURE</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year tertiary qualification in a scientific field such as Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate experience in water quality management or a related field (can include post graduate research). Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring. Knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge and understanding of water quality management in the department's regional and national offices. Knowledge of water use compliance monitoring and enforcement. Practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications will be an advantage. Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills. Sound interpersonal; conflict resolution and leadership skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources management initiated by the Department;
<u>ENQUIRIES</u>	:	Mr M Senne Tel: (012) 336-6906
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/115</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (MECHANICAL MAINTENANCE) (3 POSTS)</u>
<u>SALARY</u>	:	R 174 243 per annum

<u>CENTRE</u>	:	Worcester (Ref: R4/8/259315/SO) Uitkeer (WMA15) (Ref: R4/8/259413/SO) Uitkeer (WMA12) (Ref: R4/8/259433/SO)
<u>REQUIREMENTS</u>	:	A National Diploma (T/S stream) or a degree in Mechanical or Electrical Engineering with at least five years appropriate experience. Experience in mechanical maintenance of infrastructure. Quality control regarding fabrication methods and corrosion protection procedures as well as supervision of site installations. Knowledge of the Occupational Health and Safety Act. Computer Literacy. Valid driver's license
<u>DUTIES</u>	:	Manage the mechanical maintenance sub-division. Compile and implement maintenance and refurbishment plans. Ensure adherence to relevant standards. Monitor OHS compliance. Manage the sub-division budget. Administrative, financial and personnel related functions.
<u>ENQUIRIES</u>	:	Mr. P Barry, Tel: 041-5864884
<u>APPLICATIONS</u>	:	Director: Southern Operations, Department of Water Affairs and Forestry, Private Bag X6041, Port Elizabeth, 6001.
<u>FOR ATTENTION</u>	:	Ms. P Erasmus
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/116</u>	:	<u>PRINCIPAL HYDROLOGIST: SURFACE AND WETLAND RESERVE REQUIREMENTS (RDM) (2 POSTS)</u>
<u>SALARY</u>	:	R 174 243 per annum
<u>CENTRE</u>	:	Port Elizabeth and East London
<u>REQUIREMENTS</u>	:	An appropriate 4-year degree or equivalent and appropriate Experience in wetland management field. The candidate must have a good knowledge of the water related policies, relevant environmental management legislation and processes related to Resource Directed Measures. Candidates with hydrology, geology, and related geosciences qualifications will have an advantage. Advanced skills in respect of analytical thinking, research, computer application and project management. Drivers License is a requirement Ability to work independently in an effective and efficient manner. Willingness to work long hours and extensive long distance traveling. Recommendations: bility to draft reports. Experience in River Health Programme And application of indices used. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but not a pre-requisite. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage
<u>DUTIES</u>	:	Specific duties pertaining to this position will be amongst others, assisting management on matters that deals with development of Reserve methodologies, conducting low confident Reserves, integrate Reserve determinations with other DWAF line functions, organizing field trips and assist with the preparation of the required supportive technical information. Assist as study manager with the higher confident Reserves and liaise with the Head Office in terms of license applications and provide general technical and scientific support. The post requires substantial traveling that could result in being out of the office for sometime. The candidate will participate in mentor programs for experiential learners and interns
<u>ENQUIRIES</u>	:	Ms PL Gasal-Lubelwana (043) 7010352
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>APPLICATIONS</u>	:	Post application to: Chief Director: Eastern Cape, Department of Water affairs and forestry, Private Bag x 7485, King William's Town, 5600
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/117</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICERS: INDUSTRIES (2 POSTS)</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year tertiary qualification in a scientific field such as Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate experience in water quality management or a related field (can include post graduate research). Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring. Knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at

		catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge and understanding of water quality management in the department's regional and national offices. Knowledge of water use compliance monitoring and enforcement. Practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications will be an advantage. Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills. Sound interpersonal; conflict resolution and leadership skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources management initiated by the Department;
<u>ENQUIRIES</u>	:	Ms M Mofokeng Tel: (012) 336-7558
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/118</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICERS: LOCAL GOVERNMENT (2 POSTS)</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year tertiary qualification in a scientific field such as Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate experience in water quality management or a related field (can include post graduate research). Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring. Knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge and understanding of water quality management in the department's regional and national offices. Knowledge of water use compliance monitoring and enforcement. Practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications will be an advantage. Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills. Sound interpersonal; conflict resolution and leadership skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources management initiated by the Department;
<u>ENQUIRIES</u>	:	Ms K De Villiers Tel: (012) 336-7547

<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/119</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICERS: MINES</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year tertiary qualification in a scientific field such as Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate experience in water quality management or a related field (can include post graduate research). Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring. Knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge and understanding of water quality management in the department's regional and national offices. Knowledge of water use compliance monitoring and enforcement. Practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications will be an advantage. Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills. Sound interpersonal; conflict resolution and leadership skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources management initiated by the Department;
<u>ENQUIRIES</u>	:	Ms R Munnik Tel: (012) 336-7617
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/120</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICERS: SOURCE COORDINATION</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year tertiary qualification in a scientific field such as Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate experience in water quality management or a related field (can include post graduate research). Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the National Environmental Management Act (Act 107 of 1998) – NEMA together with the related policies, regulations, Principals, guidelines, tools and procedures, policy development, implementation and monitoring. Knowledge and understanding of the: Principals of Integrated Water Resources Management (IWRM) and their application at catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators. Knowledge and understanding of water quality management in the department's regional and national offices. Knowledge of water use compliance monitoring and enforcement. Practical experience in evaluating water use licence applications

		(WULAs) and waste disposal site permit applications will be an advantage. Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills. Sound interpersonal; conflict resolution and leadership skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources management initiated by the Department;
<u>ENQUIRIES</u>	:	Ms S Naidoo Tel: (012) 336-6707
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/121</u>	:	<u>FOREST ESTATE MANAGERS</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Willowvale and Cofimvaba
<u>REQUIREMENTS</u>	:	An appropriate recognized diploma/degree in Forestry or equivalent qualification, plus appropriate experience in plantation management. A valid code 08 driver's licence. The following will serve as recommendation: experience in the management of plantations; knowledge of forestry standards and guidelines and knowledge of environmental legislation; ability to use own initiative; good team and leadership skills; excellent written and verbal communication skills; computer literacy; and experience in the management of personnel and in financial management.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible inter alia for the following: providing key technical expertise in the region on forest plantations in the context of Sustainable Forest Management; provide and monitor standards and guidelines for plantation forest management and provide assistance in the implementation of existing guidelines and standards; guide audits of and reports on performance of management of all plantations; inform service-level agreements with bodies managing plantation forests; maintain technical expertise in plantation forest management; develop best management practices for plantation forest management; maintain standards for achievement of Sustainable Forest Management, disseminate knowledge on, and monitoring and evaluation of plantation forest management; support other entities and bodies where plantation forest technical knowledge is required; implementation of Principals Criteria Indicators and Standards pertaining to commercial forestry; provide inputs to research committees and other departmental committees on Sustainable Forest Management and research; management DWAF outsourcing programmes and liaising with other directorates within DWAF, the forestry sector in South Africa and other Government departments.
<u>ENQUIRIES</u>	:	Mr. T.N.Ngamile Tel (043) 604 5514/ 082 802 6574
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/122</u>	:	<u>CHIEF FORESTER: REGULATION NATIONAL FORESTS ACT (5POSTS)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mafikeng (1), Nelspruit (2), Bellville (1), Kimberley (1)
<u>REQUIREMENTS</u>	:	An appropriate recognised National diploma in Forestry or an appropriate equivalent qualification plus appropriate experience in the compliance and enforcement field. General management skills, Presentation skills, good verbal and written communication skills in English and preferably the local language of the relevant area, Good knowledge of the National Forests Act (Act 84 of 1998), a valid Code 08 driver's licence, must be computer literate.

<u>DUTIES</u>	:	Key Performance Areas: License administration and inspections relating to forest resource use and protected trees. Compliance monitoring of issued licenses. Liaise and cooperate with other stakeholders in the environmental law enforcement field. Enforce the NF Act and be involved in litigation. Study Environmental Impact Assessments relating to area and give inputs where applicable. Develop and implement awareness campaigns for the NFA. Establish and maintain information databases for the NFA. Compile reports, report on expenditure and general administration of the section. Participate in Strategic & Business Planning Processes
<u>ENQUIRIES</u>	:	Mafikeng, Mr T Phora Tel 082 802 1433 Nelspruit, Mr M Du Toit Tel 082 902 2168 Belville, Ms S Steyn Tel 082 808 2720 Kimberley, Ms J Mans Tel 082 808 2737
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/123</u>	:	<u>CHIEF FORESTER: FOREST ENTERPRISE DEVELOPMENT (2 POSTS)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Northern Cape: Upington (1) Mpumalanga: Nelspruit (1)
<u>REQUIREMENTS</u>	:	The minimum requirement is a Diploma in Forestry or an appropriate equivalent qualification; however preference will be given to applicants with a recognised Bachelor degree in Forestry or an equivalent appropriate qualification in a similar field. Appropriate experience in the development field is a prerequisite. Communication skills, presentation skills, good interpersonal relations and good management skills are needed. The applicant needs a basic knowledge of the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and the Public Finance management Act. A valid code EB driver's license is also required, as well as willingness to travel frequently and extensively.
<u>DUTIES</u>	:	Key Performance Areas: Contribute to social and economic upliftment and poverty alleviation of people in the region by developing and implementing Forest Enterprise Development and greening programmes. Work through appropriate structures within local, provincial and national government to ensure that forestry (FED & greening) is incorporated into the Municipal Integrated Development Plans. Create awareness around forestry and its impact on poverty eradication. Promote large scale afforestation (Mpumalanga) Coordinate Greening initiatives, National Arbor Week Campaigns and Eduplant Workshops. Develop & maintain a database on all community-based FED projects. Report on progress and give advice to communities, Municipalities and schools on forestry issues.
<u>ENQUIRIES</u>	:	Upington, Ms J Mans Tel 082 808 2737 Nelspruit, Mr M Du Toit Tel 082 902 2168
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/124</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT (FINANCIAL SERVICES)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mmabatho: North West Province
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum three-year Commercial Degree in Auditing and Risk Management with extensive relevant audit and risk management experience. Appropriate experience in an Internal Audit environment; A valid driver's licence. Competencies: Computer literacy; sound knowledge of government financial systems; knowledge of SCM policies and procedures; knowledge of delegations, Treasury Policies, PPPFA, PFMA, Dora; Exceptional analytical and decision-making skills; Results orientation with solid process improvement skills; Excellent written and verbal communication skills; interpersonal skills; Strong skills in project management; Client liaison and the ability to identify and address clients' needs. Stay abreast of current business, economic developments and technology standards relevant to the client's business; Display teamwork, integrity and leadership; Problem solving skills. Ability to detect and assess, as well as manage business and other risks within the organization. Ability to implement and monitor corporate governance and ethical standards within the organization.

<u>DUTIES</u>	:	Key Performance Areas: Provide input for the development of the risk based roll out of the 3 year strategic and 1 year operational plan; Identify risks, prepare appropriate control improvement and action plans; Prepare an internal audit program for each financial year; Advise the Regional Chief Director and report to the Regional Audit Committee; Develop and implement a wide range of risk management strategies in order to drive projects, programs, systems and procedures; Provide progress reports and governance management performance reports to Regional Executive Committee Members.
<u>ENQUIRIES</u>	:	Mr J. Manqandela Tel (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Mr J. Manqandela
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/125</u>	:	<u>STATE ACCOUNTANT (5 YEAR CONTRACT) (WORKING FOR WATER)</u>
<u>SALARY</u>	:	R 174 667 per annum (All inclusive package)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A recognised three-year qualification in Accounting /Financial Management or Grade 12 with 5-8 year appropriate experience in financial management Knowledge of the PFMA and Treasury Regulations, Computer Literacy in MS Office, Knowledge of Budgeting processes, Report writing skills, Analytical skills, A valid code 08 drivers licence. Knowledge of BAS and SAP would be an added advantage
<u>DUTIES</u>	:	Key Performance Areas: Assist with the compilation of the regional budget and MTEFF process, Assist with the preparation of the adjustment estimates and virement processes, Prepare monthly cash flow projections, Prepare and manage financial reports. Monitor expenditure with financial plans. Review and audit regional expenditure, Compile responses to audit findings, Supervise team, Liaise with external and internal stakeholders with regard to financial matters
<u>ENQUIRIES</u>	:	Mr G A Leak at (021) 950 7177
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, BELLVILLE 7532
<u>FOR ATTENTION</u>	:	Mr G A Leak
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/126</u>	:	<u>PRINCIPAL HYDROLOGIST: SURFACE AND WETLAND RESERVE REQUIREMENTS (RDM) (2 POSTS)</u>
<u>SALARY</u>	:	R 174 243 per annum
<u>CENTRE</u>	:	Port Elizabeth and East London
<u>REQUIREMENTS</u>	:	An appropriate 4-year degree or equivalent and appropriate Experience in wetland management field. The candidate must have a good knowledge of the water related policies, relevant environmental management legislation and processes related to Resource Directed Measures. Candidates with hydrology, geology, and related geosciences qualifications will have an advantage. Advanced skills in respect of analytical thinking, research, computer application and project management. Drivers License is a requirement Ability to work independently in an effective and efficient manner. Willingness to work long hours and extensive long distance traveling. Recommendations: Ability to draft reports. Experience in River Health Programme And application of indices used. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but not a pre-requisite. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage
<u>DUTIES</u>	:	Specific duties pertaining to this position will be amongst others, assisting management on matters that deals with development of Reserve methodologies, conducting low confident Reserves, integrate Reserve determinations with other DWAF line functions, organizing field trips and assist with the preparation of the required supportive technical information. Assist as study manager with the higher confident Reserves and liaise with the Head Office in terms of license applications and provide general technical and scientific support. The post requires substantial traveling that could result in being out of the office for sometime. The candidate will participate in mentor programs for experiential learners and interns
<u>ENQUIRIES</u>	:	Ms PL Gasa-Lubelwana (043) 7010352
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>APPLICATIONS</u>	:	Post application to: Chief Director: Eastern Cape, Department of Water affairs and forestry, Private Bag x 7485, King William's Town, 5600
<u>CLOSING DATE</u>	:	1 December 2008

<u>POST 47/127</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDERS EMPOWERMENT AND INSTITUTIONAL DEVELOPMENT (CAPACITY BUILDING SUPPORT)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by extensive appropriate experience in the local government or water sector. Sound knowledge of MS office and related programs, viz word, excel and powerpoint. Ability and willingness to travel extensively and work away from the office for extended period. Leadership competence including skills in co-ordination, facilitation, report writing, and networking. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act, and Strategic Framework for Water Services including Institutional and Social Development aspects or Capacity building. A good Understanding of the PFMA and DoRA requirements. Good written and verbal communication skills, Problem-solving, negotiation and interpersonal skills. Must be supportive, motivated, innovative and self-confident. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's license.
<u>DUTIES</u>	:	Support Water Services Authorities (WSAs) and Water Services Institutions (WSI's) on institutional and social development matters. Develop, co-ordinate and align Water Services training and capacity building to WSAs and other WSI's. Facilitate the development of municipal support plans. Co-ordination and facilitation of the development and implementation of Water Services Capacity Business Plans for the WSAs of the province. Provide leadership, guidance and support in the water services delivery mechanisms of the province. Liaise with other Government and private institutions in coordination of the water sector capacity building and training programmes to municipalities. Coordinate Gender and HIV/AIDS Mainstreaming in the water services sector. Facilitate the Civil Society Organisations / Non Governmental Organisations capacity development and enhancement programme. Appoint and manage Professional Services Providers for the unit programmes. Human resources management and skills development in the unit. Financial management in the programme as well as operations. Attend to all relevant meetings. Prepare all relevant reports to the management.
<u>ENQUIRIES</u>	:	Mr. B. Matomela, Tel: (043) 604 5570.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Ms. B. Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/128</u>	:	<u>ASSISTANT DIRECTOR: GENERAL ADMINISTRATION (JE 2939)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	An appropriate diploma or degree plus appropriate experience. The following is expected of the incumbent: Practical experience of the HR system; Working knowledge of Persal; Be conversant with the Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (written and verbal) and organisational skills; Good interpersonal skills; Computer literacy in Ms Word, Ms Excel and Microsoft Outlook. Knowledge of HR policies, Public Service Act, Public Service Regulations. Valid Drivers Licence
<u>DUTIES</u>	:	Management of Human Resource and Administration sections; Rendering of advice to line functionaries of best General administration and Human Resource practices; Provide training to sub-ordinates; Management of the registry and transport for the area office. Ensure compliance with delegations; Compile monthly report for management. Budget Management. Corporate Travel Management of the section
<u>ENQUIRIES</u>	:	Mr A. Starkey Tel 043 604 5413
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag x7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/129</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDERS EMPOWERMENT AND INSTITUTIONAL DEVELOPMENT (CAPACITY BUILDING SUPPORT)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mthatha

<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by extensive appropriate experience in the local government or water sector. Sound knowledge of MS office and related programs, viz word, excel and powerpoint. Ability and willingness to travel extensively and work away from the office for extended period. Leadership competence including skills in co-ordination, facilitation, report writing, and networking. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act, and Strategic Framework for Water Services including Institutional and Social Development aspects or Capacity building. A good Understanding of the PFMA and DoRA requirements. Good written and verbal communication skills, Problem-solving, negotiation and interpersonal skills. Must be supportive, motivated, innovative and self-confident. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's license.
<u>DUTIES</u>	:	Support Water Services Authorities (WSAs) and Water Services Institutions (WSI's) on institutional and social development matters. Develop, co-ordinate and align Water Services training and capacity building to WSAs and other WSI's. Facilitate the development of municipal support plans. Co-ordination and facilitation of the development and implementation of Water Services Capacity Business Plans for the WSAs of the province. Provide leadership, guidance and support in the water services delivery mechanisms of the province. Liaise with other Government and private institutions in coordination of the water sector capacity building and training programmes to municipalities. Coordinate Gender and HIV/AIDS Mainstreaming in the water services sector. Facilitate the Civil Society Organisations / Non Governmental Organisations capacity development and enhancement programme. Appoint and manage Professional Services Providers for the unit programmes. Human resources management and skills development in the unit. Financial management in the programme as well as operations. Attend to all relevant meetings. Prepare all relevant reports to the management.
<u>ENQUIRIES</u>	:	Mr. B. Matomela, Tel: (043) 604 5570.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Ms. B. Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/130</u>	:	<u>ASSISTANT DIRECTOR: GENERAL ADMINISTRATION (JE 2939)</u>
<u>SALARY</u>	:	R 174 243 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	An appropriate diploma or degree plus appropriate experience. The following is expected of the incumbent: Practical experience of the HR system; Working knowledge of Persal; Be conversant with the Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (written and verbal) and organisational skills; Good interpersonal skills; Computer literacy in Ms Word, Ms Excel and Microsoft Outlook. Knowledge of HR policies, Public Service Act, Public Service Regulations. Valid Drivers Licence
<u>DUTIES</u>	:	Management of Human Resource and Administration sections; Rendering of advice to line functionaries of best General administration and Human Resource practices; Provide training to sub-ordinates; Management of the registry and transport for the area office. Ensure compliance with delegations; Compile monthly report for management. Budget Management. Corporate Travel Management of the section
<u>ENQUIRIES</u>	:	Mr A. Starkey Tel 043 604 5413
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag x7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/131</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION</u>
<u>SALARY</u>	:	R174 243 per annum per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's degree in Public Administration or equivalent 3 year qualification. At least 3 years experience in management or supervisory level. Relevant experience in fleet, corporate travel, registry and facilities management services. Valid EB drivers licence. Computer literacy (all programs) Recommendations: A successful completion of the National Archive Records management course for Government officials and or Transport

Management will serve as advantage. Thorough knowledge of related legislation and public service records system. Exceptional communication skills and above average leadership capabilities are regarded as essential. Effective liaison with division heads and senior management will be crucial to the appointee's success strong managerial skills on planning, organising and controlling of registers, fleet, corporate travel, and facility management.

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

ENQUIRIES : Ms. K Ntshingane (021 950 7123)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Western Cape Regional Office, Private Bag X16, Sanlamhof, 7532.

FOR ATTENTION : Mr B Saki

CLOSING DATE : 28 November 2008

POST 47/132 : **SENIOR ACCOUNTING CLERK**
(5 Year Contract)

SALARY : R146 548 per annum (All inclusive salary package)

CENTRE : George

REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with 3-5 year of financial work experience. Proficient computer literacy in Windows and Microsoft Office. Knowledge of BAS and SAP would be an added advantage

DUTIES : Key Performance Areas: Verify the Implementing Agents claims for financial and administrative correctness in line with approved budgets and orders prior to payment. Verify expenditure reports and assist with journals to rectify misallocations. Ensure that the Implementing Agents have the latest forms and tariffs for claims. Co-ordinate Entity Maintenance for all service providers within the programme. Facilitate and check all subsistence and travel claims. Tracking of all orders and payments. Completion of all creditor payment forms and filing. Update handheld cash-flows and Implementing Agent Summaries. Assist State Accountant with expenditure control.

ENQUIRIES : Ms MM Smit at (044) 802 2709

APPLICATIONS : The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X6553, GEORGE 6530

FOR ATTENTION : Ms MM Smit

CLOSING DATE : 28 November 2008

POST 47/133 : **SENIOR STATE ACCOUNTANT**

SALARY : R 145 920 per annum

CENTRE : Mthatha

REQUIREMENTS : An appropriate Bachelors degree majored with Accounting/ Diploma in Accounting and at least three years experience in financial management • Exposure to BAS/Logis would be an added advantage • Knowledge of PFMA, Treasury Regulations, DORA, Public Service Act and GAAP. • A valid driver's license • Computer Literacy is essential • Communication Skills (verbal and written) • Supervisory and Training skills • Good verbal and written communications skills is essential • Prepared to work under pressure

DUTIES : Reporting to Assistant Director Financial Management • Assist with compilation of budgets • Manager and analysis of financial reports • Confirm availability of funds for all payments • Authorise payments on BAS, Logis and Persal • Monitor over and under expenditure • Compile responses to Audit Queries • Clearing of all Suspense accounts monthly • Journalising all misallocated expenditure • Controlling Payroll Management • Ensure the management and development of staff • Manager financial and other resources within the section • Compiling monthly financial reports to management

ENQUIRIES : Mr. Cyril Samuels at 043 – 6045400

APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag x 7485, King Williams Town . 5600

FOR ATTENTION : Ms B Slabbert

CLOSING DATE : 1 December 2008

POST 47/134 : **SENIOR DEVELOPMENT EXPERT (SANITATION)**

SALARY : R145 920 per annum

CENTRE : King William's Town

REQUIREMENTS : An appropriate tertiary qualification in Social Science or equivalent. Experience in both social science or equivalent and rural community Water Services; Development schemes. Knowledge and understanding of the Water Services Act, Municipal Systems-and- Structures Acts and the National Water Act. Good understanding of the Water Services sector, WSDP and IDP development processes. Background knowledge of guidelines, protocols, standards and norms in the water services; Understand sufficient project management basic principles to assess projects. Able to analyse technical situations and write reports. Be sufficiently computer literate. Good written and verbal communication skills. A team worker and ambitious for personal growth into diverse career path possibilities. A valid driver's licence and willing to travel extensively.

DUTIES : Rendering of support to WSA project managers and community development officers and the institutional and development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Ensure that Health and Hygiene is done during the implementation of water sector programmes. Ensure that HIV/AIDS is streamlined in water sector programmes. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation; Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof.

ENQUIRIES : Ms A. Machimana Tel: (043) 604 5536.

APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600

FOR ATTENTION : MS B Slabbert.

CLOSING DATE : 1 December 2008

POST 47/135 : **CHIEF INDUSTRIAL TECHNICIAN (SANITATION)**

SALARY : R145 920 per annum

CENTRE : King William's Town

REQUIREMENTS : An appropriate qualification in Civil Engineering or equivalent qualification coupled with experience in the water sector. Experience in Water Services Sector and an ability to work with other disciplines and role players. A thorough knowledge of the National Water Act, Water Services Act and Strategic framework for Water Services. Strong analytical, facilitation skills and the ability to liaise with key stakeholders in the Water Sector is essential. Good background on project management. good written and verbal communications skills. Must be Computer literate. Must be a team player while able to take initiative. A valid Code 08 driver's license and willing to travel extensively.

DUTIES : Rendering of support to WSA project managers and community development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Ensure that quality assurance is done during the implementation of water services projects, implemented under the municipal infrastructure grant. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof. In addition perform duties linked to office administration and supervision of junior staff.

ENQUIRIES : Ms A. Machimana, Tel: (043) 604 5536.

<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/136</u>	:	<u>LABOUR RELATIONS OFFICER</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	LLB or B. Admin degree or appropriate National Diploma with labour law as a subject, plus appropriate experience in Labour Relations. Knowledge of the relevant legislation (i.e. Labour Relations Act, Basic Conditions of Employment Act, Public Service Act). Relevant experience in a unionized environment. Valid code B/EB driving license will be an advantage. Willingness to travel extensively.
<u>DUTIES</u>	:	Advice management on sound labour relations issues. Promote sound Labour practices and maintain discipline within the Region. Facilitates the dissemination of information in respect of labour relations. Implementation and compliance with relevant policies and legislation. Handle misconduct cases, grievances and disciplinary matters. Guide and train line functionaries in labour relations. Maintain database and generate reports. Prepares and handles cases referred to Commission for Conciliation and Mediation and Arbitration (CCMA). Take responsibility for effective service delivery to the Department as well as the public.
<u>ENQUIRIES</u>	:	Ms. Ntwanambi, Tel – (043) 6045475
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town, 5600.
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/137</u>	:	<u>SENIOR FORESTER: STATE NURSERY</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	The minimum requirement is a Diploma in Forestry or an equivalent appropriate qualification and with experience in nursery management. The applicant needs a sound understanding of current forestry legislation, as well as the CARA Regulations and tree species suitable for arid conditions. The following skills are required: Tree production, seed collection and cleaning, seed preparation, sowing, financial management skills, personnel management skills, problem solving skills, computer literacy, excellent verbal and written communication, good interpersonal relations, managerial and leadership skills, as well as a valid Code EB driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Effective management of the Upington Nursery to achieve the production target. Manage personnel, compile budget and manage expenditure. Produce indigenous trees that are difficult to grow, comply with CARA Regulations. Provide leadership in all aspects of nursery management, including seed collection & cleaning, seed storage & preparation, maintenance of the irrigation system, procurement of goods and services. Implement programs for weeding, insect- and pest control, fertilizing, in the nursery etc. Sell trees and assist the public with information on indigenous trees and the Trees of the Year. Ensure that sufficient seedlings are available for special programs such as the Million Trees programme and National Arbor Week. Keep records of all sales. Participate in the Tariffs meetings. Conduct quarterly performance assessments and develop capacity to achieve effective & efficient service delivery. Report on progress.
<u>ENQUIRIES</u>	:	Ms J Mans Tel 082 808 2737
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/138</u>	:	<u>GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN FOR COMMERCIAL FORESTRY (2 POSTS)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor degree in Forestry or Natural Science plus appropriate experience in the planning and mapping of plantations to promote sustainable forest management. Extensive experience in ArcView / ArcGIS and spatial analyses. Working knowledge and experience of MS Office software.

		Good communication and report writing skills. Knowledge of project management is recommended.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent of the post will be responsible for mapping the commercial plantations that are managed by the Forestry Branch of the Department of Water Affairs and Forestry. Monitor and update spatial information for the above mentioned commercial plantations. Assist in compiling management schedules to support decision making by plantation managers. Provide technical guidance and support on GIS operational staff in the regions. Be involved in the daily administration of the Directorate and in addressing enquiries from the public and from within the Department.
<u>ENQUIRIES</u>	:	Mr T Ngamile Tel 082 502 6574
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/139</u>	:	<u>SENIOR ADMINISTRATION OFFICER</u> (Directorate: Resource Protection and Waste)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or an equivalent qualification. Tertiary qualification will be an added advantage. Appropriate experience in a similar environment. Experience in the government and water sectors. Extensive knowledge of Public Service budget system. Knowledge and understanding of BAS. Knowledge of Supply Chain Management systems. Good interpersonal skills. Computer literacy. Good planning and organization skills. Good verbal and written communication skills. Administrative abilities. Ability to work long hours and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Run a sound budget control system according to financial regulations. Facilitate and ensure completion of authorisation payments. Involve and give inputs when drafting the business plan of directorate. Assist in compiling MTEF for the directorate. Completion of the monthly projections (cash flow). Compile EWS on a monthly basis. Address aspects relating to Admin personnel management and development. Develop Admin work plans and conducting quarterly performance appraisals. Monitor and supervise admin staff. Ensure a sound. Performing all HR related duties for the Directorate. Maintain monthly expenditure system for projects. Work on BAS
<u>ENQUIRIES</u>	:	Ms J Mathibele Tel: (012) 336-7551
<u>APPLICATIONS</u>	:	All the above posts must be applications must be sent to The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko.
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/140</u>	:	<u>SENIOR STATE ACCOUNTANT: COMPLIANCE AND OVERSIGHT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A recognised three-year tertiary qualification in internal Auditing, Financial Accounting or qualification 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 skills. Analytical skills. The 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 analyse risks during the execution of the audit. Problem solving skills
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate audit queries from time to time. Ensure the Western Cape complies with the PFMA and Treasury Regulations. From time to time assist Management with investigations into fraud, corruption and theft in the Western Cape Region. Perform risk assessment workshops on a six monthly basis for the different business units. Perform audit follow-up's Promote a culture of Professionalism
<u>ENQUIRIES</u>	:	Mr G A Leak at (012) 950 7177
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, BELLVILLE 7532
<u>FOR ATTENTION</u>	:	Mr G A Leak
<u>CLOSING DATE</u>	:	28 November 2008

<u>POST 47/141</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year Bachelor's degree or Diploma with Accounting as a major subject with practical and appropriate experience in Financial Management. Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy. Diversity management. Strong Leadership skills. Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Ensure timeous processing and approval of payments of exit benefits to exit employees on retirement, resignations, VSP, death, abscondments and transfers. Clearing and monitoring of salary related accounts i.e. salary reversal control account, etc. Reconciliation of compensation of employee's expenditure between BAS and Persal systems. Act as the Salary controller of the Department. Supervision and training of sub-ordinates within the Resignation section. Handling of enquiries for Regional and Cluster offices. Prepare various financial statements and reports for management and submission to the Auditor-General.
<u>ENQUIRIES</u>	:	Ms TM Mnisi Tel (012) 336 6725
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/142</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Mmabatho: North West Province
<u>REQUIREMENTS</u>	:	A 3 year National Diploma in the financial field and relevant experience; knowledge and understanding of financial systems, BAS, and Persal; knowledge of the PFMA and Treasury Regulations; Knowledge of the SCM policies; Knowledge of Auditing and Reporting; Computer literacy; Good communication and inter-personal skills; Recommendation: knowledge of SAP will serve as an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Disbursement of donor and management funds. Monthly reporting on actual spending against budgets. Checking and capturing of payments on the system. Checking of Journals. Ensure the correct allocation of funds on the system. Process and capture payments of subsidies and transfers on the system i.e. DORA funds. Liaise with creditors regarding payments. Update Programme Managers on the status of their budgets. Receive and audit reports from Municipalities on Dora Funding
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at 018 - 387 9500.
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private X5, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/143</u>	:	<u>SENIOR STATE ACCOUNTANT (BUDGET)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Hartebeespoort: North West Province
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year National Diploma in Management Accounting with appropriate relevant experience. Competencies: Valid driver's licence; Knowledge of all relevant legislation and policies applicable to the work. Good knowledge of SCM policies and procedures; Knowledge of government financial and budgeting systems, as well as BAS, SAP and Persal; Knowledge of PFMA and Treasury regulations; Knowledge of Delegations, Treasury Financial Policies and PPPFA; Skills: managerial skills; leadership skills; interpersonal skills; report writing and analytical skills; problem solving; facilitation, training and presentation skills; good organisational skills; computer literate; Good written and verbal communication skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsive; Self motivated / disciplined and co-operative; Team player; Strong organizer; Resolve conflict;
<u>DUTIES</u>	:	Key Performance Areas: To assist with compiling the regional budget ; To assist with the monitoring of budget spending on a monthly basis; To implement cost accounting processes; To prepare monthly reports for management reporting; Management of Personnel; To ensure compliance with the PFMA and Treasury

		rules and regulations; To assist management with the preparation of the MTEF; ensure that all expenditure are subject to proper approval and timeously identify potential savings and over-expenditure.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/144</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER</u> (Directorate: Supply Chain Management: Asset Management and Disposals)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	North West Province: Mmabatho
<u>REQUIREMENTS</u>	:	B.Comm. Degree or 3 year National Diploma in Business Admin. / SCM with appropriate relevant experience. Knowledge of Supply Chain Management policies and procedures; Knowledge of Treasury Regulation, PPPFA and Public Finance Management Act (PFMA). Knowledge of government systems such as Bas, SAP Skills and Competencies: Computer literacy. Good communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and be self motivated.
<u>DUTIES</u>	:	Key Performance Areas: Ensure that copies of all relevant purchasing the asset to the Requester who signs for receipt documents are received with all assets acquired; Accurately identify and Bar-codes the asset in agreement with the purchase documents; Delivers; Accurately record the asset, bar-code details and User Location in the asset register; Ensure that the assets registers and inventories are updated monthly, and agreed to general ledger accounts; Ensure that reporting is done on a monthly basis; Ensure that the assets are adequately maintained according to the rules and regulations; Regularly examine assets for obsolete and damaged items, identify them, ensure that they are entered in the Assets Disposal Register; Chair the Assets Disposal Committee and ensures that the decisions are carried out in terms of the properly constituted minutes of it's meetings; viz., ensure that the assets are properly disposed off and this is recorded in the assets register and the general ledger.; Ensure that reporting is done on a monthly basis; Management of personnel
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs and Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/145</u>	:	<u>LABOUR RELATIONS OFFICER</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	LLB or B. Admin degree or appropriate National Diploma with labour law as a subject, plus appropriate experience in Labour Relations. Knowledge of the relevant legislation (i.e. Labour Relations Act, Basic Conditions of Employment Act, Public Service Act). Relevant experience in a unionized environment. Valid code B/EB driving license will be an advantage. Willingness to travel extensively.
<u>DUTIES</u>	:	Advice management on sound labour relations issues. Promote sound Labour practices and maintain discipline within the Region. Facilitates the dissemination of information in respect of labour relations. Implementation and compliance with relevant policies and legislation. Handle misconduct cases, grievances and disciplinary matters. Guide and train line functionaries in labour relations. Maintain database and generate reports. Prepares and handles cases referred to Commission for Conciliation and Mediation and Arbitration (CCMA). Take responsibility for effective service delivery to the Department as well as the public.
<u>ENQUIRIES</u>	:	Ms. Ntwanambi, Tel – (043) 6045475
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town, 5600.
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/146</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R 145 920 per annum
<u>CENTRE</u>	:	Mthatha

<u>REQUIREMENTS</u>	:	An appropriate Bachelors degree majored with Accounting/ Diploma in Accounting and at least three years experience in financial management • Exposure to BAS/Logis would be an added advantage • Knowledge of PFMA, Treasury Regulations, DORA, Public Service Act and GAAP. • A valid driver's license • Computer Literacy is essential • Communication Skills (verbal and written) • Supervisory and Training skills • Good verbal and written communications skills is essential • Prepared to work under pressure
<u>DUTIES</u>	:	Reporting to Assistant Director Financial Management • Assist with compilation of budgets • Manager and analysis of financial reports • Confirm availability of funds for all payments • Authorise payments on BAS, Logis and Persal • Monitor over and under expenditure • Compile responses to Audit Queries • Clearing of all Suspense accounts monthly • Journalising all misallocated expenditure • Controlling Payroll Management • Ensure the management and development of staff • Manager financial and other resources within the section • Compiling monthly financial reports to management
<u>ENQUIRIES</u>	:	Mr. Cyril Samuels at 043 – 6045400
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag x 7485, King Williams Town . 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/147</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Directorate: Policy Coordination and Stakeholder management in the office of the Director General
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate recognised three year tertiary qualification or Senior Certificate plus appropriate experience. Strong background in administration is recommended. Possession of a code 08 driver's licence will be considered as an advantage. Knowledge and familiarity with the Government Prescripts. Candidates must have the ability to lead, work in both a team and independently. The candidate must be willing to work long hours, travel and work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: Receipt of FOSAD, Cabinet and Stakeholder Correspondence. Ensure that Cabinet, FOSAD and Parliamentary matters are distributed accordingly to the Branches. Responsible for liaising with the Cabinet and FOSAD Secretariat. Responsible for all the administrative duties of the Directorate including Procurement processes.
<u>ENQUIRIES</u>	:	Ms N.Mtyingizane-Mhaga Tel (012) 336 7778
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms CM Mazibuko, Zwamadaka Building
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/148</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Directorate: Policy Coordination and Stakeholder management in the office of the Director General
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate recognised three year tertiary qualification or Senior Certificate plus appropriate experience. Strong background in administration is recommended. Possession of a code 08 driver's licence will be considered as an advantage. Knowledge and familiarity with the Government Prescripts. Candidates must have the ability to lead, work in both a team and independently. The candidate must be willing to work long hours, travel and work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: Receipt of FOSAD, Cabinet and Stakeholder Correspondence. Ensure that Cabinet, FOSAD and Parliamentary matters are distributed accordingly to the Branches. Responsible for liaising with the Cabinet and FOSAD Secretariat. Responsible for all the administrative duties of the Directorate including Procurement processes.
<u>ENQUIRIES</u>	:	Ms N.Mtyingizane-Mhaga Tel (012) 336 7778
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms CM Mazibuko, Zwamadaka Building
<u>CLOSING DATE</u>	:	28 November 2008

<u>POST 47/149</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (SANITATION)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate qualification in Civil Engineering or equivalent qualification coupled with experience in the water sector. Experience in Water Services Sector and an ability to work with other disciplines and role players. A thorough knowledge of the National Water Act, Water Services Act and Strategic framework for Water Services. Strong analytical, facilitation skills and the ability to liaise with key stakeholders in the Water Sector is essential. Good background on project management. good written and verbal communications skills. Must be Computer literate. Must be a team player while able to take initiative. A valid Code 08 driver's license and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of support to WSA project managers and community development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Ensure that quality assurance is done during the implementation of water services projects, implemented under the municipal infrastructure grant. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof. In addition perform duties linked to office administration and supervision of junior staff.
<u>ENQUIRIES</u>	:	Ms A Machimana, Tel: (043) 604 5536.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600,
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/150</u>	:	<u>SENIOR DEVELOPMENT EXPERT (SANITATION)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Social Science or equivalent. Experience in both social science or equivalent and rural community Water Services; Development schemes. Knowledge and understanding of the Water Services Act, Municipal Systems-and- Structures Acts and the National Water Act. Good understanding of the Water Services sector, WSDP and IDP development processes. Background knowledge of guidelines, protocols, standards and norms in the water services; Understand sufficient project management basic principles to assess projects. Able to analyse technical situations and write reports. Be sufficiently computer literate. Good written and verbal communication skills. A team worker and ambitious for personal growth into diverse career path possibilities. A valid driver's licence and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of support to WSA project managers and community development officers and the institutional and development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Ensure that Health and Hygiene is done during the implementation of water sector programmes Ensure that HIV/AIDS is streamlined in water sector programmes. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation; Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof.
<u>ENQUIRIES</u>	:	Ms A. Machimana Tel: (043) 604 5536.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600

<u>FOR ATTENTION</u>	:	MS B Slabbert.
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/151</u>	:	<u>FORESTER: FOREST ENTERPRISE DEVELOPMENT (2 POSTS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Upington (1), Nelspruit (1)
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised National diploma in Forestry or an appropriate equivalent qualification in a similar field as well as experience in forestry extension and community development work,. The following skills are required: Good verbal and written communication, Presentation skills, general management skills, a sound knowledge of the National Forests Act (Act 84 of 1998), knowledge of the Public Finance management Act, computer literacy, A valid code EB driver's license is also required, as well as willingness to travel frequently and extensively.
<u>DUTIES</u>	:	Key Performance Areas: To improve the livelihoods of people in the Regions by implementing greening initiatives and/or new afforestation programmes. Develop and maintain contacts / networks with other stakeholders involved in greening and afforestation, ensure that IDPs include greening and/or afforestation in order to promote Forest Enterprise Development, collect information on all greening projects and update and monitor project database, identify and respond to new project opportunities, implement action plan to contribute to the achievement of the Million Trees program. Assist with implementation of the 20/20 schools program and special programs such as Arbor Week and Eduplant. Create awareness about the importance of greening. Ensure forestry resources and services are effective, well managed, coordinated and aligned with the Strategic/ Annual Business Planning processes and Forestry Policies. Report on progress.
<u>ENQUIRIES</u>	:	Upington, Ms J Mans Tel 082 808 2737 Nelspruit, Mr M Du Toit Tel 082 902 2168
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/152</u>	:	<u>SENIOR SECRETARY (CHIEF DIRECTORATE: INFRASTRUCTURE OPERATIONS: NWRIB)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 / Secretarial Diploma or equivalent qualification. A proven relevant secretarial experience. Ability to perform under pressure and adhere to strict time frames. Sound typing skills. Good communication skills (Verbal and Written). Ability to maintain sound interpersonal relations. Computer literacy. Good administrative and organisational skills.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the execution of duties in relation to the administration of the Chief Director: Infrastructure Operations. The duties of this position include rendering general secretarial and support services to the Chief Director. Co-ordination of office activities. Managing the Chief Director's diary. Providing reception services including call screening, receiving messages and attending to them and prioritising them. Responsibilities for incoming and outgoing correspondence. Arranging venues and refreshments for the meetings. Making travel and accommodation arrangements. Typing documents and maintaining an effective filing system in the office of the Chief Director and general office administration.
<u>ENQUIRIES</u>	:	Ms B. D Msibi, tel (012) 336 8020
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/153</u>	:	<u>SENIOR SECRETARY: REGIONS</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate/Secretarial Diploma pr equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet coupled with sound typing skills. Knowledge of network applications and governmental

		transversal systems (will serve as an added advantage). Willingness to work after hours when required.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for all Deputy Director General: Regions' office administration. Diary management and coordination of office activities. Management of all incoming and outgoing correspondence. Coordination of and preparation for meetings, workshops and other appointments of the Deputy Director General: Regions. Answering and screening of all telephone calls. Taking minutes at meetings chaired by the Director. Provide administrative and secretarial support to the Deputy Director General: Regions. Ensure Quality Assurance in terms of information and document management systems. Together with support staff, manage office supplies. Responsible for travel arrangements. Processing of all subsistence and travelling claims. Hospitable reception of visitors to the Deputy Director General: Regions. Assistance with any other logistical and administrative tasks.
<u>ENQUIRIES</u>	:	Ms. Portia Makhanya, Tel: (012) 336 7585
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/154</u>	:	<u>STATE ACCOUNTANT (BUDGET)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Mmabatho North West Province
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year National Diploma in Management Accounting with relevant financial experience. Competencies: Valid driver's licence; Knowledge of all relevant legislation and policies applicable to the work. Knowledge of government financial and budgeting systems, as Well as BAS, SAP and Persal; Knowledge of PFMA and Treasury regulations; Knowledge of Delegations, Treasury Financial Policies and PPPFA; Skills: Good interpersonal skills; report writing and analytical skills; problem solving; facilitation, training and presentation skills; good organisational skills; computer literate; Good written and verbal communication skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsive
<u>DUTIES</u>	:	Key Performance Areas: To assist with compiling the regional budget; To assist with the monitoring of budget spending on a monthly basis; To implement cost accounting processes; To assist with the preparation of monthly reports for management reporting; To ensure compliance with the PFMA and Treasury rules and regulations; To assist management with the preparation of the MTEF.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/155</u>	:	<u>STATE ACCOUNTANT: ACCOUNTS PAYABLE (2 POSTS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Hartebeespoort: North West Province
<u>REQUIREMENTS</u>	:	A 3-year National Diploma in Accounting or Business Administration and appropriate experience in a similar financial environment. Competencies: Extensive knowledge of all relevant legislation and policies, Ability to work independently; Computer literate; Knowledge of SCM policies and procedures; knowledge of government financial systems; e.g., Bas, SAP, Persal; Knowledge of PFMA, Delegations, Treasury Policies and PPPFA. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication, managerial and interpersonal skills. Personal attributes: Ability to work under pressure; Analytical and logical thinker; Must be a team player; Strong sense of duty.
<u>DUTIES</u>	:	Key Performance Areas: Monthly financial accounts accurately and completely executed in terms of financial rules and regulations; authorisation of payments, All suspense accounts cleared on a monthly basis; Assist staff with training and development; Petty cash system accurately recorded in the general ledger and balanced monthly; Assist with all audit queries; Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008

<u>POST 47/156</u>	:	<u>SENIOR SECRETARY (WATER REGULATION & USE)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	King William's Town/East London
<u>REQUIREMENTS</u>	:	Post school secretarial diploma. 5 years appropriate experience. Language skills and the ability to communicate well with people from different levels and from different backgrounds. Good telephone etiquette. Intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilised in the department. Intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilised in the department. Ability to act with tact and discretion autonomously. Ability to act with tact and discretion autonomously. Good people skills.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Director: Water Regulation & Use. Manages the diary of the Director and exercises discretion in taking decisions on the schedule of the Director. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good working order. Provides an advanced clerical support service to the Director and/or component. Arranges meetings, workshops and events for the manager and other staff of the Unit. Administers matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc for the activities of the Director and the unit. Collects and/or co-ordinate information for the manager as required. Peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting. Distribute documents like salary advices and IRP5 in the work environment. Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Mr AB Lucas (043) 701 0376
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/157</u>	:	<u>STATE ACCOUNTANT: PAYROLL</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Mmabatho: North West Province
<u>REQUIREMENTS</u>	:	A 3-year National Diploma in Accounting or Business Administration and appropriate experience in a similar financial environment. Competencies: Extensive knowledge of all relevant legislation and policies, Ability to work independently; Computer literate; Knowledge of SCM policies and procedures; Knowledge of government financial systems; e.g., BAS, SAP, Persal; Knowledge of PFMA, Delegations, Treasury Policies, Dora and PPPFA. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication, managerial and interpersonal skills. Personal attributes: Ability to work under pressure; Analytical and logical thinker; Must be a team player; Strong sense of duty.
<u>DUTIES</u>	:	Key Performance Areas: Ensure that advances are recovered timeously; Maintain appropriate filing systems; Ensure compliance to departmental remuneration policies; Capturing of garnishes orders; Ensure the correctness of monthly payrolls; Ensure payments for leave gratuity overtime bonuses and subsidies are correctly calculated on a monthly basis; Capture the periodic payments for contractors; Update any changes of the staff such as banking details; IRP's reconciliation; Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/158</u>	:	<u>CHIEF ACCOUNTING CLERK: ACCOUNTS PAYABLE</u> (Management Accounting Financial Services)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	North West Province: Hartebeespoort

<u>REQUIREMENTS</u>	:	Matric (with accounting) and extensive financial experience. Computer literacy. Experience in BAS, SAP and Persal. Knowledge of the PFMA, Treasury Regulation and financial policies.
<u>DUTIES</u>	:	Key Performance Areas: To assist with the monitoring of spending budget on a monthly basis; Ensure that all the relevant issuing for corporate governance for the region are achieved; Investigate all blocked and RTS accounts; Determine overdue accounts for applications on interest charges.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/159</u>	:	<u>STATE ACCOUNTANT: GENERAL LEDGER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Mmabatho – North West Province
<u>REQUIREMENTS</u>	:	A 3-year National Diploma in Accounting or Business Administration and appropriate experience in a similar financial environment. Competencies: Extensive knowledge of all relevant legislation and policies, Ability to work independently; computer literate; knowledge of SCM policies and procedures; knowledge of government financial systems; e.g., Bas, SAP, Persal; Knowledge of PFMA, Delegations, Treasury Policies and PPPFA. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication, managerial and interpersonal skills. Personal attributes: Ability to work under pressure; Analytical and logical thinker; Must be a team player; Strong sense of duty.
<u>DUTIES</u>	:	Key Performance Areas: Monthly financial accounts accurately and completely executed in terms of financial rules and regulations; authorisation of payments, All suspense accounts cleared on a monthly basis; Assist staff with training and development; Petty cash system accurately recorded in the general ledger and balanced monthly; all suspense accounts cleared on a monthly basis; all general ledger accounts to be reconciled at the end of the month; Assist with all audit queries; Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/160</u>	:	<u>SENIOR SECRETARY (WATER REGULATION & USE)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	King William's Town/East London
<u>REQUIREMENTS</u>	:	Post school secretarial diploma. 5 years appropriate experience. Language skills and the ability to communicate well with people from different levels and from different backgrounds. Good telephone etiquette. Intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilised in the department. Intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilised in the department. Ability to act with tact and discretion autonomously. Ability to act with tact and discretion autonomously. Good people skills.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Director: Water Regulation & Use. Manages the diary of the Director and exercises discretion in taking decisions on the schedule of the Director. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good working order. Provides an advanced clerical support service to the Director and/or component. Arranges meetings, workshops and events for the manager and other staff of the Unit. Administers matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc for the activities of the Director and the unit. Collects and/or coordinate information for the manager as required. Peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting. Distribute documents like salary advices and IRP5 in the work environment. Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Mr AB Lucas (043) 701 0376

<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>CLOSING DATE</u>	:	1 December 2008
<u>POST 47/161</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	The minimum requirement is a Grade 12 Certificate. A tertiary qualification and appropriate experience in Administration would be an added advantage. The following skills are required: Good verbal and written communication, ability to work independently and pro-actively, computer literate (MS Word, Excel & Outlook). Conversant in English, Afrikaans & Tswana will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: General office administration, type forestry documents, take minutes at meetings, procurement of stationery and other consumable goods, courier services (fetching of parcels and follow-up on delivery), keep supplier database, keep copies of all invoices, receive, send & record circulars, mail and faxes, screening of telephone calls or take messages and forward to the relevant person, assist with public enquiries e.g. applicants for trees, NFA licenses, etc. Implement and maintain the forestry filing system, ensure correct allocation of file / reference numbers. Provide administrative support to forestry staff in the region, co-ordinate travel and accommodation arrangements, S & T claims, trip authorisations, capturing of leave. Assist with capturing of data on FORLATS, FPARMS and NVIS. Keep accurate records of all forestry projects.
<u>ENQUIRIES</u>	:	Ms J. Mans Tel 082 808 2737
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms J Mans
<u>CLOSING DATE</u>	:	5 December 2008
<u>POST 47/162</u>	:	<u>SENIOR ACCOUNTING CLERK (BUDGET)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Hartebeespoort North West Province-
<u>REQUIREMENTS</u>	:	Matric with appropriate financial experience. Competencies: Valid driver's licence; Knowledge of all relevant legislation and policies applicable to the work. Knowledge of government financial and budgeting systems, as Well as BAS, SAP and Persal; Knowledge of PFMA and Treasury regulations; Knowledge of Delegations, Treasury Financial Policies and PPPFA; Skills: Good interpersonal skills; analytical skills; problem solving; good organisational skills; computer literate; Good written and verbal communication skills. Personal attributes: Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Key Performance Areas: To assist with compiling the regional budget; To assist with the monitoring of budget spending on a monthly basis; To implement cost accounting processes; To assist with the preparation of monthly reports for management reporting; To ensure compliance with the PFMA and Treasury rules and regulations; To assist management with the preparation of the MTEF.
<u>ENQUIRIES</u>	:	Mr. Collen Mafu at (018) 387 9500
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms E. Huma
<u>CLOSING DATE</u>	:	28 November 2008
<u>POST 47/163</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK (2 POSTS)</u> (Directorate: Supply Chain Management – Acquisitions)
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Hartebeespoort - North West Province
<u>REQUIREMENTS</u>	:	Matric with financial experience. Knowledge on procurement procedures; Knowledge of Treasury Regulation, PPPFA and Public Finance Management Act (PFMA). Knowledge of government systems such as BAS, SAP Skills and Competencies: Computer literacy. Good communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and be self motivated.
<u>DUTIES</u>	:	Key Performance Areas: To receive all VA2's and check for correctness, completeness, and proper authorization; All VA 2's must be registered; obtain quotations from qualified suppliers and check with requester; generate orders from the quotations and VA2's; Fax orders to Suppliers after verification ,

authorization and registering; Follow up on outstanding orders, and goods returned with Suppliers; Check all goods received against invoices and after authorization, enter invoices into the financial systems; Ensure that all documents supporting each purchase are properly batched and authorized in terms of rules and regulations; Ensure that all purchases and returns are accurately input into the financial systems; Authorized Suppliers' invoices are to be paid timeously each month; Ensure that all paid invoices are stamped "paid" in terms of the departmental rules; Fax remittance advices and Proofs of Payment to Suppliers to support all payments.

ENQUIRIES : Mr. Collen Mafu at (018) 387 9500
APPLICATIONS : The Regional Head, Department of Water Affairs and Forestry, Private Bag X5, Mmabatho, 2735
FOR ATTENTION : Ms E. Huma
CLOSING DATE : 28 November 2008

POST 47/164 : **SENIOR PROVISIONING ADMINISTRATION CLERK**
(Directorate: Financial Services – Supply Chain Management Logistics)

SALARY : R94 326 per annum
CENTRE : Mmabatho - North West Province
REQUIREMENTS : Matric with financial experience. Knowledge of Treasury Regulation, PPPFA and Public Finance Management Act (PFMA). Knowledge of government systems such as Bas, SAP Skills and Competencies: Computer literacy. Good communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and be self motivated.

DUTIES : Key Performance Areas: Ensure that copies of documents relating to Tenders/Contracts are filed in the designated manner; ensure that the guidelines of the PFMA, National Treasury Regulations are adhered to in the purchasing process; ensure that the suppliers database is maintained on an ongoing basis; ensure that all relevant documentation be properly matched for each purchase, fully authorized and filed for payment purposes; after payment is completed, all batched and cleared documents must be filed in a designated manner; monthly follow up on outstanding orders repaid; produce accurate monthly commitment and accruals reports for management.

ENQUIRIES : Mr. Collen Mafu at (018) 387 9500
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735

FOR ATTENTION : Ms E. Huma
CLOSING DATE : 28 November 2008

POST 47/165 : **SENIOR ACCOUNTING CLERK: ACCOUNTS PAYABLE (3 POSTS)**

SALARY : R94 326 per annum
CENTRE : Mmabatho and Hartebeespoort: North West Province
REQUIREMENTS : A matric qualification with financial experience. Competencies: Extensive knowledge of all relevant legislation and policies, Ability to work Independently; Computer literate; Knowledge of SCM policies and procedures; Knowledge of government financial systems; e.g., BAS, SAP, Persal; Knowledge of PFMA, Delegations, Treasury Policies and PPPFA. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication and interpersonal skills. Personal attributes: Ability to work under pressure; Analytical and logical thinker; Must be a team player; Strong sense of duty.

DUTIES : Key Performance Areas: Monthly financial accounts accurately and completely executed in terms of financial rules and regulations; Petty cash management ; Assist with all audit queries; ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations. Checking and authorization of payments; capturing of expenditure on a daily basis

ENQUIRIES : Mr. Collen Mafu at (018) 387 9500
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry, Private Bag X5, Mmabatho, 2735

FOR ATTENTION : Ms E. Huma
CLOSING DATE : 28 November 2008

POST 47/166 : **COMMUNITY DEVELOPMENT OFFICER (X4 POSTS)**

SALARY : R94 326 per annum
CENTRE : Bellville
REQUIREMENTS : Requirements- the position calls for: A Grade 12 Certificate or equivalent qualification and appropriate experience in the field. Knowledge and

understanding of the Water Sector Support Programme. Good written and verbal communication skills. Report writing skills. Computer literacy as well as a valid drivers' license is essential requirement. Willingness to travel. Recommendations: the following will serve as recommendations: Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department. The post required a dynamic, self-motivated individual with good interpersonal relations who is prepared to travel extensively and work irregular hours.

DUTIES

: Functions- the incumbent will be responsible for the following: To assist with WEP Free basic water and Sanitation. To assist with the implementation of the FBW&S policy. Communication and awareness creation drive to enhance Water Sector imperatives. Support the strategic oversight of the allocation of donor material. Support the needs of the municipalities. Assist and strengthened the local government support functions within the Region (OSS). Ensure a functional OSS. Administration support in the Division. Assisting and planning and executing Special projects and programmes in the Region.

ENQUIRES

: Mr D Daniels Tel. 021-9507100

APPLICATIONS

: The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, Bellville 7532

FOR ATTENTION

: Mr. B. Saki

CLOSING DATE

: 28 November 2008

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF PUBLIC WORKS**

The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer. It is the Department's intention to give preference to females and or disabled people in filling of the following posts. Therefore, applications from women and people with disabilities are encouraged.

- APPLICATIONS** : Forward your application; clearly indicating the position which you are applying for and the relevant reference number, to the Acting Head of Department, Dept of Public Works, P/Bag X0022, Bhisho 5605.
- ENQUIRIES** : Ms N Yokwana @ 040-609 4569/4574.N.B.: Communication including correspondence will only be entered into with short listed candidates.
- CLOSING DATE** : 28 November 2008
- NOTE** : Applications from youth, women and persons with disability are encouraged. Applications must be submitted on form Z.83, obtainable from any Public Service department, and should be accompanied by certified copies of qualifications, ID document, drivers licence and a detailed CV. The first page of the Z.83 form must be appropriately filled or else the application will not be considered.

MANAGEMENT ECHELON

- POST 47/167** : **GENERAL MANAGER REF NO: DPW 105/2008**
Component: Corporate Services
This is a re-advertisement. Candidates who previously applied need to reapply as they will still be considered
- SALARY** : An all inclusive remuneration package of R675 276p.a. The incumbent will be required to sign a performance agreement.
- CENTRE** : Head Office, Bhisho
- REQUIREMENTS** :
 - A dynamic manager who is in possession of a Bachelor's degree plus extensive knowledge in Corporate Services with proven senior management experience within a large organisation.
 - Ability to interact at both strategic and operational level.
 - A broad understanding and grasp of the Public Service Regulatory Framework and knowledge of current National and International HR trends and innovations will be an advantage.
 - Ability to develop Policy.
 - Knowledge of operational framework of the Public Finance Management Act.
 - Good interpersonal skills and negotiation skills.
 - Good understanding and functional knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Service Regulations, Public Finance Management Act and Public Service Act and Batho Pele principles.
 - The ability to work in a culturally diverse environment and lead cultural intervention and change management projects.
 - An understanding of the restructuring imperatives within the Public Service environment.
 - Good leadership and managerial skills.
 - Knowledge of supply chain management.
 - Valid Drivers licence.
 - Competencies:
 - Strategic capability and leadership
 - Financial management
 - People management and empowerment
 - Programme and project management
 - Communication and information technologies
 - Client orientation and customer focus.
- DUTIES** :
 - Provision of Human Resource Management strategic direction aligned to the departmental objectives.
 - Provide leadership and strategic direction in respect of Human Resource related issues and promoting effective Human Resource practices.
 - Coordinate Logistics Services for the Chief Directorate
 - To give leadership and strategic direction and integrate the functions of the sub-branches namely, Human Resource Management, Human Resource Development, Labour Relations, Organisational Development, Employee Wellness, Persal and Information Communication Technology Services.
 - To ensure effective management of the Performance Management and Development System.
 - Monitoring the attainability and sustainability of performance standards of the Chief Directorate.
 - Determine the budget of the Chief Directorate.
 - Undertake and monitor the strategic planning of the Chief Directorate Programme Manager.
- NOTE** : Short listed candidates will undergo Process of Security screening (vetting) and competency assessment.
- POST 47/168** : **GENERAL MANAGER REF NO: DPW 106/2008**
Component: Buildings
This is a re-advertisement. Candidates who previously applied need to reapply as they will still be considered.

<u>SALARY</u>	:	An all inclusive remuneration package of R675 276p.a. The incumbent will be required to sign a performance agreement.
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> •B degree in Architecture/Quantity Surveying/Engineering Construction Management/Property Management or equivalent qualification • Proven Senior Management experience within a large organisation •Good leadership skills •Effective written and verbal communication skills with confidence and ability to communicate at all levels both internally and externally •Proficiency in legislation in respect of the building construction industry •Financial Management skills •Computer Literacy •Valid drivers licence. The following will serve as a recommendation: Professional registration in the field of infrastructure development Competencies: <ul style="list-style-type: none"> •Strategic capability and leadership •Financial management •People management and empowerment •Client orientation and customer focus •Programme and project management •Communication •Policy formation and implementation
<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Manage and lead the Buildings Chief Directorate to face challenges of service delivery to other user departments in the Provincial Administration •Determine and manage all types of policy development for the efficient management of construction and building maintenance on behalf of user departments •Ensure the provision and maintenance of state buildings and associated works •Management of property development •Technical administration support services, fire safety and prevention services •Co-ordination and management of interdepartmental activities and strategic plans • Responsibility for financial management and major budget planning •Determine the most effective work procedures and methods to achieve organisational goals •Represent the Department/Provincial Administration in high-level committees •Manage the security management function within the department •Ensuring the full functionality of the Performance Management and Development System in the Chief Directorate.
<u>NOTE</u>	:	Short listed candidates will undergo Process of Security screening (vetting) and competency assessment.

OTHER POSTS

<u>POST 47/169</u>	:	<u>MANAGER REF NO: DPW 107/2008</u> Component: Strategic Planning, Policy Formulation and Reporting.
<u>SALARY</u>	:	An all inclusive remuneration package of 407 745 p.a.
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> •A dynamic manager who is in possession of a Bachelor's degree or equivalent qualification plus extensive knowledge in Strategic Management with proven record/experience at Management level within a large organization. •Ability to interact at both high level strategic and operational level. •Proven ability to work in a highly pressurized environment. •Experience in organizational change management and transformation. Communication, report writing and presentation skills. •Computer literacy. •Knowledge of legislation applicable in the Public Service. •A pro-active and creative thinker with sound management, strategic planning and good organizational skills. •Good leadership and managerial skills. •Knowledge of supply chain management. Drivers licence. Competencies: <ul style="list-style-type: none"> Strategic capability and leadership Financial Management. People Management and empowerment Programme and project management. Communication Client orientation and customer focus
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Management of the strategic management unit •Participate in the decision-making process of the department and provide technical expertise with regards to strategy development/formulation, deployment, and management •Provide strategic innovation, oversight and leadership to the development, implementation, and management of a strategy/model •Translate policy into action •Provide strategic leadership in management •Ensure compliance and adherence to the PFMA, Treasury Regulations and other relevant prescripts •Compile, control, monitor and manage the budget, personnel activities and assets for the Sub-Directorate •Ensure adherence to departmental norms, standards and work ethics.

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the following centres:
Bhisho: The Head of Department, Department of Social Development, Private Bag X0039, Bhisho 5605 or hand deliver at Human Resources, Ground Floor, Phalo House, Bhisho, for the attention of Ms N Dwadwa. Enquiries may be directed to Ms N Dwadwa at (040) 608-9020.
Cacadu: The District Co-ordinator, Department of Social Development, Private Bag X1008, Grahamstown, or hand deliver at the Old SABC Building, Cnr African & Hill Street, for the attention of Ms C Williams. Enquiries may be directed to Ms C Williams at (046) 636-1484.
- CLOSING DATE** : 05 December 2008
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copy of Identity Document and qualifications. Candidates must please indicate the reference/centre of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be accepted.

OTHER POSTS

- POST 47/170** : **MANAGER: ICT OPERATIONS REF: 53141/2**
Directorate: Chief Information Office

- SALARY** : R407 745 p.a (All – inclusive package)
- CENTRE** : Bhisho
- REQUIREMENTS** : Matriculation with internationally recognized certifications such as A+, N+, CCNA or MCSE or Tertiary education in ICT/Electronics. 3 years managerial experience in the field of LAN and User support. Training in the following areas will be given added advantage: Financial Management, Project Management, Supply Chain Management, Performance Budgeting, and Policy Development. Valid driver's licence (Code 08) is compulsory. Competencies: Knowledge Good knowledge in Information Management, systems and Technology (IMST) planning process for and organization that includes, Information Plan, system architecture, network architecture and security architecture. Extensive and expert knowledge in ICT user equipment, Microsoft Office Suite, VoIP, Converged network, Local Area Network design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information System Security and related policies and legislations. Understanding in strategic, annual performance and Operational planning. Knowledge in financial planning, expenditure monitoring and financial control. Understanding in public Finance Management Act (PFMA). Knowledge in SITA Act and its regulations. Knowledge in Human Resource Policies. Sound knowledge in Minimum Interoperability Standards (MIO) of Public Service. Extensive knowledge in Minimum Information System Security Standards (MISS) of Government. Knowledge in Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA). Knowledge in Performance Management System in Public Service. Good knowledge in Problem solving. Knowledge of customers/stakeholders.

- DUTIES** : To plan, procure, deploy and maintain all ICT user equipments. To plan, implement and co-ordinate ICT user support. To formalize and co-ordinate the business liaison between SITA and the Department.

- POST 47/171** : **MANAGER: YOUTH DEVELOPMENT REF: 53141/3**
Directorate: Community Development

- SALARY** : R407 745 p.a (All – inclusive package)
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriate Bachelors Degree in Social Science specializing in Community Development, Development Studies or Social Development and other related studies OR An appropriate recognized three year Economic Science Degree. Appropriate experience with a minimum of three years as an Assistant Manager in the field of Community Development. Driver's licence is essential. Competencies: Knowledge of theory and practice of Community Development as an intervention strategy Actively foster leadership and demonstrate leadership skills through coaching, supervised practice and delegation. Knowledge of Youth Development Strategy and Masupa-Tsela Youth Pioneer Programme Awareness of research needs for programme planning and development Demonstrate a facilitative

		approach to motivate constructive participation in programme development or a volunteer in any public or private institution at least for two years, will be an added advantage Must be computer literate.
<u>DUTIES</u>	:	Key Performance Areas: Program Management of the Youth Development Programme and Masupa-Tsela Youth Pioneer Programme in the province of the Eastern Cape. Monitoring and Evaluation and reporting on Youth Development Programme and Masupa-Tsela Youth Pioneer Programme in line with the Department of Social Development Operational Plans.
<u>POST 47/172</u>	:	<u>AREA MANAGER REF: 53141/8</u> District: Cacadu
<u>SALARY</u>	:	R407 745 p.a (All-inclusive)
<u>CENTRE</u>	:	Humansdorp Area Office
<u>REQUIREMENTS</u>	:	An appropriate Social Work Degree/ Social Science/ Diploma or equivalent qualification A post graduate degree will be an added advantage Knowledge of Public Administration and Public Service Legislation Knowledge and experience in Social Development core business will be an added advantage Code 8 driver's licence Computer literacy
<u>DUTIES</u>	:	Responsible for the overall management and control of the area including: Rendering of developmental welfare services Community facilitation and support (i.e. poverty, and HIV/AIDS) Developing and implementing monitoring and evaluation systems for the programmes Consolidating programme reports Analysing and reporting emerging trends
<u>POST 47/173</u>	:	<u>MANAGER – SUSTAINABLE LIVELIHOODS REF: 53141/12</u> Directorate: Community Development
<u>SALARY</u>	:	R407 745 (All-inclusive) p.a
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate and recognized Bachelor's Degree in Social Work or a Social Sciences degree specializing in Community Development Applicants with qualifications in Development Studies will also be considered A minimum of three (3) years experience in a junior management position in the social development sector especially in community development Computer literacy A code 8/EB driver's licence Competencies: Knowledge of theory and practice of Community Development Knowledge of the concepts of sustainable livelihoods and sustainable development Candidates should have an understanding of issues relating to poverty and interventions to eradicate poverty High levels of skills in financial and human resources planning and management Familiarity with provincial and national planning frameworks Project management Key personal qualities Sensitivity to gender issues Self-driven Ability to work under pressure Good communicator Ability to build a team
<u>DUTIES</u>	:	Key Performance Areas: Programme and project management Financial management Monitoring and evaluation Guidance and support to district and area offices Use of researched information as the basis for the design and development of plans and programme
<u>POST 47/174</u>	:	<u>MANAGER: OFFICE OF THE HEAD OF DEPARTMENT REF: 53141/13</u>
<u>SALARY</u>	:	R344 052 p.a (All- inclusive)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification and/ or extensive experience of at least three years as an Executive Personal Assistant or similar position preferably within the public sector, with proven relevant high level office secretarial support and management experience Good communication skills (verbal and written) and advanced computer literacy Specific knowledge of document archiving, office management and administrative processes Proven administrative and Organisational skills will be strong recommendations Ability to maintain sound interpersonal relations Knowledge of administrative procedures applicable to the Public Service Willingness to travel and work long and overtime hours when required to do so Knowledge of financial administration Ability to maintain confidentiality Code 8 driver's licence
<u>DUTIES</u>	:	Provide administrative, secretarial, office Organisational and logistical support to the Head of the Department Maintain and establish efficient administrative systems for co-coordinating work including all information interfaces Manage the office of the Head of the Department, including but not limited to itineraries, travel arrangements, co-coordinating relevant functions, workshops, meetings and arrange meetings, generation and distribution of documents Deal with all applicable filing Handle relevant correspondence (independently and upon

instruction) Organise and plan meetings with Branch Heads and with other Government Departments and agencies in line with Government Cluster requirements Co-ordinate and expedite follow-up work as may be required Draft and / co-ordinate responses to some of the correspondence addressed to the Head of Department Notify Head of Department on pertinent organisational and administrative issues Handle the budget by monitoring comparing the expenditure Advise the Managers in the Branch on correct and timely responses to any matters expected to be actioned Conduct follow-ups of work for the office of the Head of Department Support the Head of Department with regard to Human Resources Management and Translation process issues (co-coordinating performance agreements, evaluations and reviews) Act as Secretariat in Strategic meetings upon instruction.

<u>POST 47/175</u>	:	<u>MANAGER: CHIEF OPERATIONS OFFICE REF: 53141/1</u>
<u>SALARY</u>	:	R344 052 p.a (All – inclusive package)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three year degree/diploma in Administration or senior certificate/ equivalent NQF qualification with at least 3 years relevant experience in managing administration functions. Sound financial management background and in-depth knowledge of PFMA and Supply Chain Management. Good planning, organization and decision-making skills. Proven management competencies with specific knowledge of the Social Development work environment. Computer literate Valid drivers licence.
<u>DUTIES</u>	:	The ideal candidate must be well spoken and highly professional and must have the ability to communicate at various levels both within the organization and externally. Must be a very strong leader and have relevant management experience and document management. Must have excellent people management skills and be able to handle pressure. Exceptional organizational skills and be able to function within a team. Will be responsible to ensure the smooth running of the Chief Operation Office, collate and co-ordinate documentation as and when required to by the Chief Operation Officer. Will be expected to analyse the budget and expenditure of the chief directorate and alert the Chief Operation Officer to expenditure trends. Accompany the Chief Operation Officer on some major visits to assist with administrative and logistical arrangements.
<u>POST 47/176</u>	:	<u>ADMIN CLERK (3 POSTS) REF: 53141/4</u> District: Cacadu
<u>SALARY</u>	:	R76 194 – R89 346 p.a
<u>CENTRE</u>	:	Grahamstown Service Office (1), Port Alfred Service Office (1), Alexandria Service Office (1)
<u>REQUIREMENTS</u>	:	National diploma in Office Administration or equivalent qualification from an accredited institution plus one year's minimum work experience in administration. Working knowledge of MS Office. Knowledge of Procurement systems, PFMA, PSA and related public regulations and supply chain management imperatives (PPPFA and BBBEE). Extensive computer literacy. Excellent communication skills and analytical ability. Competencies: Knowledge of general administration in Public Service. Good understanding of procure to pay operations. Good communication skills.
<u>DUTIES</u>	:	Conduct records and document management both manually and in advance computer systems. Procure and provide goods and services for the service office. Arrange and co-ordinate meetings, workshops, seminars and brainstorming sessions with relevant stakeholders. Monitor and track submissions/memorandums of tenders and orders. Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the unit.
<u>POST 47/177</u>	:	<u>PROVISIONING ADMIN CLERK REF: 53141/5</u> District: Cacadu
<u>SALARY</u>	:	R76 194 – R89 346 p.a
<u>CENTRE</u>	:	Grahamstown Service Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12)/three year tertiary qualification from an accredited institution plus two years relevant experience. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA and supply chain management imperatives (PPPFA and BBBEE). Communication skills (verbal and written). Extensive computer literacy. Knowledge of MIS will be an added advantage.

<u>DUTIES</u>	:	Conduct record and document management, both manually and with advanced computer systems. Procure and provide goods for the service office. Arrange and co-ordinate meetings, workshops, seminars and etc with officials and or relevant stakeholders. Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the office.
<u>POST 47/178</u>	:	<u>ACCOUNTING CLERK REF: 53141/6</u> District: Cacadu
<u>SALARY</u>	:	R76 194 – R89 346 p.a
<u>CENTRE</u>	:	Grahamstown Area Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification with Accounting/Finance as a passed subject. Knowledge of PFMA and Treasury Regulations. Knowledge of Microsoft Office. Knowledge of BAS and Persal systems will be an added advantage.
<u>DUTIES</u>	:	Obtain and arrange invoices for payment. Match invoices with GRV's. Properly file documentation for audit purposes (Record keeping). Check all payment transactions for current status. Budget compilation and cash flow management
<u>POST 47/179</u>	:	<u>RECEPTIONIST REF: 53141/7</u> District: Cacadu
<u>SALARY</u>	:	R76 194 – R89 346 p.a
<u>CENTRE</u>	:	Grahamstown Service Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent with two years experience as a receptionist. Computer literacy
<u>DUTIES</u>	:	Communication and interpersonal skills Attend and give direction to all visitors Take messages for staff when not available to attend to calls
<u>POST 47/180</u>	:	<u>PERSONNEL OFFICER REF: 53141/9</u> District: Cacadu
<u>SALARY</u>	:	R76 194 – R88 464 p.a
<u>CENTRE</u>	:	Humansdorp Area Office
<u>REQUIREMENTS</u>	:	A three year qualification in Human Resource or equivalent with relevant experience in Human Resource or Grade 12/ Senior Certificate with relevant experience in Human Resource issues Broad knowledge of Human Resource practices An understanding of the Public Service policies, rules and regulations Knowledge of the PERSAL system Ability to work independently Communication skills (verbal and written) Computer literacy
<u>POST 47/181</u>	:	<u>PROVISIONING ADMIN CLERK REF: 53141/10</u> District: Cacadu
<u>SALARY</u>	:	R76 194 - R88 464 p.a
<u>CENTRE</u>	:	Humansdorp Area Office
<u>DUTIES</u>	:	Render support in Human Resource and provisioning processes Render all PERSAL functions with respect to establishment matters Provide support to relevant offices with regard to Persal and establishment matters Handle transfers, terminations, leaves and all human resource queries within the area Provide support and advice on human resource issues
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12)/three year tertiary qualification from an accredited institution plus two years relevant experience Knowledge of Public sector policies Knowledge of procurement systems, PFMA, PSA and supply chain management imperatives (PPPFA and BBBEE) Communication skills (verbal and written) Extensive computer literacy Knowledge of MIS will be an added advantage.
<u>DUTIES</u>	:	Conduct record and document management, both manually and with advanced computer systems Procure and provide goods for the service office Arrange and co-ordinate meetings, workshops, seminars and etc with officials and or relevant stakeholders Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the office.
<u>POST 47/182</u>	:	<u>SECRETARY REF: 53141/11</u>
<u>SALARY</u>	:	R76 194 – R88 464 p.a
<u>CENTRE</u>	:	Humansdorp Area Office District: Cacadu
<u>REQUIREMENTS</u>	:	A secretarial diploma with typing as a major subject or senior certificate or equivalent Ability to work under pressure and willingness to work extended hours Sound communication, interpersonal relations and telephone etiquette Computer

DUTIES

literate with excellent understanding and application of Windows, MS Word, Excel, Outlook and PowerPoint programmes

:

Ensure the smooth running of the area office Answer and screen telephone calls Type/compile memorandum 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 and meetings away from office Ensure and maintain travel and subsistence claims for the Area Manager

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT**

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

APPLICATIONS : Please forward your application to: The Head: Department of Community Safety & Transport, P O Box 119, Bloemfontein, 9300, OR hand delivered @ Room 217 PERM building, Maitland Street, Bloemfontein, 9300

FOR ATTENTION : Mr Il Mekwa

CLOSING DATE : 05 December 2008

NOTE : Applications must be submitted on a Z83 obtainable from any Public Service Department accompanied by certified copies of qualifications, identity document and driver's license specifying the district applying for. Verification on qualifications and South African citizenship will be conducted and no e-mail or faxed applications will be considered. Correspondence will be limited to short listed candidates only.

OTHER POST

POST 47/183 : **ASSISTANT DIRECTORS: DISTRICT CO-ORDINATORS 3 POSTS**
REFERENCE: CST/ASD/011/08
Directorate; Provincial Transport Registrar

SALARY : R174 243 per annum

CENTRE : 1. Motheo
2. Thabo Mofutsanyane
3. Fezile Dabi

REQUIREMENTS : An appropriate Degree or National Diploma or suitable equivalent . High evolved computer literacy in word, Excel and Outlook. Knowledge of sound Human Resource Development practices, Ability to work under pressure. Valid Drivers License(Code B). Recommendations: Knowledge of relevant acts, policies and legislative framework. Highly evolves verbal and written communication skills. Relevant training and skills development experience will be an advantage. Well developed presentation and facilitation skills. Possess excellent interpersonal skills

DUTIES : Key Performance Areas: To facilitate the Registration of the Associations and Operators in the District and Deregister members due to death or any other stated reason. To establish, monitor and maintain a data base (RAS and Olas) of the Associations, Operators, routes, vehicles and conflicts in the District. To do situational analysis and training needs of the taxi industry and inform training accordingly, To investigate and resolve conflicts among Operators and between Associations and play a mediation role. To co-ordinate training for Operators, and monitor general elections and by- elections of the Associations, To attend executive and general meetings of the respective Associations in the District as an observer, so as to assist the Registrar to act proactively, To ensure the effective supervision and control of human and other resources in the District, To ensure the effective implementation of public Transport management at a District level.

ENQUIRIES : Mr ST Lekhema Tel. (051) 4037489

PROVINCIAL TREASURY

Free State Provincial Treasury is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

APPLICATIONS : Free State Provincial Treasury, Provincial Government Building, Room 725, Private Bag X20537, Bloemfontein, 9300

FOR ATTENTION : Ms Tshitho Tel No: 051 405 4268

CLOSING DATE : 05 December 2008

NOTE : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. No e-mailed or faxed applications will be considered. Applications received after the closing date and

those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 47/184</u>	:	<u>CHIEF EXECUTIVE OFFICER REFERENCE NUMBER: FSPT 051/08</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R1089 159 – R1226 937 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owners allowance and medical aid assistance. This appointment is subject to the signing of a five year employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/ her financial interests in accordance with prescribed regulations.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
<u>DUTIES</u>	:	A Post Graduate Degree in Economics or Finance plus extensive appropriate experience. Recommendation: Masters Degree will be an added advantage. Key Responsibilities: Assist and advise the Member of the Executive Council in terms of his executive powers in relation to the Free State Provincial Treasury so as to ensure effective service delivery within the legal mandates of the Department; Manage and administer the Free State Provincial Treasury efficiently in terms of the Public Service Act, 1994 (as amended), including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of State property; Manage and administer, as Accounting Officer, the budget vote of the Free State Provincial Treasury to execute all responsibilities as set out in Section 38 of the Public Finance Management Act, 1999 (Act 29 of 1999); Assist the Director-General as Head of the FSPG by means of the Inter Departmental Management Committee to ensure coherent governance in the Free State Provincial Treasury as a corporate entity; Administer the Provincial Treasury so as to ensure sound budget management in the Free State Provincial Government.
<u>ENQUIRIES</u>	:	Mr. PHI Makgoe Telephone: (051) 405-4141

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG CITY REGION ACADEMY (GCRA)**

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 : 05 December 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 47/185 : **SENIOR ADMINISTRATIVE OFFICER EXECUTIVE MANAGEMENT DEVELOPMENT REF NO 70054777**

SALARY : R145 920 per annum (Plus Benefits)

CENTRE : Marshalltown

REQUIREMENTS : An appropriate, recognised Tertiary qualification (or equivalent) plus Experience Good communication (verbal and written) and interpersonal Ability to work under pressure, Report writing skills, Knowledge of Applicable legislative framework and processes, computer literate

DUTIES : Assist with the co-ordination of the Executive Management Development Programme (EMDP) Assist with the co ordination of Network Session for EMDP Assist with co-ordinating the implementation of programmes of the EMDP that are in line with the Gauteng HRD Strategy Assist with the co ordination of Stakeholder Committees Assist with the co ordination of coaching and mentoring of Executives

ENQUIRIES : Samantha Ngindi : 011 556 9011

NOTE : Post is subject to Job Evaluation

POST 47/186 : **SENIOR ADMINISTRATION OFFICER: E-LEARNING REF 70054778**
Directorate: Integrated and Management Strategies

SALARY : R145 920 per annum (Plus Benefits)

CENTRE : Marshalltown

REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification plus relevant experience. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure Report writing. Managerial skills. Knowledge and understanding of applicable Legislative framework and processes. Computer literate. Valid South African driver's license is essential

DUTIES : Assist e-Learning team with projects and the development thereof. Assist in training on e-Learning systems. Assist in providing support on e-Learning technologies- i.e. training support

ENQUIRIES : Samantha Ngindi : 011-5569011

NOTE : Post is subject to Job Evaluation

POST 47/187 : **SENIOR LEGAL ADMIN OFFICER REF 70054779**
Directorate: HRM and Legal Services

SALARY : R145 920 per annum (Plus Benefits)

CENTRE : Marshalltown

REQUIREMENTS : LLB or four year recognized legal qualification or equivalent. The following will serve as a recommendation: A valid driver's license Three years relevant experience in legal administration Sound knowledge of the South African legal system Legal practice and related spheres with specific reference to civil litigation Skills and Competencies Computer Literacy Good communication (verbal and written) Good interpersonal and intercultural relations Problem solving and analytical Accuracy and attention to details

DUTIES : Assist in drafting legal documents and give legal advice to the department Assist in the managing of contracts documents Responding to Petitions Act as a Commissioner of Oaths Determining of responsibility in respect of losses of state money and goods Administration in respect of the collection of Departmental debts and writing off of debts.

ENQUIRIES : Samantha Ngindi : 011-5569011

<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/188</u>	:	<u>HUMAN RESOURCES PRACTITIONER REF 70054780</u> Directorate: Human Resource Management and Legal Services
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification plus relevant experience. Knowledge of PERSAL. Sound knowledge on Human Resource Management and Development. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure. Report writing. Knowledge and understanding of applicable Legislative framework and processes. Computer literate.
<u>DUTIES</u>	:	Assist with Human Resources Administration services. Assist with managing the personnel provisioning and maintenance Assist with managing the employee's service conditions and benefits Assist with the managing the Employee Relation Services Assist with managing the Performance Management Development System Assist with recruitment, selection, appointments and job evaluation processes Assist with internal Human Resource Development Assist with HRM administrative work.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/189</u>	:	<u>SENIOR ADMINISTRATOR OFFICER: TALENT MANAGEMENT AND INNOVATION X2 REF 70054781</u> Directorate: Partnership and Talent Pipeline
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	An appropriate, recognised Tertiary qualification (or equivalent) qualification plus relevant experience Excellent knowledge of learning material development Good communication (verbal & written) and interpersonal skills Ability to work under pressure Report writing Strategic leadership and managerial skills Knowledge and understanding of applicable Legislative framework and processes Computer literate Valid South African Drivers License
<u>DUTIES</u>	:	Co-ordination of the identified learners that will participate in talent pipeline Co-ordinate events and activities that are youth orientated Co-ordinate the provision of information on the bursaries, learnerships and Internships To provide assistance to students pursuing qualifications which will ensure a Constant supply of critical/scarce skills for GPG Co-ordinate the monitoring and support and channel learners according to NQF bands Co-ordinate the implementation of the mentorship and other developmental programmes for learners Maintain a quality management system Co-ordinate activities that relate to liaising with stakeholders and partnership to source partners for programme growth and development Co-ordinate in all relevant forums and steering committees relating talent youth development and the unemployed Co-ordinate the Marketing of all GPG and GCR Academy activities and Offerings to designated groups in disadvantaged communities Co-ordinate all GPG initiatives that relate to talent, youth development and unemployed Compile quarterly reports on implementation of learning programmes Ensure that the objectives of GCR Academy and the Human Resources growth and Development Strategy as they relate to youth and designated groups Prepare documentation and submission on talent pipeline and innovation Manage and develop staff Monitor the budget
<u>ENQUIRIES</u>	:	Samantha Ngindi :011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/190</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STAKEHOLDER MANAGEMENT (X2) REF 70054782</u> Directorate: Programme Management
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification plus relevant experience. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure. Report writing. Knowledge and understanding of applicable Legislative framework and processes. Sound knowledge of policy development and strategic benchmarking. Computer literate. Valid South African driver's license will be added advantage.
<u>DUTIES</u>	:	Assist in providing support in relation to research, development and implementation of stakeholder management strategies, policies, procedures and

		processes. Assist in co-ordinating the development of stakeholder profiles and monitor stakeholder partnerships. Assist in co-ordinating all aspects of logistical and secretarial support in relation to stakeholder and other meetings, including presentation files, briefing documents and minutes. Assist in promoting and ensure effective client liaison principles. Assist in providing secretarial support to the Gauteng Skills Partnership (GSP). Assist in compiling monthly, quarterly and annual reports. Maintain and monitor stakeholder database. Assist in monitoring and tracking the implementation of programmes implemented by the Office. Assist in developing, implementing and monitoring the implementation of stakeholder management strategies, policies, procedures and processes.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/191</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER RESEARCH REF 70054783</u> Directorate: Research and Policy Development
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	An appropriate, recognized Tertiary qualification and/or extensive experience in Research. Sound knowledge of qualitative and quantitative research procedures and methods. Good communications (verbal & written) and interpersonal skills. Ability to work under pressure. Report writing. Knowledge and understanding of applicable Legislative framework and processes Sound understanding of PFMA. Sound knowledge of policy development and strategic benchmarking. Computer literate. Valid South African driver's license will be added advantage.
<u>DUTIES</u>	:	Assist with co-ordination and facilitation of the process for Development of Policies. Assist with the monitoring of the implementation of policies and draft reports thereof. Assist with providing of secretariat service for the Policy Development Committee. Assist with the implementation and maintenance of the database. Assist in providing advice on research issues.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/192</u>	:	<u>SENIOR ADMIN OFFICER X 2 REF 70054757</u> Division: Office Service Pool
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	Tertiary qualification or equivalent. Record Management certificate plus relevant practical experience. PLUS the following key competencies: Knowledge of: national Archive act, prescripts, and disposal procedures, Minimum Information Security Standards(MISS), Courier services and Post Office procedures, Access of information act, act, PFMA, Skills: Computer literacy (Ms Word, excel, outlook, power point), Numeric, Problem solving, Strong supervisory, Report and submission writing, Conflict management, Communication: Sound verbal and written communication, Good interpersonal relation, Creativity: Problem solving, Innovative thinker, Valid South African Licence
<u>DUTIES</u>	:	Safe record keeping and disposal of registry and archived files, Record requests for Administration of promotion of access to information, Rendering of a postal / courier / reproduction and messenger service, Manage an electronic document tracking and filing system. Oversee reception area, cleaning staff, Responsible for bulk photocopy
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/193</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ETQA REF 70054784</u> Directorate: Education, Training and Quality Assurance
<u>SALARY</u>	:	R145 920 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification plus relevant experience. Good knowledge of ETQA. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure. Report writing. Knowledge and understanding of applicable Legislative framework and processes. Computer literate. Valid South African driver's license will be an advantage.
<u>DUTIES</u>	:	Assist in recommending new standards or qualifications to National Standard. Bodies for consideration or modify existing standards and make recommendations. Assist in developing new learning material and ensure alignment with Unit Standards. Assist with National Qualification Framework

		(NQF) alignment. Assist in developing and Implementation of Monitoring and Evaluation tools. Assist with conducting impact assessments on Training Interventions.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/194</u>	:	<u>TECHNICAL OFFICER REF 70054789</u> Division: Office Service Pool
<u>SALARY</u>	:	R 117 501 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	The formal qualification for this position is an appropriate, recognized National Diploma or Higher Diploma (T/N Stream), B Tech Degree or B. Degree with Geography and or Cartography and or/ Information Systems and or / appropriate working experience in the information field. The following will serve as requirements: Detailed Knowledge of Spatial Data Management. Comprehensive knowledge of Geographical Information Systems (GIS) and Information Systems. Computer literacy in GIS (ESRI products) and MS office. Sound interpersonal and communication (written and verbal) skills and ability to communicate in at least two of the three official languages A valid code 08 (EB) drivers' license. The following will serve as recommendations: Knowledge of legislation, regulations, policies and standards pertaining to spatial data, Lateral, analytical and innovation thinking skills. Investigative and research skills.
<u>DUTIES</u>	:	The incumbent will assist with the provision of an advanced information service, which includes: Design and maintenance of GIS database. Capture, maintain and improve new and existing data residing in database. Query and supply spatial data and reports from databases. Undertake and assist with GIS awareness campaigns and marketing of the Component. Undertake information technology product/projects. Initiate motivations for the acquisition of data. Investigate and search for planning, environmental and demographic data. Participate in departmental projects dealing with spatial data. Undertake municipal visits to provide guidance and GIS assistance.
<u>ENQUIRIES</u>	:	Samantha Ngindi: 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/195</u>	:	<u>PERSONAL ASSISTANT x 4 REFS 70054785</u>
<u>SALARY</u>	:	R117 501 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	A Grade 12 (or equivalent) Certificate with typing training course/qualification plus experience as a Personal Assistant. Good communication (verbal & written) and interpersonal skills. Ability to deal with sensitive matters. Ability to work under pressure. Minute Taking. Report writing. Computer literacy in MS Office.
<u>DUTIES</u>	:	Manage the office and diary of the Director. Minute taking and report writing. Draft letters, memos and notes for the Director. Answer and making of calls. Arrange meetings and schedule appointments. Arrange workshops, conferences and strategic sessions. Make travel and accommodation arrangements and submit expenditure claims. Manage and maintain filing system. Trace files and documents. Make photo copies and order stationary, equipment, catridges, etc and process payments thereof. Other tasks as directed by the Director.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/196</u>	:	<u>SENIOR ACCOUNTING CLERK REF 70054790</u> Directorate: Financial and Accounting Management
<u>SALARY</u>	:	R94 326 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	A Degree/ National Diploma in Finance related or 12 certificate with Accounting and Mathematics as passed subjects with 3-5 years relevant experience. PLUS the following key competencies: Knowledge of: BAS and PERSAL, PFMA and Treasury Regulations Skills: interpersonal skills and analytical skills, Computer literacy Communication, Good verbal and written communication.
<u>DUTIES</u>	:	Issue trip numbers to travellers. Register documents received. Capture travel and subsistence transactions on BAS and PERSAL systems. Safekeeping of documents. Handle enquiries and keep clients informed
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation

<u>POST 47/197</u>	:	<u>RECEPTIONIST REF 70054786</u>
<u>SALARY</u>	:	R94 326 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	A Grade 12 (or equivalent) Certificate with typing training course/qualification plus experience as a Receptionist. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure. Computer literacy in MS Office
<u>DUTIES</u>	:	Manage the reception area. Answer and making of calls Arrange meetings and schedule appointments Booking of Boardroom/s Assist in arranging meetings workshops Manage and maintain filing system Trace files and documents Make photo copies and order stationary, equipment, catridges, etc and process payments thereof Other receptionist duties assigned
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-5569011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/198</u>	:	<u>STATE ACCOUNTANT REF 70054792</u>
		Directorate: Financial Management and Accounting
<u>SALARY</u>	:	R94 326 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Finance or Accounting or equivalent with at least 2 years relevant experience. Must be computer literate and able to word under pressure PLUS the following key competencies: Knowledge of Bas and Persal PFMA and Treasury Regulations Skills: Interpersonal skills and analytical skills Communication: good verbal and written communication Creativity: problem solving skills, innovative
<u>DUTIES</u>	:	Authorize transactions on Bas and PERSAL systems. Supervision and staff development. Review workflow and performance of travel Management section (S&T). Compile reconciliations and management reports. Clear suspense accounts.
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/199</u>	:	<u>REGISTRY CLERK REF 70054788</u>
		Directorate: Office Service Pool
<u>SALARY</u>	:	R 76 194 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	Grade 12. Record Management certificate plus relevant practical experience PLUS the following key competencies: Knowledge of: national Archive act, prescripts, and disposal procedures, Minimum Information Security Standards(MISS), Courier services and Post Office procedures, Access of information act, act, PFMA, Skills: Computer literacy (Ms Word, excel, outlook, power point), Numeric, Problem solving, Strong supervisory, Report and submission writing, Conflict management, Communication: Sound verbal and written communication, Good interpersonal relation, Creativity: Problem solving, Innovative thinker Valid South African Driver's Licence
<u>DUTIES</u>	:	Safe record keeping and disposal of registry and archived files, Record requests for Administration of promotion of access to information, Rendering of a postal / courier / reproduction and messenger service, Manage an electronic document tracking
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation
<u>POST 47/200</u>	:	<u>PROVISIONING ADMIN CLERK REF 70055791</u>
		Directorate: Financial Management
<u>SALARY</u>	:	R76 194 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	Computer Literacy, Good Communication, Planning, Telephone Etiquette and Interpersonal Relation Skills, Ability to contribute to work progress.
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities/Duties: Proper administration of ordering material. Ensure all the invoices are signed and sent to the finance office for payment
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011-556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation

<u>POST 47/201</u>	:	<u>CLEANER REF NO 70054776</u>
<u>SALARY</u>	:	R64 410 per annum (Plus Benefits)
<u>CENTRE</u>	:	Marshalltown
<u>REQUIREMENTS</u>	:	Grade 9 or ABET qualification Good communication and interpersonal skills Physical fitness
<u>DUTIES</u>	:	Assist with the co-ordination Operate cleaning machines Polishing floor using machine Handling cleaning equipment Checking, providing and emptying waste bags Recording of cleaning equipment
<u>ENQUIRIES</u>	:	Samantha Ngindi : 011 556 9011
<u>NOTE</u>	:	Post is subject to Job Evaluation

DEPARTMENT OF HEALTH

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

OTHER POSTS

<u>POST 47/202</u>	:	<u>DEPUTY DIRECTOR PROGRAMMES REF NO: 70054751</u> Directorate: District Health Services
<u>SALARY</u>	:	R344 052per annum (all inclusive package)
<u>CENTRE</u>	:	West Rand District Region A
<u>REQUIREMENTS</u>	:	Appropriate Bachelors Degree or National Diploma (RQV13) Health Related, plus relevant experience. Experience in project, financial, human resources and career management... Driver's licence. Computer strategic planning. Research/Analysing. Training statistical analysis. Planning and organizing. Able to manage different programmes independently and compile management reports. Knowledge of norms and standards and reporting procedures.
<u>DUTIES</u>	:	Manage support and co-ordinate all health programmes; TB, HIV/AIDS, EPI, Mental health. Non Communicable Diseases, Rehabilitation, MCHW and health promotion. Responsible for the performance and monitoring objectives of the programs. Appraise the performance of staff in all the programmes. Responsible for the development and coordinate activities of all the programmes. Manage resources and finances. Assist in the development of district Health plan and district health plan and District Health plan and District strategic objectives. Liaise with all stakeholders Private, Public delivery & NGOS regarding service delivery. Implementation of all programmes policies and protocols. Promotion of research within all programmes data to inform service delivery plans.
<u>ENQUIRIES</u>	:	Ms. P. Muso, Tel, (011) 953-2152
<u>CLOSING DATE</u>	:	03 December 2008
<u>POST 47/203</u>	:	<u>FINANACIAL CONTROLLER REF NO: 70054757</u> Directorate: Financial Management
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding District
<u>REQUIREMENTS</u>	:	Appropriate experience in Financial Management and Budgeting. A Bachelor Degree, Diploma in Finance or equivalent or Matric with equivalent experience in finance. Knowledge of Basic Accounting System (BAS). Knowledge of Treasury Regulation and Public Finance Management Act (PFMA). Analytical skills, computer literacy, good communication skills. Ability to work under pressure, must be willing to work beyond working hours when required,
<u>DUTIES</u>	:	Ensure transactions are in compliance with PFMA, Treasury Regulations and other policies. Compilation of the in- year (IYM) monitoring for Metsweding District. Assist with budgeting process. Assist with the monitoring of the budget versus expenditure on monthly basis. Authorizing and Releasing payment on SAP. Reconcile the following: BAS/ PERSAL; BAS/ MEDSAS. Manage and control Petty Cash. Implementation of the effective system of internal control. Maintain financial procedure and delegations.
<u>ENQUIRIES</u>	:	Ms. MP.Mosepidi, Tel: (012) 303 9216
<u>CLOSING DATE</u>	:	08 December 2008

<u>POST 47/204</u>	:	<u>PRINCIPAL HUMAN RESOURCES OFFICER REF NO: 70054752</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding District
<u>REQUIREMENTS</u>	:	Diploma in HR or related; or grade 12 certificate with minimum of 2 years HR experience. Knowledge, understanding of the relevant legislative and regulatory framework, communication, interpersonal skills, problem-solving skills, and computer skills. Ability to work under pressure, organizing and planning. Sound knowledge of PERSAL, knowledge and understanding of PMDS and Employment Equity Act, Knowledge of PILIR, Knowledge of Recruitment and Selection process and staff establishment.
<u>DUTIES</u>	:	Implementations of effective PMDS, to ensure employees sign their performance contract. Assist line managers with recruitment and selection processes; identify areas of improvement in the establishment management in line with the best HR practices. Proper maintenance of Metsweding District staff establishment. Implementation of effective human resources management policies and practices. To follow-up on all HR issues with the GSSC. General management and development of staff in the section. Handling HR queries. Implementation of the District's Staff establishment.
<u>ENQUIRIES</u>	:	Ms S. Kgobe, Tel: (012) 303 9216
<u>CLOSING DATE</u>	:	08 December 2008

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

<u>APPLICATIONS</u>	:	Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
<u>CLOSING DATE</u>	:	05 December 2008
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

<u>POST 47/205</u>	:	<u>SENIOR ADMINSTRATIVE OFFICER 70054728</u> Directorate: Information Systems
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and recognized related Diploma. At least 2-3 years experience in IT Inventory control and asset management. Knowledge of computer hardware and software. Ability to write reports. Valid driver's license.
<u>DUTIES</u>	:	Provision of wide range computerized administration support. Procurement of computer hardware (spares and peripherals) and software. Asset management of IT hardware and software and Inventory control of IT assets. Support Assistant Director Support Service in execution of his/her duties in relation to Assets management. Responsible for IT related assets register, disposal of assets, movement and repair of assets. Manage asset verification processes. Manage internal storeroom. Manage all IT equipment requests. Secretariat of DITC meetings and report back to all applicants.
<u>ENQUIRIES</u>	:	Ms Phindiwe Mosia TEL : (011) 355 7352
<u>POST 47/206</u>	:	<u>SENIOR ADMINSTRATIVE CLERK 70054729</u> Directorate: Information Systems
<u>SALARY</u>	:	R 94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and at least 1-2 years experience in IT environment. Inventory control. Good customer care service and good communications skills. Knowledge of computer hardware and software. Valid driver's license
<u>DUTIES</u>	:	Provision of wide range computerized administration support. Procurement of computer hardware (spares and peripherals) and software. Asset management of IT hardware and software and Inventory control of IT assets. Provision of hardware, software and systems support services to computer users. Manage all assets in the Directorate. Do a physical audit of all assets in all regions. Ensure proper recording and safe keeping of documentation relating to addtest for audit

purposes. Updating of asset system and stock management of internal storeroom.

ENQUIRIES : Ms Phindiwe Mosia TEL: (011) 355 7352

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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 : 3 December 2008
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POST

POST 47/207 : **SERVER ADMINISTRATOR REFERENCE: 70054718**
Directorate: Information Systems Management
This is a re- advertisement, candidates who applied before need not to apply again.

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : MCP {Comptia only}, with minimum 2 to 3 years experience in Network and Server administration or 4 years experience supporting managing a workshop and server environment. Good understanding of windows environment, including Desktop and Server 2000 and 2003 OS. Experience in DHCP, DNS and Active Director Management. Server Management Certification would be a plus. A valid driver's licence.

DUTIES : Ensures that the infrastructure meets the agreed service levels through effective Sever administration. Ensures that performance statistics are recorded and monitored. Compiles management reports, which identify how the infrastructure and the operational team are meeting the agreed service level. Resolves technical problems that occur in the Systems Management Server Infrastructure. Ensures that warning and critical system events are brought to the attention of support staff within the operational team and logs errors for tracking purposes. Ensures that administrators, helpdesk operator and users can gain access only to allowed facilities. Ensures that there is a reliable and secure backup of the site. Support all Senior Management Group Policy formulation and implementation, change management, knowledge management problem solving and analysis. Maintain user accounts and Active Director. Liaise between management and users. Assist CIO with all Logical Security and implementing operational plans. Manage backups and data recovery. Manage network operating infrastructure, operating systems and security. Effective management of IT as a strategic resource. Perform routine Server maintenance and updates.

ENQUIRIES : Patricia Ndawo, Tel No: (011) 355-2584

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

This is an equal opportunity, affirmative action employer whose aim is to promote representativity in all levels off all occupational categories in this hospital.

NOTE : Directions To Candidates: The following documents must be submitted: Application for employment (Z83), which is obtainable at any Governmental Department. Certified copies of highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae Reference number must be indicated in the column provided on the form Z83 e.g. reference number NKO28/2008 NB Failure to comply with the above instructions will disqualify applications. Please note that due to a large number of applications received, applications will not be acknowledged. However every applicant will be advised of the outcome of his or her application in the due course.

OTHER POSTS

POST 47/208 : **SENIOR SPECIALIST (1 POST) REF NO: SNR SPEC NEUROSURG/1/2008**
Department Of Neurosurgery

SALARY : R407 745 per annum all inclusive salary package (excluding commuted overtime and scarce skills allowance), is payable to the successful candidate.

CENTRE : IALCH

REQUIREMENTS : Applicants must be currently registered as a Specialist Neurosurgeon with the Health Professions Council of South Africa and have 1 year experience as a Specialist in Neurosurgery Prior surgical experience

DUTIES : Key performance areas: The appointee will be required to attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. You would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

ENQUIRIES : Dr V. Karan on 031 – 240 1134/33.

NOTE : Applications are invited from suitably qualified persons for appointment to the following full-time post on the Public Service conditions of service:

POST 47/209 : **PRINCIPAL MEDICAL OFFICER (2 POSTS) REF: PMOS-NEUROSURGERY/1/2008**
Department Of Neurosurgery
Applications are invited for appointment to the above posts carrying Public Service Conditions of Service.

SALARY : R344 052 per annum all inclusive package) excluding Commuted Overtime and Scarce Skills Allowance

REQUIREMENTS : You must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner with a minimum of 2 years post registration experience. Previous surgical experience in a Neurosurgery environment will be an advantage. Skills Knowledge, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage.

DUTIES : Key Performance Areas: Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement.

ENQUIRIES : Dr V Karan (031) 240 1133

APPLICATIONS : All Applications must be addressed to the Human Resources Manager, and should be handed in at hr reception, level 4 management building or posted to Private Bag X03 Mayville, 4058.

CLOSING DATE : 05 December 2008

<u>POST 47/210</u>	:	<u>SENIOR MEDICAL OFFICER REFERENCE NO: NKO.023/2008</u>
<u>SALARY</u>	:	R217 482 P.A. Plus Benefits, 13 TH cheque, 22% Rural Allowance, 15% Scarce Skills and commuted overtime medical aid and housing allowance - optional
<u>CENTRE</u>	:	Nkonjeni Hospital
<u>REQUIREMENTS</u>	:	For The Post, MBChB HPCSA registration (current) One year of community service, Knowledge, Skills and Experience Required Sound knowledge of and clinical skills for Medical and Emergency care Ability to diagnose and manage common Medical problems Knowledge of the Primary Health Care System Sound teaching abilities Good communication and inter-personal skills Ability to function as part of a multidisciplinary team Surgical and Anesthetic skills
<u>DUTIES</u>	:	Key Performance Areas: Examination, diagnosis and management of patients in OPD, wards and clinics Deal with emotional, social and physical aspects of disease for patients and relatives Perform Ceasarian section, minor surgical procedures and advise within the scope of practice when required to Provide preventive health interventions and measures to promote health Be prepared to visit peripheral clinics Be prepared to perform after hour calls
<u>ENQUIRIES</u>	:	Dr BG Cele
<u>APPLICATIONS</u>	:	Hospital Manager, Private Bag X509, Mahlabathini, 3865
<u>FOR ATTENTION</u>	:	Miss BG Mchunu
<u>CLOSING DATE</u>	:	28 November 2008
<u>NOTE</u>	:	Failure to comply with the above instruction will disqualify applications.
<u>POST 47/211</u>	:	<u>CHIEF RADIOGRAPHERS (DIAGNOSTIC) X 2 REFERENCE NO: CRADS (DIAG)/1/2008</u> Department: PAMS Domain Institution: Inkosi Albert Luthuli Central Hospital (IALCH)
<u>SALARY</u>	:	R145 920 per annum, Benefits: 13 th cheque Medical aid – Optional Housing Allowance - Employee must meet the prescribed requirement
<u>REQUIREMENTS</u>	:	National Diploma or Degree in diagnostic radiography Current registration with the Health Professions Council of South Africa as a diagnostic radiographer At least three (3) years post registration experience as a diagnostic radiographer. Recommendations: Recent experience in CT, interventional angiography and experience in a fully digital imaging department will be advantageous. Knowledge, Skills, Training and competencies required: Knowledge of relevant radiation safety acts and protocols. Sound knowledge of Imaging equipment and protocols. Ability to solve radiography related problems. Good verbal and written communication skills. Knowledge and experience of Public Service Policies, Acts and Regulations. Must have a caring ethos in the execution of patient related tasks. Sound interpersonal skills. Show an inclination to higher learning Computer literacy and information management.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for performing general and specialised radiography duties in a fully digital, film-less and paper-less imaging environment. Produce good quality images using state of the art imaging equipment and have the ability to assist in special procedures. Train junior staff and take on delegated management responsibilities. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.
<u>ENQUIRIES</u>	:	Mr Malcolm Matthew (031) 240 1950
<u>APPLICATIONS</u>	:	All Applications must be addressed to the Human Resources Manager, and should be handed in at hr reception, level 4 management building or posted to Private Bag X03 Mayville, 4058.
<u>CLOSING DATE</u>	:	05 December 2008
<u>POST 47/212</u>	:	<u>CLINICAL TECHNOLOGIST: HAEMATOLOGY, PLASMAPHERESIS UNIT (1 POST) REF NO: CLINTECH HAEM/1/2008</u>
<u>SALARY</u>	:	R94 326 pa Other Benefits: 13 th cheque Medical aid – Optional Housing Allowance - Employee must meet the prescribed requirement
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital, Durban
<u>REQUIREMENTS</u>	:	B Tech Clinical Technology (Nephrology) • Registration with the Health Professions Council of South Africa as Clinical Technologist Knowledge, Skills, Training and Competencies Required: • Knowledge and competency in plasmapheresis and dialysis • Knowledge of basic operation of the cell separator and haemodialysis machine • Communication skills • Compliance with all relevant regulations and procedures. Key Performance Areas: • Correctly handle and dispose of items for plasmapheresis/dialysis/ haemofiltration • Prepare the machines • Perform plasmapheresis and cell harvesting Perform processing and

	storage of stem cells and Perform haemodialysis Ensure proper quality assurance processes
ENQUIRIES	: Prof VB Jogessar; Tel (031) 240-2654/8.
APPLICATIONS	: All Applications must be addressed to the Human Resources Manager, and should be handed in at hr reception, level 4 management building or posted to Private Bag X03 Mayville, 4058.
CLOSING DATE	: 05 December 2008
NOTE	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83 ,eg ref APRO/1/2006. Failure to comply with the above instructions will disqualify applicants. Please note: That all qualifications are subject to verification. Shortlisted candidates will be subjected to security clearance
POSTS 47/213	: <u>MALARIA TEAM LEADER REFERENCE: TM 10/2008</u> Component :Malaria Control Programme Institution: Malaria Control Unit
SALARY	: R76194-00pa.
CENTRE	: Jozini
REQUIREMENTS	: Grade 10 or 12 Certificate 3 Years Experience in Malaria Control Activities Valid Drivers License Code 8 Knowledge of traditional structures/counsellors Knowledge, Skills, Attributes, Abilities and Competences: Knowledge of Batho-Pele Principle Good interpersonal relations and problem solving skills Ability to work under pressure in order to meet tight deadlines Ability to work with the team To be prepared to work long hours and voluntary overtime Reliability, flexibility, creativity and client focused Ability to work in rural areas
DUTIES	: Key Responsibilities: Main Objectives: To perform field work duties including the following: Checking Malaria parasites to community using Malaria Rapid Tests Refer malaria patients to health facilities for treatment Doing follow –up to the patients treated from hospitals and clinics and rechecking them for compliance efficacy Doing the spraying to the community houses Supplying bed-nets to the community Educating people about the disease Maintaining and controlling to government equipment e.g Hudson pumps act
ENQUIRIES	: Mr JK Gumede, Telephone number: 035 572 1021
APPLICATIONS	: Application must be posted to :Malaria Control Programme P/ Bag x 002 Jozini 3969
FOR ATTENTION	: Miss P.J Mthembu
CLOSING DATE	: 05 December 2008 Please note: Due to large number of applications we envisage receiving, applications will not be acknowledged
NOTE	: This department is equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupation categories in the department. The following document must be submitted Application for Employment (z-83) obtained from any public service Department or from www.kznhealth.gov.za . Certified copies of Grade 10(STD8) or Grade 12 Curriculum Vitae I.D. copy N.B Not copies of certified copies The reference number must be indicated in the column provided on the form Z-83 (e.g.MAS01/2007) N.B Failure to comply with the above-mentioned instruction will disqualify applications.

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS	: KwaZulu-natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Commercial Road Pietermaritzburg 3200
FOR ATTENTION	: Mrs L Mthimunye
CLOSING DATE	: 28 November 2008
NOTE	: 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 including matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *Candidates may be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

OTHER POST

<u>POST 47/214</u>	:	<u>RISK MANAGEMENT SPECIALIST: INFORMATION TECHNOLOGY AND PROJECT MANAGEMENT (1 POST) REF: KZNPT 08/74</u>
<u>SALARY</u>	:	A remuneration package of R 407 745 per annum. The appointment is subject to the signing of a performance agreement.
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*A three year B-Degree or equivalent qualification *3 – 5 years in IT Project / Auditing and IT Risk Management will be an advantage.
<u>DUTIES</u>	:	*Prepare an initial evaluation and project scope of the IT Risk and Project Management activities and perform risk assessments. *Assist the Manager with IT Risk Analysis and Management of resource. *Assist with implementation of integrated IT Risk Management processes within the Provincial Administration. *Render advice to Senior Management. *Facilitate the development of a high awareness of internal control within the client departments. *Facilitate design of IT risk and Project Management training and awareness interventions within the client departments. *Perform IT Audit in the following areas (General Control Reviews in IT Environment); *Security Reviews (Logical & Physical); *Application Control Reviews; *Change Management reviews and System Development and Project Risk review audits.
<u>ENQUIRIES</u>	:	Mr. K. Malapane, Tel No (033) 897 4417
<u>NOTE</u>	:	African Females, African Males, White Females and people with disabilities who meet the requirements. Candidates may be subject to screening

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number to : The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Registry Office, Corner of Dorp- and Suid street Polokwane. No faxed applications will be considered.
- CLOSING DATE** : 28 November 2008
- NOTE** : Applications must be accompanied by a Z83 and a recent updated comprehensive CV, certified copies of all qualification(s) and ID documents as well as the names of three references. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Candidates will be subjected to reference checking and security clearance. Candidates may also be subjected to written test, if so required. Were drivers licenses are required; candidates may be subjected to a practical driving test. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful.

MANAGEMENT ECHELON

- POST 47/215** : **CHIEF FINANCIAL OFFICER REF NR: C3/08/1**
- SALARY** : R675 276 p.a. (all inclusive package)
- CENTRE** : Head Office Polokwane
- REQUIREMENTS** : A professional qualification in Finance and accounting, (i.e. B.Com degree, CIMA or CA or an equivalent qualification). • A minimum of 10-years experience in financial management or accounting in a medium to large organization. • High computer literacy with strong comprehension of financial systems. • Management skills at senior level and a demonstrated capacity to interpret, analyse and present complex financial information. • Track record in preparing and management of strategic business plans, budgeting, expenditure and revenue would be an added advantage. • Knowledge of legislation, policies, frameworks and relationship between different spheres of government in terms of DORA (Division of Revenue Act).
- DUTIES** : The incumbent would be responsible for:- • Managing the finance of the department. • Providing timely and accurate relevant, complete and suitable presentable financial results and trends in line with the PFMA and Treasury Regulations. • Making contributions to financial aspects of the strategic planning process. • Meeting external reporting and legal requirements (e.g. monthly reports and annual financial statements). • Developing and maintaining systems of control which comply with prescribed norms. • Manage transfers of funds to Parastatals and Municipalities. • Provide sound budgeting control and financial management advice to the Accounting Officer.
- ENQUIRIES** : Mrs. S Malan (015) 293 8412
- CLOSING DATE** : 28 November 2008

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

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

APPLICATIONS : The Director: Human Resource Management and Administration, Private Bag X9083, Cape Town, 8000

FOR ATTENTION : Ms N Meyer

CLOSING DATE : 5 December 2008

NOTE : Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Any previous government service and reason for leaving must be declared. *Correspondence will be limited to short-listed candidates only.*

OTHER POSTS

POST 47/216 : **DEPUTY DIRECTOR: PROGRAMME PERFORMANCE (REF NO L152/08)**
Component: Directorate: Monitoring and Evaluation
Sub-directorate: Programme Performance

SALARY : All-inclusive flexible remuneration package of R344 052 per annum.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for this post is an appropriate B. degree plus extensive appropriate experience. A post-graduate qualification in policy development and/or analysis and/or performance management and/or research and/or monitoring and evaluation and/or information systems will be an advantage. The following will serve as recommendations: • knowledge of and/or experience in development of monitoring and evaluation tools, systems and processes • knowledge of and/or experience in a performance management environment • knowledge of modern systems of governance and administration • knowledge of the constitutional, legislative and policy framework of public sector strategic planning, reporting, programme performance and monitoring and evaluation • knowledge of the local government and/or housing planning, reporting and monitoring environment • knowledge of and/or experience of performance program and project management • excellent report writing, policy analysis, analytical thinking • experience in human resource and financial management • ability to work independently, as well as a team leader • conflict management, interpersonal, presentation and networking skills • ability to interact with high level stakeholders • manage the sub-directorate programme performance • willingness to travel and work irregular hours • a valid code B (manual) driver's license • computer literacy (MS Office) • excellent verbal and written communication in at least two of the official languages of the Western Cape.

DUTIES : The successful candidate will be responsible for the following duties: • manage and co-ordinate the development and implementation of a comprehensive outcomes-based M&E system for the Department • manage and co-ordinate the development and implementation of a departmental programme performance system, manage and co-ordinate the alignment of monitoring, evaluation, reporting and performance management tools, systems and processes for the Department • co-ordinate the development of a set of high-level monitoring & evaluation indicators for the Department • co-ordinate and facilitate the alignment and integration of the Departmental M&E system with the provincial wide M&E system and the government wide M&E system • co-ordinate evaluations and impact assessments of departmental programmes • assist in the co-ordination & management of inputs into departmental programmes & reports • co-ordinate

		policy development for M&E and programme performance and represent the Department on national, provincial and departmental M&E task teams and forums • manage the sub-directorate programme performance • management and supervision of personnel • plan, monitor and exercise control over expenditure and ensure the effective utilization of financial resources.
<u>ENQUIRIES</u>	:	Mr Z Amien at (021) 483-4965.
<u>POST 47/217</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (REF NO L154/08)</u> Component: Directorate: Policy, Research and Information Management Sub-directorate: Information Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus experience in information systems and/or data warehousing and/or information management environment. The following will serve as recommendations: • technical expertise in information technology and systems integration • analytical, qualitative and/or quantitative research and evaluative ability • knowledge and experience in project management and strategic planning • ability to liaise with personnel, general public and officials on a senior level • excellent report writing and presentation skills according to tight timelines • must be self motivated, confident, creative, reliable, innovative and be able to show initiative • ability to work under pressure • willingness to work irregular hours as required • a valid code B (manual) drivers licence • candidates may be subjected to a practical evaluation • good verbal and written communication skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: • manage the development and maintenance of the departmental intranet portal • assist with the development and implementation of an information management strategy and plan, based on departmental priorities and budgets • ensure ICT co-ordination of all information systems and infrastructure for the Department and the municipalities • assist with the development and maintenance of an information management system for the Department • assist with the evaluation, maintenance and upgrading of existing information systems • assist with maintenance and improvement of the use of information in the Department, including supporting improvement in the quality of information used for decision making.
<u>ENQUIRIES</u>	:	Mr A Damane at (021) 483-8422.
<u>POST 47/218</u>	:	<u>CHIEF RISK ANALYST (REF NO L156/08)</u> Component: Directorate: Financial Management Sub-directorate: Enterprise Risk Management
<u>SALARY</u>	:	R174 243 per annum.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus experience in enterprise risk management and/or financial management, preferably in the public service • a valid Code B (manual) driver's licence will serve as a further job requirement. The following will serve as recommendations: • knowledge of the National and Provincial instruments and legislations pertaining to risk management • risk management process and techniques • research and development skills • knowledge of policy development and the ability to analyse, conceptualise and implement policy • knowledge of the PFMA, National Treasury Regulations, Provincial Treasury Instructions and Financial Delegations • human resources management experience • ability to monitor, evaluate and report • presentation and proven report writing skills • must be self driven, confident, innovative, foster team work and think analytically • ability to work under pressure • computer literacy (MS Office) • good verbal and written communication skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: • facilitate event identification and risk assessment workshops • facilitate process and control mapping workshops • capture, document and report on all information pertaining to risk, control and process improvement • do pro-active assessment of the current state of existing controls, including control self assessment • provide recommendations, facilitate and monitor control improvement • management of personnel • create awareness of the risk management policies.

ENQUIRIES : Ms C Mayiya at (021) 483-3151.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street, Cape Town, 8000
FOR ATTENTION : Ms D Bowie
CLOSING DATE : 12 December 2008

OTHER POST

POST 47/219 : **BUDGET ANALYST REF NO: U2/08/212**
Division: Management Accounting
Job purpose: To do research and analysis regarding the Annual Budget and performance reporting of the Department in order to profile interventions that promote economy, efficiency and effectiveness and assist with the preparation of budget inputs

SALARY : R145 920 per annum
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/ diploma Candidates who do not meet the minimum advertised requirement, but who have the necessary competencies to successfully perform in the post, may also apply. Furthermore, candidates will be required to complete a practical exercise as part of the interview process
Experience: Three to five years appropriate financial experience
Competencies: Functional knowledge of the Public Finance Management Act, Division of Revenue Act, National Treasury Regulations, Provincial Treasury Instructions and Accounting Officer Delegations • knowledge of budget management, compilation and reporting procedures • computer literacy (MS Word and Excel) • knowledge of LOGIS, BAS and PERSAL • knowledge and ability to interpret relevant legislation, regulations and policies impacting on financial governance • good verbal and written communication skills in at least two of the three official languages of the Western Cape Province • ability to work under pressure • problem solving and analytical skills • report writing and formulations skills

DUTIES : Do research in order to profile interventions that promote economy, efficiency and effectiveness • do analysis of researched material as well as expenditure trends and make proposals for interventions • develop databases and keep databases updated • assist in the compilation of the monthly expenditure and revenue projections report (In Year-Monitoring of Revenue and Expenditure (IYM) Report) for the Department • evaluate and analyse monthly IYM inputs and report with regard to efficiency of spending, composition and trend analysis of expenditure • prepare the following quarterly reports: Quarterly Performance Report (QPR), the Earmarked Funding Report, the Report to the National Council of Provinces and the Infrastructure Reporting Model (IRM) • assist in the completion and evaluation of the Adjustments Estimate • administration of virement/ shifts within the Department • other general financial administrative duties.

ENQUIRIES : Mrs M Nicholas Tel (021) 483 4896