



DATE OF ISSUE: 28 NOVEMBER 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 48 OF 2008**

**Introduction**

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

**Directions to candidates**

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

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

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **29 DECEMBER 2008**

**AMENDMENT** : **Department of Justice and Constitutional Development:** Kindly note that the following post: Administration Clerk DCRS, Kimberley Magistrate Office (3 posts), NC/138/08 Post 46/136, The correct closing date should be 28 November and **not** 28 December as indicated in the Vacancy Circular.  
**Department of Minerals and Energy:** Kindly note that the post of Secretary which was advertised on circular 45 (Post 45/55) is a 1 year contract.  
**Department of Water Affairs and Forestry:** Kindly note that all the Head Office (Pretoria) posts, advertised in PSVC 47 of 2008, the applications must be sent to the following address: The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001 attention to Ms C Mazibuko, Closing date 5 December 2008  
**Provincial Administration: Gauteng: Gauteng City Region Academy:** Kindly note that the following posts: Senior Administrative Officer Executive Management Development Ref No 70054777; Senior Administration Officer: E-Learning Ref 70054778; Senior Legal Admin Officer Ref 70054779; Senior Admin Officer X 2 Ref 70054757; Human Resources Practitioner Ref 70054780; Senior Administrator Officer: Talent Management And Innovation X2 Ref 70054781; Senior Administrative Officer: Stakeholder Management (X2) Ref 70054782; Senior Administrative Officer Research Ref 70054783; Senior Administrative Officer: ETQA Ref 70054784, advertised in PSVC 47 of 2008, The following has been added on the requirements: Grade 12 (or equivalent) plus relevant experience

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## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

## OTHER POSTS

- POST 48/01** : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT (AP192/2008)**
- SALARY** : R344 052 per annum (All inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A bachelor degree in Social Sciences or equivalent qualification and practical experience in an executive support position. Applicants should have good organizational, administrative, decision making, problem solving, communication and interpersonal skills. Ability to work and interact at a high level. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Willingness to work after hours when needed and the ability to work under pressure will be an added advantage. The successful candidate must have a sense of responsibility and be able to work under minimal supervision.
- DUTIES** : The successful candidate will be responsible for the following: Provide administrative support in the DDG & Director's office. Liaise with public, other government departments and other stakeholders by providing required information. Make logistical arrangements and prepare reports for meetings, seminars and workshops. Compile the branch budget, quarterly reports and other departmental reports.
- ENQUIRIES** : Ms Mothepane Sesele Tel: (012) 310 3322
- FOR ATTENTION** : Ms P Diphaha
- CLOSING DATE** : 15 December 2008
- NOTE** : Shortlisted Candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST 48/02** : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS (AP137 /2008)**
- SALARY** : R217 482 per annum (Total package of 295 978 p.a conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year qualification in Health/Social Sciences or equivalent qualification plus relevant training and experience in counseling, HIV and AIDS and disease management. Knowledge of Employee Wellness programmes, knowledge of Occupational Health and Safety Act. The ability to work individually and in team, ability to develop programmes, project management and presentation skills, innovativeness, flexibility and quality orientation, good interpersonal relations skills and computer literacy (preferably Ms Office and Excel) Experience in facilitating training in the field of HIV and AIDS will be an added advantage.
- DUTIES** : The successful applicant will be responsible for the following: Manage and Implement Employee Wellness, HIV & AIDS and Occupational Health and Safety programmes Manage and coordinate Occupational Health and Safety policy Implement Lifestyle Management Program Render an advisory role to management on employee needs Conduct performance evaluation of subordinates Manage the training and development of subordinates
- ENQUIRIES** : Me L Ntlatleng Tel Number: (012) 310 3398

<b><u>FOR ATTENTION</u></b>	:	Mr G Moroke
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: FOCAL POINT ADMINISTRATION: SPECIALIST UNIT: INTERNATIONAL COOPERATION AND RESOURCE (AP552/2008)</u></b> This is a re-advertisement. Candidates who have applied do not need to re-apply since their applications will be considered
<b><u>SALARY</u></b>	:	R174 243 per annum (Total inclusive package of R243 515 per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year qualification in international relations, public policy, communication or equivalent qualification plus extensive experience in the international biodiversity, marine, and sustainable development field. Experience in international liaison and co-ordination,, Public Policy and awareness of SA and government's priorities. Broad understanding and knowledge of international governance, environment and climate change issues (globally, regionally and locally). Ability to work under pressure. Excellent communication skills, both written and verbal. Advanced IT skills. Ability to develop & interpret policies. Ability to conduct research, gather and analyze information and draft documents and report writing. Creativity and operation of specific computer software packages. Extensive experience in Budget control and management is required.
<b><u>DUTIES</u></b>	:	The person who will be appointed in this post will conduct research and draft reports, facilitate stakeholder consultations and reporting on the various multilateral environmental agreements, protocols and conventions. The person would be required to: Manage the development and maintenance of a Departmental international focal point list serve e-mail system, web based and electronic data management system as well as a postal correspondence service relating to all multilateral environmental agreements; Develop and maintain a database of SA positions, technical focal points, stakeholders, international calendar of events, decisions, resolutions and reports of all multilateral environmental agreements; Provide secretariat and focal point support for the Department and follow-up on activities and developments from notifications and other relevant correspondence; Prepare regular international cooperation progress, monitoring and compliance reports to management and Parliament; Provide support to the delegation attending international negotiations; Report back to stakeholders on the outcomes of negotiations and implications thereof; and Coordinate all internal and external communications with regard to the multilateral environmental agreements.
<b><u>ENQUIRIES</u></b>	:	Ms J Combrink Tel: (012) 310-3452
<b><u>FOR ATTENTION</u></b>	:	Ms N Sebola
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>POST 48/04</u></b>	:	<b><u>PROVINCIAL PROJECT ADMINISTRATOR: DIRECTORATE: PROJECT IMPLEMENTATION (AP 558/2008)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (All inclusive package of R174 668) Conditions apply
<b><u>CENTRE</u></b>	:	Eastern Cape: Queenstown
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year qualification in Public Administration or a Senior Certificate plus appropriate experience in Office Administration; Experience in finance and procurement procedures ; project management experience ; good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills; ability to work individually and in a team, ability to work under pressure, multi- tasking and self supervision
<b><u>DUTIES</u></b>	:	The successful applicant will be responsible for the following key performance areas: Provide administration support to the Directorate: Project Implementation; provide logistical support to both regional and national offices; provide procurement management support to both regional and national offices; provide secretarial support to the directorate; provide administration support in the Project Implementation registry; assist with correspondence and document management and communicate with clients and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms Sphiwe Masina @ 012 310 3320
<b><u>FOR ATTENTION</u></b>	:	Mr T Shilenge

<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment
<b><u>POST 48/05</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (AP141/2008)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum (Total package of R 174 668 p.a. /conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or an equivalent qualification plus relevant administrative experience in a similar environment experience; a relevant three year tertiary qualification will serve as an added advantage. Good interpersonal skills, computer literacy, sound planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work long hours voluntarily and under pressure. Successful completion of LOGIS related courses will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful applicant will be responsible for the following aspects: Making logistical arrangements for meetings, seminars and workshops, provide administrative support to the Chief Directorate, render Chief User Services to the Chief Directorate, render inventory control service, liaise with stakeholders pertaining to queries and dissemination of information regarding departmental database.
<b><u>ENQUIRIES</u></b>	:	Mr V Blose Tel (012) 3103939
<b><u>FOR ATTENTION</u></b>	:	Mr G Moroke
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/06</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT UNIT (AP196/2008)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (Total package R146 549 of per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of grade 12 certificate or equivalent qualification and must have practical experience related to the duties. Experience in a financial and provisioning environment, project management and an administrative system is a requirement. Knowledge of the LOGIS will be an added advantage. Good writing skills, computer literacy, sound interpersonal relations, good communication and organisational skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to for daily activities of the Office of the Director. Provide budget, human resource, asset management, procurement and related auxiliary administrative support services. Provide advanced workflow and correspondence management support services. Keep up to date and ensure compliance with the relevant Public Service and Departmental policies and applicable prescripts. Compile and submit claims for approval. Make logistical / travel arrangements for meetings, workshops and visits. Provide overall secretariat services for the Directorate to clients and stakeholders. Maintain liaison with internal and external clients.
<b><u>ENQUIRIES</u></b>	:	Ms Ouma Legodi Tel: (012) 310 3024
<b><u>FOR ATTENTION</u></b>	:	Ms P Diphaha
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>POST 48/07</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK III: CREDITORS, TRAVEL AND SUBSISTENCE (AP 559/ 2008)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (Total package of R 146 549 per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A grade 12 senior certificate or equivalent qualification plus appropriate experience. Must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills: Government finance/ financial management, numeracy, accounting, computer literacy and accuracy. Good knowledge of Persal, Basic Accounting System (BAS), Treasury Regulation, Public Finance Management Act and Logis Integration.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to assist in calculating the advance amount for domestic and international trips. Assist officials in compiling domestic and international trips. Capture advances on BAS. Capture claims on PERSAL.

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

Attend to queries with regard to claims and advances. Follow up journals on BAS. Capture of sundry payments on BAS. Reconciling and processing claims from the Department of Foreign Affairs.

- : Ms E Griesel (012) 310-3479
- : Mr T Shilenge
- : 15 December 2008
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

## DEPARTMENT OF FOREIGN AFFAIRS

**APPLICATIONS** : The Director- General, Department of Foreign Affairs, Private Bag X152, Pretoria, 0001 or hand deliver to 1234 Church Street (Corner Duncan), Tulbagh Park, Drakenstein Building, Hatfield

**FOR ATTENTION** : Ms E Fouché

**CLOSING DATE** : 12 December 2008

**NOTE** : Applications must be submitted on form Z83 (Separately for each post) and should be accompanied by certified copies of qualifications and ID Document as well as a comprehensive CV. The Z83 should be completed in full. All applicants will be subjected to a process of security clearance, qualification verification and competency assessment. No late applications will be considered.

## OTHER POSTS

**POST 48/08** : **ASSISTANT FOREIGN AFFAIRS ADMINISTRATION OFFICERS: INFORMATION AND MISSION SECURITY (4 POSTS) (REF. DFA 11.19)**  
Directorate: Security

**SALARY** : R94 326 per annum

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate • At least two years' experience in the field of information security • IT degree/diploma in Information Security as well as successful completion of Security Officer Grade B will be an advantage • A valid driver's licence. Competencies: • Advanced computer skills • Investigation skills • Presentation skills • Typing skills • Communication skills • Report writing skills • Administrative skills • Excellent interpersonal skills • Analytical skills.

**DUTIES** : Follow schedules for a periodic security survey of the departmental classified information • Identify potential and real threats and report to management as prescribed • Record and inform management about all identified risks and threats to the security of the departmental classified information • Enforce adherence/compliance with information security measures and procedures • Enforce adherence/compliance with the Minimum Information Security Standards as well as other relevant security acts and prescripts within the Department • Record all incidents or suspected incidents of security breaches and/or leakages of sensitive information for investigation and report all incidents to management • Develop the DFA courier system • Implement and schedule the courier of documentation, considering the: \* Levels of security \* Mode of transport \* Planning of the shortest delivery route \* Tracing en route \* Written acknowledgement of final delivery \* Record of description of documentation to be couriered as prescribed \* Reporting of any irregularity.

**ENQUIRIES** : Mr SA Raswiswi, tel. (012) 351-1388.

**POST 48/09** : **PROVISIONING ADMINISTRATION CLERKS (7 POSTS) (DFA19.11)**  
Directorate: Supply Chain Management

**SALARY** : R64 410 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Competencies: Candidates must be in possession of a senior (or equivalent certificate) and knowledge and/or experience in Supply Chain Management. Knowledge of supply chain management framework, Basic knowledge of financial management and accounting principles Interpersonal relations, Analytical skills, Customer focus, Good communication and writing skills and Computer literacy.

**DUTIES** : Ensure timeous/correct capturing off all different transactions on LOGIS. The successful candidate will be required to ensure that orders are processed on time. Accurate and timeous payment of suppliers. Ensure timeous and correct delivery and issuing of goods and services. Effective stores administration and keeping of all Stores related records. Arrange the disposal of all obsolete/redundant items in the stores. Co-ordinate all procurement related functions. Perform all clerical functions in the Directorate: SCM as required.

**ENQUIRIES** : Mr SA Raswiswi (012) 351 1388

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

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

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 12 December 2008

**NOTES** : The estimate package includes a housing subsidy, pension fund, medical aid and a service bonus. A Z83 and a comprehensive CV as well as certified copies of qualifications and ID-document must accompany applications. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POST**

**POST 48/10** : **SENIOR SECRETARY GR III**  
Directorate: Content Development

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

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in a possession of a senior certificate and/or general secretarial and/or administrative knowledge. Advanced knowledge of MS Office. Typing skills are a must. Good communication skills. Well organised and professional. Ability to cope under pressure as well as keeping deadlines. Demonstrate high degree of initiative.

**DUTIES** : The successful candidate will be responsible for: Coordinating the diary of the Director. Organising and coordinating meetings of the Directorate and record minutes. Administration and procurement for the Directorate. Managing an effective and user- friendly filing system in the Directorate. Timeous coordination and consolidation of relevant plans and reports of the Directorate as required by the Business Plan. Accurate and timeous typing of documents. Monitoring the Director's emails.

**ENQUIRIES** : Ms N Bhaktawar, tel. (012) 314 2202



**GOVERNMENT EMPLOYEES PENSION FUND (GEPF)****APPLICATIONS****FOR ATTENTION****CLOSING DATE****NOTE**

- : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- : Ms UC Viljoen
- : 17 December 2008, No faxed / e-mailed / late applications will be considered.
- : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

**OTHER POSTS****POST 48/11****PAYROLL ACCOUNTANT (REF: PA/SAL/2008/12)**

Salary Section

One payroll accountant position at the Finance Section is currently available at the Government Employees Pension Fund. This position will be filled as a permanent position.

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

- : R217 482 per annum
- : Pretoria
- : Recognized three-year Bachelor's Degree or equivalent qualification, with three (3) years appropriate proven experience in the Salary administration filed or Grade 12 qualification with at least (10) years appropriate proven experience in the field of salary administration. Knowledge of the functionality of the PERSAL System will be an added advantage. Knowledge of the functionality of the ACCPAC System will be an added advantage. Extensive knowledge of PAYE and Income Tax on employees A minimum of three (3) years management and supervisory experience. Excellent knowledge of applicable legislation. Computer literacy that include a good working knowledge of Microsoft Office products. Competencies: Strong leadership and managerial skills Excellent communication skills, both verbal and written. High level people management skills. Strong project management skills. Ethical business conduct.

**DUTIES**

- : Key Performance Areas: The successful candidate will be responsible For the following: Check and authorize of PERSAL Payment transaction. Reconciliation of PAYE and submission of Return IRP5 reconciliation. Signing off an authorizing 3<sup>rd</sup> party payments, including reconciling them Prepare the payroll budget for all the business units. Provide guidance on all employee benefits taxation. Reconciliation of PERSAL runs to ACCPAC records Reconciliation of all payroll control accounts Administration of staff Debtors Provide accurate statistics Manage the payroll operation. Manage, train and develop subordinates Resolve all payroll queries. Attend to auditors on payroll related matters and reconciliations

**POST 48/12****ASSISTANT MANAGER: TERMINATIONS/APPOINTMENTS/TRANSFERS (REF: HR/TAT/2008/11)**

Human Resources

One Assistant Manager: Terminations/Appointments/Transfers position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.

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

- : R217 482 per annum
- : Pretoria
- : A recognized three-year tertiary qualification with at least 5 years experience within Human Resources Field or a Grade 12 certificate with at least 7 years proven experience in Human Resources Field. 3 years experience in managing staff that includes the training development and performance management of staff. 3 years experience in the administration of Terminations / Transfers / Appointment of individuals in the Public Service. Excellent working knowledge of the PERSAL system. Computer knowledge that includes a good working knowledge of MS Office products. Competencies: Excellent communication skills (written and verbal). Must be analytical and thorough - Ability to detect errors.

<b><u>DUTIES</u></b>	<p>Excellent interpersonal relations. Effective managerial and supervisory skills Ability to work in a team as well as independently. Deadline driven. Decision making and good judgment. Ability to prioritize urgent matters and deal with confidential matters. Must be able to take responsibility. Embracing continuous improvement Ability to meet strict deadlines. Attention to detail and accuracy.</p> <p>: Key Performance Areas: The successful candidate will be responsible For the following: Ensure that the necessary approval is obtained prior to the appointment of individuals. Ensure that compulsory documentation is completed and prepared by successful candidate. Approve the appointment of individuals on the PERSAL system. Ensure that compulsory documentation is completed and prepared for termination of service of individuals and circulate documentation through Human Resources Division. Check the correct compilation of the Z102 pension document. Ensure that compulsory documentation is completed and prepared for the transfer of individuals to and from the service of the GEPP. Manage administration pertaining to the relocation of individuals. Create and abolish positions on the PERSAL system. General administrative duties. Handle routine correspondence and enquiries. Providing accurate statistics. Writing of memos and submissions. Management of staff. Check and approve transactions on PERSAL</p>
<b><u>POST 48/13</u></b>	<p>: <b><u>SENIOR HR OFFICER: BASIC CONDITIONS (REF: SHRO/BC/2008/10)</u></b> Human Resources One Senior HR Officer: Basic Conditions position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R145 920 per annum : Pretoria : A recognized three-year qualification in Human Resource Management with three years HR experience or Grade 12 and 5 years proven experience in Human Resources within the Public Service. Computer literacy that includes a good working knowledge of the Microsoft Office products. Proven experience in the administration and/or management of Leave, PILIR, Long Service Awards, Housing Allowances and State Guarantees. Proven experience in other conditions of service, such as Injury on Duty, MMS &amp; SMS, and Financial Disclosures for SMS, etc. will be a distinct advantage. 1 year supervisory experience, which includes staff training, development and performance management. Very good functional knowledge of Persal. Competencies: Knowledge of the Public Service Legislation, such as Determination on Leave, PILIR, Housing, etc. Ability to prioritize work and urgent matters and deal with confidential matters. Ability to meet deadlines. Attention to detail and accuracy. Good written and verbal communication skills. Must be very thorough with the ability to detect errors. Excellent organisational skills. Excellent administration skills. Ability to take responsibility. Ability to keep abreast of changes in work environment.</p>
<b><u>DUTIES</u></b>	<p>: Key Performance Areas: The successful candidate will be responsible For the following: Effective management of Leave. Effective management of all tasks related to PILIR. Effective administration of the Long Service award system. Effective administration of Housing Allowances and State Guarantees. Effective administration of other conditions of service, such as Injury on Duty, MMS &amp; SMS, Financial Disclosures for SMS, etc. Supervise staff, including management in terms of staff performance evaluation, training and development. Check and Approve transactions on PERSAL. Check correspondence, such as letters. Providing accurate statistics.</p>
<b><u>POST 48/14</u></b>	<p>: <b><u>SENIOR HR OFFICER: RECRUITMENT (REF: HRSO/2008/10)</u></b> Human Resources One Senior HR Officer: Recruitment position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R145 920 per annum : Pretoria : A recognized three-year tertiary qualification with at least 3 years experience within Human Resources Field or a Grade 12 Certificate with at least 5 years</p>

experience in the Human Resources Field. At least 2 years experience in Recruitment. 1 year supervisory experience Computer knowledge that includes a good working knowledge of MS Office products. Competencies: Excellent communication skills (written and verbal). Must be analytical and thorough - Ability to detect errors. Excellent interpersonal relations. Effective managerial and supervisory skills Excellent organizational skills. Ability to work in a team as well as independently. Deadline driven. Good negotiation skills. Decision making and good judgement. Ability to prioritize urgent matters and deal with confidential matters. Must be able to take responsibility. Ability to take initiative

## **DUTIES**

: Key Performance Areas: The successful candidate will be responsible For the following: Liaise/ meet with the relevant operational manager/s to obtain background information on the vacant position within the section. Assist with the drafting of advertisements and liaison with managers to ensure that advertisements are in line with the specific requirements of the GEPP. Negotiation with external service providers for competitive pricing for the advertising of positions in the external media as well as prices on response handling. Arrange for the advertising of positions. Provide guidance to recruitment agencies for the screening of all applications against the inherent requirements of the positions. Arrange for the conducting of criminal, credit, qualification checks on shortlisted candidates. Instruct external service providers to compile a technical exercise to assess technical skills. Check shortlist submitted against inherent requirements of the position. Arrange final interviews with shortlisted candidates and assist with the compilation of competency based questions. Arrange for Psychometric evaluation on final shortlist where necessary. Drafting of submission for appointment to the CEO. Assisting with the administration of the recruitment of temporary workers through agencies. General administrative duties. Handle routine correspondence and enquiries. Providing accurate statistics. Management of staff.

## **POST 48/15**

### **HR OFFICER: BASIC CONDITIONS (REF: HRO/BC/2008/10)**

Human Resources

One HR Officer: Basic Conditions position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.

## **SALARY CENTRE REQUIREMENTS**

: R117 501 per annum  
: Pretoria  
: Grade 12 (Senior Certificate) with 3 years experience in Human Resources or an appropriate three-year qualification with 2 years experience in HR. Computer literacy that includes a good working knowledge of the Microsoft Office products. Proven experience in the administration of Leave, PILIR, Injury on Duty, Housing Allowances and State Guarantees. Proven experience in the administration of other conditions of service, such as Probation, Long Service Awards, MMS & SMS, Financial Disclosures for SMS, etc. will be a distinct advantage. A minimum of 1 year proven experience in Human Resources within the Public Service. Supervisory experience, which includes staff training, development and performance management, will be an advantage. Very good functional knowledge of PERSAL. Competencies: Knowledge of the Public Service Legislation, such as Determination on Leave, PILIR, Housing, etc. Ability to prioritize work and urgent matters and deal with confidential matters. Ability to meet deadlines. Attention to detail and accuracy. Good written and verbal communication skills. Must be very thorough with the ability to detect errors. Excellent organisational skills. Excellent administration skills. Ability to take responsibility. Ability to keep abreast of changes in work environment.

## **DUTIES**

: Key Performance Areas: The successful candidate will be responsible For the following: Effective administration of Leave. Effective administration of tasks related to PILIR. Effective administration of Injury on Duty. Effective administration of Housing Allowances and State Guarantees. Effective administration of other conditions of service, such as Probation, Long Service Awards, MMS & SMS, Financial Disclosures for SMS, etc. Supervise staff, including management in terms of staff performance evaluation, training and development. Capturing of transactions on PERSAL. Compiling of various documentation, such as letters. Provide accurate statistics. Assisting with general administrative duties related to the Human Resources Section

<b><u>POST 48/16</u></b>	:	<b><u>HR ADMINISTRATOR: BASIC CONDITIONS (REF: HRA/BC 2008/10)</u></b> Human Resources One HR Administrator position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate A minimum of 18 months experience in a Human Resources or Administrative environment. Experience in the Administration of Leave and PILIR will be an advantage. Knowledge of PERSAL will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of the Pension Fund environment. Competencies: Effective communication skills (written and verbal) Effective organisational skills. Effective administration skills. Good interpersonal relations. Must be thorough - Ability to detect errors. Ability to prioritize urgent matters and deal with confidential matters. Ability to meet deadlines. Must be able to take responsibility. Must be able to keep abreast of changes in work environment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible For the following: Administration and capturing of leave on PERSAL. Administration of PILIR. General Administrative duties related to the Human Resources environment Filing of documents and safe-keeping of files Handling of routine correspondence and enquiries Maintain personnel details on PERSAL Injury on duty Providing accurate statistics
<b><u>POST 48/17</u></b>	:	<b><u>HR ADMINISTRATOR: BASIC CONDITIONS NO 2 (REF: HRABC2/2008/10)</u></b> Human Resources One HR Administrator position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate A minimum of 18 months experience in a Human Resources environment. Experience in the Administration of Leave and PILIR. Experience in other basic conditions of service, such as Injury on duty, Housing Allowances and State Guarantees, Long Service awards and Probation. Functional knowledge of Persal. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of the Pension Fund environment. Competencies: Effective communication skills (written and verbal) Effective organisational skills. Effective administration skills. Good interpersonal relations. Must be thorough - Ability to detect errors. Ability to prioritize urgent matters and deal with confidential matters. Ability to meet deadlines. Must be able to take responsibility. Must be able to keep abreast of changes in work environment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible For the following: Administration and capturing of leave on PERSAL. Administration of PILIR. General Administrative duties related to the Human Resources environment Filing of documents and safe-keeping of files Handling of routine correspondence and enquiries Maintain personnel details on PERSAL Assist with administration of Basic Conditions of Service, such as Injury on duty, Housing Allowances and State Guarantees, Long Service awards, Probation, etc. Providing accurate statistics.
<b><u>POST 48/18</u></b>	:	<b><u>HR ADMINISTRATOR (REF: HR/PER/2008/11)</u></b> Human Resources One HR Administrator: Performance Management position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. At least 12 months general administrative experience of which at least 3 months should be within the Performance Management environment. English as a passed subject on Higher Grade level in Grade 12.

Computer literacy that would include a good working knowledge of Microsoft Office products. Competencies: Excellent interpersonal relations. Effective communication skills (written and verbal). Must be analytical and thorough-ability to detect errors. Ability to prioritize work and urgent matters and deal with confidential matters. Ability to function independently and to take responsibility and initiative Excellent organisational skills. Effective administration skills. Effective problem solving skills.

#### **DUTIES**

: Key Performance Areas: The successful candidate will be responsible For the following: Assisting with the administration of Performance Agreements, Performance Reviews and Performance Evaluations. Ensure that all the said documentation are submitted on time and send reminders. Check documentation for correctness. Filling of all documents and safe keeping of files. Handle general administrative duties related to the Human Resources Section as required.

## 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 48/19** : **DIRECTOR: HEALTH TECHNOLOGY POLICY AND PLANNING (REF NO NDOH 237/2008)**  
Cluster: Hospital and Health Facilities Management: Directorate: Health Technology Policy and Planning  
(This is a re-advertisement, candidates who previously applied for this post "Ref.32303/2 & PSC.27/100" need not re-apply as their applications will still be considered)

**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 guidelines of the Senior Management Service.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year Bachelor's degree in Health Sciences or Clinical Engineering. A postgraduate qualification relevant to health technology management would be an added advantage. Three to five years experience in health technology management and project management. Extensive experience at middle management level and extensive knowledge and experience in health technology planning, management and sourcing. Experience in development of policy and legislation. Knowledge and experience in financial management and human resources management. Good communication skills (written and verbal). A valid code 08 (Code B) driver's licence.

**DUTIES** : The incumbent will amongst others carry out the following duties but not limited to: \*Develop strategy, policy, regulations, norms and standards relating to health technology planning \*Manage the Directorate: Health Technology and administrate the related legislations \*Management and acquisition including post marketing surveillance as well as safe efficient use of health technology \*Provide guidance and support to provinces \*Liaise with national and international stakeholders and make inputs into legislations.

**ENQUIRIES** : Dr KS Chetty Tel (012) 312 0945

**CLOSING DATE** : 15 December 2008

## OTHER POSTS

<b><u>POST 48/20</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING (REF NO NDOH 256/2008)</u></b> Cluster: Strategic Planning. Directorate: Strategic Planning
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R407 745 per annum including choice of basic salary between 70% and 75% 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*A post-graduate degree or equivalent qualification *Three (3) to five (5) years relevant working experience within the health sector *Experience in the development and analysis of strategic and operational plans in the health sector *Extensive experience in the use of the District Health Information System (DHIS) *Advanced computer literacy (MS Word, Excel, PowerPoint and MS Project) *Good interpersonal relations *Good communication skills (written and verbal) *Good policy analysis, project management and organisational skills *Ability to work under pressure *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Analysis of Provincial Annual Performance Plans (APP's) and Annual Reports *Monitoring of performance on both National Strategic Plans and Provincial APP's *Importing and extraction of data from the District Health Information System (DHIS) and analysis of such data *Development of National Strategic Plan and Annual Report *Supporting the development of the Integrated Health Planning Framework (IHPF) *Development of the Strategic Planning Database *Skills transfer to team members.
<b><u>ENQUIRIES</u></b>	:	Mr Thulani Masilela at tel (012) 312-0533.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/21</u></b>	:	<b><u>DEPUTY DIRECTOR: HEALTH RESEARCH (REF NO NDOH 238/2008)</u></b> Cluster: Health Information, Evaluation and Research: Directorate: Health Research
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four-year degree in Health Sciences or equivalent qualification in Public Health or Social Sciences (please specify which social sciences). Three-five years management experience. Extensive experience in strategic policy development. Knowledge of and experience of coordination and management of Research activities. Experience in committee support and committee management. Computer literacy. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Support in co-ordinating national health research priorities *Render support to management of key research priorities of the department *Ensure scientific and technical integrity of research commissioned by the department of health *Co-ordinate stakeholder relations for health research *Coordination and management of research activities *Oversight of secretariat to National Health Research Committee (NHRC) and National Health Research Ethics Council (NHREC) *Implementation of the South African Health Research Policy *Management of research data bases, collaboration with academic institutions, provincial stakeholders and NGOs in research *Review of research proposals *Implementation of the National Health Act and Research Policy *Co-ordinate with Department of Science and Technology in implementing health component of the National Science System *Coordinate intellectual property and Research and Development in Health.
<b><u>ENQUIRIES</u></b>	:	Dr L Makubalo at tel. (012) 312 0774.
<b><u>CLOSING DATE</u></b>	:	22 December 2008

<b><u>POST 48/22</u></b>	:	<b><u>CHIEF PHARMACIST (REF NO NDOH 254/2008)</u></b> Cluster: Pharmaceutical Policy and Planning. Directorate: Affordable Medicines
<b><u>SALARY</u></b>	:	R237 855 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*A four-year Bachelor's degree in Pharmacy *Registered with the Pharmacy Council of South Africa *At least three (3) years experience in pharmaceutical services in the public and private sectors *Advanced knowledge of the scope of practice for the pharmacy professionals *Knowledge of the scope of practice of other healthcare professionals *In-depth knowledge of Good Pharmacy Practice, Good Dispensing Practice, Primary Health Care Drugs List *Knowledge of applicable legislation, including the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) and the Pharmacy Act, 1974 (Act 53 of 1974), the Constitution of South Africa etc *Knowledge of the Public Finance Management Act *Knowledge of the National Qualification Framework *Computer literacy, including web-based skills *Experience in training *Project management, planning, co-ordinating, delegating and monitoring skills *Supervisory, problem solving, negotiation and presentation skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel and work irregular hours *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Supervise the processing of applications for licences to dispense *Liaise with applicant's queries regarding applications, provide advice on layout of dispensary, GDP, etc. *Advise applicants on compiling treatment protocols for clinics in line with the EDL *Liaise with offices of senior management regarding the status of applications submitted for approval *Supervise and co-ordinate training of inspectors and inspections of authorised prescriber's premises *Assist with inspections of premises of licensed dispensers when necessary *Set up and maintain a peer review mechanism for the inspectorate functions of the inspectors for licensing *Supervise preparation off documentation for the issuing of a licence *Assist with quality control of above documentation *Carry out performance assessments of staff *Monitor the collection and disbursement of fees, associated with the licensing processes, in terms of the PFMA *Maintain the electronic databases for licensing *Ensure compiling of statistics with respect to the licensing process is done regularly *Compile reports for quarterly operational and strategic reports *Prepare documents and reports in response to queries from senior management *Update application forms for the issuing of licences *Update guidelines for the completion of the application form *Draft notice of fees for licences *Ensure application form is available on Department Web-site *Assist with the co-ordination and supervision functions of the permit, pharmacy and yellow fever licensing process when necessary.
<b><u>ENQUIRIES</u></b>	:	Ms H Nieuwoudt at tel (012) 312-0378.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (ACCOUNTS MANAGEMENT) (REFERENCE NUMBER NDOH 252/2008)</u></b> Cluster: Financial Management. Directorate: Financial Management
<b><u>SALARY</u></b>	:	R217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*An appropriate three-year degree or equivalent qualification with Accountancy as a main subject *At least six (6) years appropriate financial experience preferably in a bookkeeping section of a government department at the level of Senior State Accountant *In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Government banking procedures, debt management, Basic Accounting System (BAS) and PERSAL *Workable knowledge of suspense and control accounts, travel and subsistence claims and compilation of the Annual Financial Statements *Computer literacy *Supervisory skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Ability to work under pressure and prepared to work overtime when required *A valid code 08 (Code B or EB) driver's licence.
<b><u>DUTIES</u></b>	:	*Compile Annual Financial Statements of the department as well as those for the King George V Silver Jubilee Fund *Answer audit queries *Transfer conditional grant funds in accordance with the DORA payment schedule *Authorise sundry payments in accordance with delegations (hardcopies) and on BAS *Authorise



telegraphic transfers and foreign payments on Safetyweb \*Monitor that debt is taken on and that each debt is followed up on a monthly basis \*Ensure that irrecoverable debt is written off in accordance with debt policy \*Ensure that T & S advances and claims on BAS and Persal respectively are authorised \*Monitor that revenue received is dealt with in accordance with Treasury Regulations \*Monitor that petty cash facility is administered correctly \*Transfer revenue to SARS and classify revenue accordingly \*Compile annual Revenue Budget \*Compile annual Drawings on Revenue Fund \*Report quarterly to National Treasury on State Guarantees \*Requisition of funds on a monthly basis \*Monitor that all accounts are correctly used and follow up that they are cleared as prescribed for month and year-end closure \*Supervisory tasks such as providing training to subordinates, PMDS, management of leave and implementation of new procedures/policies.

**ENQUIRIES** : Ms S W Pretorius at tel (012) 312-0638.  
**CLOSING DATE** : 15 December 2008

**POST 48/24** : **PRINCIPAL MEDICINES CONTROL OFFICER (3 POSTS) (REF NO NDOH 257/2008)**  
Cluster: Medicines Regulatory Affairs. Directorate: Inspectorate and Law Enforcement

**SALARY** : R190 557 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*An appropriate recognised four-year qualification in Pharmacy or equivalent qualification \*At least three (3) year experience in either the pharmaceutical industry/wholesale pharmacy/retail pharmacy \*Knowledge and experience in the application of the Medicines and Related Substances Act 101 of 1965 as amended, and the related regulations \*Knowledge of safety and efficacy aspects of medicines is mandatory \*Computer literacy (e.g. MS Word, Excel and Internet search) \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning, organisational and presentation skills \*Good analytical skills \*Must be prepared to travel and work irregular hours \*Valid code 08 (Code B) driver's licence.

**DUTIES** : \*Assess and evaluate Good Wholesale Practice (GWP) inspection reports of pharmaceutical wholesaling and distributing sites where medicines are kept \*Assist with creating and reviewing of Standard Operating Procedures (SOP's) of the Directorate and maintenance of the Quality System \*Perform Pre- and Post Registration inspections on information submitted in a medicine application form (MRF1) \*Evaluate requests from the pharmaceutical industry for exemption from the provisions of the Act in terms of the provisions of the Medicines Act \*Prepare reports for the Medicines Control Council and relevant Committees \*Liaise with inspectors from International Regulatory Authorities \*Assist in minuting the recommendations of the Pharmaceutical and Analytical Committee and other related Committees of Council applicable to the activities of the inspectorate \*Evaluate responses from Applicants \*Evaluate requests from Applicants for amendments to the MBR1 dossier \*Interview members from industry to discuss Council resolutions, requirements of the Act and medicines quality issues \*Attend meetings of the Pharmaceutical and Analytical Committee and other committees related to the activities of the Inspectorate \*Perform wholesale inspections at wholesalers and distributors of medicines for compliance with good wholesaling and distribution practises in accordance with guidelines accepted by Council \*Evaluate complaints received from the public relating to the quality of medicines, sale of unregistered medicines, stolen medicines and counterfeit medicines \*Perform inspections at Bonded Stores for Council approval \*Assist with technical evaluation of applications for licences and applicant certificate prior issuing of licenses \*Perform Good Manufacturing Practice (GMP) inspections at manufacturing sites.

**ENQUIRIES** : Dr Joey Gouws or Mr Enos Motshitela or Ms Virginia Vilakazi at tel (012) 312-0230  
**CLOSING DATE** : 15 December 2008

<b><u>POST 48/25</u></b>	:	<b><u>PRINCIPAL FORENSIC ANALYST (REF NO NDOH 259/2008)</u></b> Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory (This is a re-advertisement, candidates who previously applied for this post "Ref.43981/1 & NDOH.117/2008" must re-apply if they are still interested)
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Cape Town.
<b><u>REQUIREMENTS</u></b>	:	BSc. in chemistry or equivalent qualification, with chemistry as a major subject. Extensive experience in Gas Chromatography (GC), Mass spectrometry (MS) and High performance liquid chromatography (HPLC), with proven experience in an analytical laboratory, demonstrating skills in the field of toxicology. Knowledge of the Criminal Procedure Act, Inquest Act, Road Traffic Act, foodstuffs, cosmetics and Disinfectants Act and the Occupational Health and Safety Act. Basic knowledge of judicial systems and court procedures. Knowledge of ISO 17025. LIMS experience. Ability to work independently and to solve forensic scientific problems. Experience in LC MS and ICP will be a recommendation. Experience in rudimentary general management and administration procedures. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Applied analysis of biological tissues (human viscera) and body fluid samples for toxic substances, including alcohol analysis, and of foodstuff and cosmetic samples in terms of Foodstuffs, Cosmetics and Disinfectant Act using certain processes and methods including; gas chromatography using various detectors, high performance liquid chromatography, mass spectrometry, etc. *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula *Record sample information complete and review analysis, statistical analysis, reviewing of reports, certificates and affidavits *Rotation between sections should be required *Give evidence in courts of law *Attend lectures, seminars and short courses and visit academic libraries *Assist in construction of standard operating procedures *Assist in preparing the laboratory for accreditation *Operation, maintenance and record keeping of all information and data associated with instrumentation *Method development and validation of methods *Creating working instructions *Mini-project management e.g. method developing, preventative maintenance plans, etc. *Assist with training and skills development.
<b><u>ENQUIRIES</u></b>	:	Ms AM Schillack at tel. (021) 442 8940
<b><u>CLOSING DATE</u></b>	:	22 December 2008
<b><u>POST 48/26</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (REF NO NDOH 253/2008)</u></b> Cluster: Financial Management: Directorate: Compensation Commissioner for Occupational Diseases
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	*A recognised three-year degree or diploma in Accounting or Finance *Knowledge of the Public Finance Management Act and Treasury Regulations *Appropriate knowledge and experience in Finances *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy *Must be prepared to travel *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Liaise with the Department of Minerals and Energy regarding risk shifts at mines *Visit controlled mines for verification of levies received against risk shifts performed *Liaise with and assist the risk committee regarding payments of levies for risk shifts *Compile, manage and update register for mines that are paying levies *Determine and implement penalties for mines which are not paying levies on time.
<b><u>ENQUIRIES</u></b>	:	Ms T Khaka at tel (011) 713 6900
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/27</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (REF NO NDOH 260/2008)</u></b> Office of the Deputy Director-General: Strategic Health Programmes. Branch: Strategic Health Programmes (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*A three-year Bachelor's degree or equivalent qualification *Three years experience in office administration and financial management *Knowledge of the Public Finance Management Act (PFMA) and public sector budget financial systems and project management *Experience in provisioning administration (LOGIS and procurement system) *Knowledge and experience in human resources management and applicable regulation framework legislation *Knowledge of procurement procedures and LOGIS *Experience in ensuring a good filing system and asset management *Computer literacy (MS Office Package) *Good interpersonal relations and telephone etiquette *Good supervisory skills *Good communication skills written and verbal) *Good planning and organisational skills *Ability to work under pressure.
<b><u>DUTIES</u></b>	:	*Provide administrative support to the Deputy Director- General, Deputy Director and Assistant Director *Serve on relevant committee as instructed by the Deputy Director and Deputy Director-General *Supervise senior administration clerk *Control submissions in the branch *Handle enquiries in the branch, from Minister, Director-General and Deputy Director-General *Financial management (checking expenditure in accordance with financial delegation) *Monitor and control all matters related to procurement *Draft memoranda, letters and submissions up to the level of Minister *Secretarial functions for workshops and meetings *Assist in management administrative and protocol aspects of national project/events that occur annually.
<b><u>ENQUIRIES</u></b>	:	Mr J T Makeke at tel (012) 312 0944
<b><u>CLOSING DATE</u></b>	:	22 December 2008
<b><u>POST 48/28</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE II (REF NO NDOH 255/2008)</u></b> Cluster: Financial Management. Directorate: Financial Management (This is a re-advertisement of a post previously advertised with reference numbers NDOH 84/2008 and PSC 24/18. Applicants previously applied for the post must re-apply if they are still interested).
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) with accounting as a passed subject or equivalent qualification *At least two (2) years experience in a salary office *Extensive working experience on the PERSAL system *Computer literacy *Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	*Handling inter-departmental claims resulting from transfers to and from departments *Finalize all transactions relating to transfers to and from departments *Instate salary deductions *Compile BAS payments with regard to bond instalments *Distribute and monitor return of payroll certificates *Clear salary disallowance account, salary reversal control account, claims recoverable accounts, salary deduction disallowance account and salary tax debt account *Calculate leave gratuity, long service awards, leave without pay, salary differences and tax *Capture appointment and payment of casual workers and committee members *Finalise service terminations *Determine departmental debt resulting from transfers and resignations by issuing debt route forms.
<b><u>ENQUIRIES</u></b>	:	Mr E J Tshabangu at tel (012) 312 3270
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/29</u></b>	:	<b><u>SENIOR SECRETARY GRADE II (REF NO NDOH 258/2008)</u></b> Cluster: Africa and South-South Relations. Directorate: Africa Relations (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) or equivalent qualification *A Secretarial Diploma or equivalent qualification will be an added advantage *Knowledge and experience in office administration and secretarial duties *Knowledge and experience in procurement procedures *Computer literacy (MS Word, Excel, PowerPoint and GroupWise) *Good interpersonal relations *Good

communication skills (written and verbal) \*Good filing and organisational skills  
\*Basic financial management skills.

**DUTIES**

: \*Manage correspondence in the office of the Director \*Manage telephonic communication in the Director's office \*Manage the diary of the Director (time available for meetings, travel, office work and management functions) \*Provide administrative support in the office of the Director (manage meetings, filing system in the office of the Director, receive visitors and arrange refreshments) \*Prepare documents for meetings \*Make travel and accommodation arrangements for the Director \*Process claims for travelling and accommodation expenditure \*Order stationary \*Handle petty cash for the Director \*Communicate with different stakeholders \*Render typing services for the Director,

**ENQUIRIES**

: Ms M G Matimela at tel (012) 312 0434

**CLOSING DATE**

: 15 December 2008

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.*

- APPLICATIONS** : Forward applications, quoting the relevant reference number, to: The Director General: Department of Home Affairs; Private Bag X114; Pretoria 0001. Alternatively, applications may be hand delivered to the Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Watloo, Silverton. In the even of hand delivery applicants are to sign an application register as proof of their submission.
- FOR ATTENTION** : Ms X Mavikela
- CLOSING DATE** : 5 December 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration. No faxes or emailed applications will be considered.
- NOTE** : Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. This post requires the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management. Application Instructions: Applications must be submitted on the Application for Employment form (Z.83) obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees (these should be people who recently worked with the applicant), and certified copies of qualifications (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications, to submit evaluated results by the South African Qualification Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. Submit a separate application and documentation for each position. If no contact is made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful.

## MANAGEMENT ECHELON

- POST 48/30** : **DEPUTY DIRECTOR: SYSTEM CONTROL HRMC F3/08/1**  
Directorate: Planning and Budgeting  
Job Purpose: Reporting to the Director: Planning and Budgeting, oversee the effective and efficient implementation, running and maintenance of BAS according to National Treasury Regulations
- SALARY** : An all-inclusive salary package of R407 745 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A B-Degree in Accounting, Economics, Cost Accounting, Public Finance or an NQF Level 6 equivalent Qualification with extensive relevant experience in the Public Service • Extensive relevant experience in a finance environment in a management position with a proven track record of managing a team • Extensive knowledge of the Basic Accounting System specifically relating to System Controlling • Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations • Understanding of the Public Service Regulations

Act, South African Constitution and of departmental legislation as well as human resource legislation and prescripts •A valid driver's licence •Preparedness to travel and work extended hours when required; Key Competencies: Service Delivery innovation •Client orientation and customer focus •People management and empowerment • Financial management •Honesty and integrity •Project management •Communication •Knowledge management •Decision making •Presentation •Problem solving •Influencing and networking •Planning and organising •Strong analytical skills •Computer Literacy, especially in Microsoft Excel •Conflict management •Financial reporting •Attention to detail •Risk management and fraud prevention •Accounting skills.

#### **DUTIES**

: Manage effective operations within the functional unit •Act as the point of contact between the DHA, National Treasury and SITA to ensure system requirements and regulations are met •Ensure effective provision of BAS control services •Ensure the effective and uniform implementation of standard operating procedures and system control processes •Review access control changes/updates on a constant basis •Ensure changes to the standard chart of accounts •Check that the correct interfaces are in place with source systems (PERSAL) •Implement and enforce segregation of duties in the Basic Accounting System.

#### **NOTE**

: Persons who have applied or are interested in applying for the above position, which appeared in the Sunday Times and City Press on 12 October 2008 and on The Star Workplace on 15 October 2008 and was advertised with reference number HRMC 02/08/10, must please note that this post is hereby re-advertised. Persons, who applied previously, if still applicable, are requested to re-apply. We apologised for any inconvenience caused

## 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  
**FOR ATTENTION** : Abel Mositsa  
**CLOSING DATE** : 12 December 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 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. No faxed or e-mailed applications will be accepted. "It will be expected from the selected candidates to be available for interviews on a date, time and place as determined by the Department of Housing" Applicants must note that further checks will be conducted once they are shortlisted and that their appointments are subjected to positive outcomes on these checks, which include security clearance, qualification verification and criminal records"

## OTHER POSTS

**POST 48/31** : **DEPUTY DIRECTOR: FINANCIAL SUPPORT REFERENCE: DOH/222/2008**  
 Directorate: Financial Administration

**SALARY** : R344 052 (all inclusive salary package)  
**REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's Degree/Diploma, with 3 to 5 years relevant experience in Financial Administration. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and other relevant prescripts. Previous experience in managing the Payroll, Accounts payable, bank reconciliation, cash flow management will be an advantage. Knowledge of PERSAL, BAS and LOGIS System. The ideal candidate must have strong analytical skills, computer literacy, administration and organisational skills, good communication skills (written and verbal) as well as interpersonal skills, sound financial and budgeting skills. Ability to constantly liaise with customers, high level of integrity and honesty, self driven team player who is able to solve problems and manage risk.

**DUTIES** : The successful candidate will be responsible for management of the following functions: Banking and cash management, salaries, creditors and sundry debtors. Compilation of quarterly and annual financial statements. Management of subordinates and related functions allocated to the incumbent of the post.

**ENQUIRIES** : Mr MJG Jacobs Tel: (012) 421-1321

**POST 48/32** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: ACCOUNTING AND CREDITORS REFERENCE: DOH/221/2008**  
 Directorate: Financial Administration

**SALARY** : R174 234 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree/ diploma in Accounting/ Financial Management or equivalent qualification and at least 3 years appropriate experience. Supervisory experience will be an added advantage. A candidate must have thorough knowledge of the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Treasury Regulations. The ideal candidate must have good communication skills, must be able to work under pressure and conscious about cut off dates.

**DUTIES** : The successful candidate will be responsible to manage and control the accounting functions as well as creditors' payment, reconciliations and all related suspense accounts. Supervise subordinates.

**ENQUIRIES** : Mr MJG Jacobs Tel: (012) 421-1321

<b><u>POST 48/33</u></b>	:	<b><u>SENIOR SECRETARY GR IV (DOH/223/2008)</u></b> (Directorate: Financial Administration)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applications are invited from persons with Grade 12/ or equivalent and general office administration experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills, above average planning and organisational skills and knowledge of meeting procedures. Be professional and must be able to work independently, under pressure and irregular hours. An understanding of the Public service systems and procedures. Basic knowledge of financial management. Computer literacy (Ms Word, Excel, PowerPoint etc.)
<b><u>DUTIES</u></b>	:	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. Maintain an effective filing system for the Director. Making travel and accommodation arrangement for the Director and personnel. Coordinate inputs within the directorate on documents with due dates. Ensuring administrative procedures are adhered to. Handle the procurement of standard items like stationery, refreshment, petty cash etc. Remains abreast with the procedure processes that apply in the office of the Director and the chief directorate.
<b><u>ENQUIRIES</u></b>	:	Mr MJG Jacobs 012 421 1321



**INDEPENDENT COMPLAINTS DIRECTORATE****APPLICATIONS  
FOR ATTENTION  
CLOSING DATE  
NOTE**

Independent Complaints Directorate: Private Bag X 941, Pretoria 0001  
 : Mr S Maeko  
 : 12 December 2008  
 : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. Faxed applications will not be considered. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.

**OTHER POST****POST 48/34****ACCOUNTING CLERK: SALARIES****SALARY  
CENTRE  
REQUIREMENTS**

: R64 410 per annum  
 : Pretoria  
 : A Senior Certificate (Grade 12) and practical working experience in finance. Basic Knowledge of PERSAL and BAS. The incumbent must be computer literate and be able to work under pressure. Good interpersonal, verbal and writing skills are essential. A valid driver's licence is an added advantage.

**DUTIES**

: Key competencies include: Distribution of salary advices, reports and IRP5' Payment of fuel claims, subsistence and travel claims, standby claims, and Payment of overtime. Implementation of salary deductions/allowance, filing all relevant documents/ mandates/ claims. Payment of third parties Financial institutions, Insurance companies

**ENQUIRIES  
NOTE**

: Ms T Selala Tel no: (012) 423 1425  
 : The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE**

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

**OTHER POSTS****POST 48/35**

: **ASSISTANT DIRECTOR: GUARDIAN FUNDS (REF: 08/56/KZN)**

**SALARY**

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

**CENTRE**

: Master of the High Court, Pietermaritzburg

**REQUIREMENTS**

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

**DUTIES**

: Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). The post incumbent would report to the Deputy Master of the High Court; Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training to the legal professional team at the Office; Represent the Office in its relationships with internal and external stakeholders

**ENQUIRIES**

: Ms K. Mothokwa ☎ (033) 264 7033

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.

**CLOSING DATE**

: 15 December 2008

**POST 48/36**

: **ASSISTANT DIRECTOR: SECURITY (2 POSTS) (REF: 08/68/KZN)**

**SALARY**

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

**CENTRE**

: Regional Office, Durban

**REQUIREMENTS**

: An appropriate degree or equivalent qualification NQF6 preferably in Security, Safety and Risk Management; PSIRA Grade A certificate; At least five (5) years

functional security experience; Three (3) years supervisory and administrative experience; The following will serve as a recommendation: Security Manager's Course (NIA), Extensive experience in security relating to physical, personnel, document, communications and IT aspects, OHS, as well as a broad knowledge of investigations and vetting. Knowledge: Public Service security policy framework; Prevention of Corruption and Fraud strategies; Risk Management; Threat and Risk Assessment; COMSEC; TSCM; PFMA; Supply Chain Management; MISS document, Control of Access to Public Premises and vehicle Act, (Act no 53 of 1985); Firearms Control Act, 2000 (Act no 60 of 2000); Occupational Health and Safety Act, 1993 (Act no 85 of 1993), National Key Points Act, 1980 (Act no 102 of 1980), Trespass Act, 1959 (Act 6 of 1959). Skills Computer literacy (MS word); Excel Spread Sheets; Power Point Presentation, internet and Intranet; E-mail; Investigation and Analytical skills; Report writing and presentation skills in English; Taking minutes and conduct meetings in English; Planning and organizing; Project management skills; Problem solving skills; Attention to detail; Customer focus; Conflict management; Team work; Good interpersonal relations; Leadership skills; Self confidence; Independent worker.

**DUTIES** : Implement the total court security function of the KZN Region (physical security; personnel, communication, document and information security); Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies; Implement security projects in the region; to monitor and manage the service level agreements of security contracts ( Guarding and Cash in Transit) in the region; Ensure that security threat and risk assessments are conducted in the region; Protection of the judiciary; Monitor and investigate security breaches; Ensure a safe and healthy working environment at courts in terms of the OHS/SHEQ; Support implementation of the Anti-Fraud and Anti-Corruption plan; Support risk management initiatives in the region; Provide inputs for the Strategic Action Plan; Provide budget inputs for security operations; Conduct various security survey and analyses; Raise and maintain security awareness in the region; Must be prepared to travel and work long irregular hours.

**ENQUIRIES** : Mr P. Shunmugam ☎ 031 3015330

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.

**CLOSING DATE** : 15 December 2008

**POST 48/37** : **ASSISTANT MASTER (3 POSTS) (REF: 08/55/KZN)**

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

**CENTRE** : Master Of The High Court, Pietermaritzburg

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

**DUTIES** : Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). The post incumbent would report to the Deputy Master of the High Court; Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training to the legal professional team at the Office; Represent the Office in its relationships with internal and external stakeholders

**ENQUIRIES** : Ms K. Mothokwa ☎ (033) 264 7033

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/38</u></b>	:	<b><u>ESTATE CONTROLLER: (3 POSTS) (REF: 08/57/KZN)</u></b>
<b><u>SALARY</u></b>	:	Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court, Pietermaritzburg An LLB degree; relevant working experience; The following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus; Attention to detail.
<b><u>DUTIES</u></b>	:	Administration of deceased- and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K. Mothothwa ☎ (033) 264 7033
<b><u>CLOSING DATE</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000. 15 December 2008
<b><u>POST 48/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING AND MANAGEMENT REF: 08/413/CS</u></b>
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria Bachelor's Degree or equivalent qualification; Three years relevant experience; Knowledge of the PFMA and Treasury Regulations; Knowledge of planning and asset management systems, policies and procedures. Skills and Competencies: Good communication (written and verbal) skills; Negotiations skills and problem solving skills; Interpersonal relations; Project management skills; Ability to interpret and apply policy; Self driven and innovativeness; Computer literacy (MS Office); Attention to detail.
<b><u>DUTIES</u></b>	:	Prepare needs assessments for new buildings and additional accommodation; Manage acquisition of sites for construction projects; Plan new court buildings and additions to exist buildings; Manage accommodation in National Office and related offices; Manage the Asset (UAMP), and residential accommodation; Determine, develop, implement and maintain departmental property management policy and procedures; Oversee account payment, purchase orders, etc.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Kganyago ☎ (012) 315 1844
<b><u>CLOSING DATE</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. 15 December 2008
<b><u>POST 48/40</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: 08/414/CFO</u></b>
<b><u>SALARY</u></b>	:	R174 243 – R202 2878 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria A National Diploma/Bachelor Degree in Logistics Management Administration/Finance or related qualifications; Three years working experience in Procurement/Asset Management/Supply Chain Management of which 2 years

maybe in the assets or finance environment; Knowledge of Public Financial Management Act (PFMA); Knowledge of the procurement systems asset management systems, policies and procedures; A valid driver's license is essential. Skills and Competencies: Supervisory skills; Computer literacy (MS Office); Good communication skills (written and verbal); Motivational skills; Technical and Project Management skills; Functional ability; Good interpersonal relations; Attention to detail; Good leadership; organizational and problem solving ability.

**DUTIES** : Oversee the management of asset stores and assets in the Department; Manage and oversee the resources of the Sub-Directorate; Administration of the receiving and distribution of assets; Implementation of asset disposal strategy; Administration of the asset register in the Department; Determine, develop, implement and maintain departmental Supply Chain and Asset Management Policy and Procedures; Oversee account payments, purchase orders, etc; Provide weekly and monthly reports on asset verification nationally; Addressing of complaints and resolving problems; Ensuring good working conditions for asset management officials; Provide guidance, training and attend to staff performance agreements; Attend to audit queries on a regular basis.

**ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ (012) 357 8747  
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 15 December 2008

**POST 48/41** : **ASSISTANT DIRECTOR: LEASES, CONTRACTS AND BUDGET REF: 08/412/CS**

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

**CENTRE REQUIREMENTS** : National Office (Pretoria)  
: Bachelors' degree or equivalent qualification; Three years relevant experience; Skills and Competencies: Good communication skills ( verbal and writing; Negotiating and problem solving skills; Problem solving skills; Project management; Ability to interpret and apply policy; Self driven and innotiveness; Computer literacy; Attention to detail;

**DUTIES** : Preparation of needs assessments for leased accommodation; Administer he tenders, contract and leases management; Manage mobile units and temporary accommodation; Manage the budgets for leases of privately owned buildings, accommodation charges on government owned buildings, municipal services, as well as operational budget; Manage and oversee the office of the Department.

**ENQUIRIES APPLICATIONS** : 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 Building, Pretoria, 0001.

**CLOSING DATE** : 15 December 2008

**POST 48/42** : **PRINCIPAL COURT INTERPRETER: (REF: 08/65/KZN)**

**SALARY** : R145 920 – R 169 410 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate, Durban  
: A tertiary qualification or Grade 12 and or equivalent qualification; Ten years experience in court interpreting; Valid driver's license; Language requirements: IsiZulu, English and Afrikaans Skills and competencies: Computer Literacy (MS Office); Excellent communication skills (written and verbal); Administration and Organising skills; Ability to maintain interpersonal relations; Accuracy and attention to detail; Managerial skills;

**DUTIES** : Interpret in high profile cases; Manage performance of Court Interpreters; Attend to personnel administrative matters; Check registers; Co-ordinate and compile statistics; Making arrangements for foreign interpreters; Supervise Court interpreters; Train and develop Court Interpreters;

**ENQUIRIES** : Mr K.C. Kheswa ☎ (031) 302 4128

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/43</u></b>	:	<b><u>COMMUNICATION OFFICER: MEDIA LIAISON (REF: 08/66/KZN)</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office, Durban
<b><u>REQUIREMENTS</u></b>	:	Degree/diploma in Communication/Journalism or equivalent qualification; At least one year communication experience with knowledge of communication disciplines; Proficiency in at least two official languages; A valid driver's license. Skills and competencies: Good interpersonal relations; Good communication skills (written and verbal); Computer literate; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours.
<b><u>DUTIES</u></b>	:	Organize Community Outreach Programmes and Public Education Events; Represent the Department at planning meetings; Build and maintain effective communication links with relevant stakeholders, especially the media; Organize press conferences and assist with media campaigns, projects events and other media liaison activities; Monitor news reports in all media on issues related to and affecting the department and also on television, radio and other media and scan communication environment; Write, research and collate articles and media statements for external print media; Assist in development and execution of media strategies and implementation plans
<b><u>ENQUIRIES</u></b>	:	Ms K.B. Shabalala ☎ (031) 3015303
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/44</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROPERTY MANAGEMENT REF: 08/4</u></b>
<b><u>SALARY</u></b>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or equivalent qualification; At least one year experience in property/facilities management; Knowledge of the PFMA, DFI, and other related prescripts; Knowledge of property/facilities management; A valid driver's license. Skills and Competencies: Computer literacy (MS Office and PERSAL); Excellent communication (written and verbal) skills; Problem solving and decision making skills; Ability to interpret and apply policy; Leadership and organizational relations; Good interpersonal skills; Ability to work under pressure and deliver according to tight deadlines as well as to work independently; Attention to detail.
<b><u>DUTIES</u></b>	:	Implement internal control measures to ensure compliance; Prepare needs assessments accommodation; Write memorandums, letters, e-mails, etc. accommodation matters; Keep register of leased buildings; Make payment of leases to Department of Public Works; Payment of municipal services; Render efficient and effective support to the courts and other Department sub-offices property management; Gather and prepare information, statistics and reports; Ensure safekeeping of records and archives; Ensure proper keeping and maintenance of filing system; Train, monitor and report on staff performance; Render advice/assistance on a wide spectrum of matters and contracts; Performance of all office administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms M Kganyago ☎ (012) 315 1844
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 48/45</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF: NC/148/08</u></b>
<b><u>SALARY</u></b>	:	R117 501-00 – R136 976-00 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office, Upington

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualification and four years experience OR Grade 12 and ten years administrative experience in Office and District Administration and the Departmental Financial Management systems. Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Tope ☎ (053) 839 0060.
<b><u>CLOSING DATE</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley. 15 December 2008
<b><u>POST 48/46</u></b>	:	<b><u>COURT INTERPRETER: (REF: 08/67/KZN)</u></b>
<b><u>SALARY</u></b>	:	R68 955 – R 80 856 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate, Dukuza
	:	Grade 12 or equivalent qualification and / or Diploma in Translation and Interpreting; Above average proficiency in verbal and written skills for the following languages: IsiZulu and English, knowledge of other languages will be an advantage; Only candidates who have been subjected to and have passed the languages proficiency test will be considered for appointment; Valid driver's license; Skills and competencies: Above average listening and comprehension skills; Reliable, dedicated and hardworking; Applicants must have a strong desire to make a career in language services; Excellent communication skills (written and verbal); Ability to work with the public in a professional and emphatic manner; Develop a thorough understanding of all services and procedures; Explain legal terminology and processes in simple language; Manage time effectively; Work in a pressured environment; Customer service oriented.
<b><u>DUTIES</u></b>	:	Interpret in court of law (Criminal and Civil cases) Interpret in a confessions, commissions and tribunals and family law; Record cases in criminal record book; File records of cases disposed of; Draw case records on request of the Prosecutors; Magistrate and Court Manager; Translate legal documents and documentary exhibits used in court; Travel to other courts within Ladysmith Cluster when required to do so.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs E.H. Du Plessis ☎ 036 4481015
<b><u>CLOSING DATE</u></b>	:	Quoting the relevant reference number, direct your application to: The Area Court Manager, Private Bag X 9930, Ladysmith, 3370. 15 December 2008
<b><u>POST 48/47</u></b>	:	<b><u>DRIVER/MESSENGER REF: NC/151/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office, Kimberley
	:	Adult Basic Education and Training (ABET) Level 5 / Grade 10; Appropriate experience; A valid driver's license, obtained for at least one year; Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.
<b><u>DUTIES</u></b>	:	Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Tope ☎ (053) 839 0060.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<b><u>CLOSING DATE</u></b>	:	15 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** : 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](mailto:rhten@adcorp.co.za). Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 14 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 48/48** : **DEPUTY CHIEF LAND SURVEYOR (REFERENCE: S8/3/2008/1230)**  
Chief Directorate: Surveys and Mapping
- SALARY** : R344 052 per annum (All inclusive package to be structured in accordance with the rules for MMS. The appointment can be elected as either permanent or a three-year contract position. Appointment on a 5/8<sup>th</sup>-day basis will also be considered)
- CENTRE** : (Western Cape: Mowbray)
- REQUIREMENTS** : 4-year Bachelors degree qualification in Land Surveying / Geomatics (or equivalent). \* Be registered with the SA Council for Professional and Technical Surveyors as a Professional Land Surveyor. \* Extensive appropriate experience. \* A valid Code EB driver's licence.
- DUTIES** : The incumbent will be required to: mentor/supervise professional surveyors-in-training and junior professional surveyors. \* Be involved in various land reform related projects, including field surveys and provision of professional advice, in collaboration with Departmental land reform/restitution staff, affected communities and NGO's. \* Research and prepare reports on investigations on various surveys and mapping technologies and methods. \* Manage projects. \* Provide expert professional advisory service. \* Solve technical/scientific problems in the workplace
- POST 48/49** : **PRINCIPAL PROFESSIONAL SURVEYOR (REFERENCE: S8/3/2008/1231)**  
Chief Directorate: Surveys and Mapping
- SALARY** : R217 482 per annum
- CENTRE** : (Western Cape: Mowbray)
- REQUIREMENTS** : 4-year Bachelors degree in Land Surveying / Geomatics or Geoinformatics (or equivalent). \* Be registered or registerable with the SA Council for Professional and Technical Surveyors as a Professional Surveyor or Professional Geo-information Practitioner. \* Appropriate experience in surveying and mapping. \* Research skills.
- DUTIES** : The incumbent will be required to \* Undertake investigations and research work in the various fields of surveying and mapping. \* Provide professional/scientific



advisory service. \* Prepare technical specifications. \* Solve technical/scientific problems in the workplace. \* Manage projects

**POST 48/50** : **CONTROL INDUSTRIAL TECHNICIAN (GEO-SPATIAL INFORMATION)**  
**(REFERENCE: S8/3/2008/1232)**  
Chief Directorate: Surveys and Mapping

**SALARY** : R217 482 per annum  
**CENTRE** : (Western Cape: Mowbray)  
**REQUIREMENTS** : National Diploma in Surveying or Cartography (or equivalent qualification, including Cert. of Competence in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors). \* Extensive appropriate experience. \* Experience in managing people. \* Information technology skills, including dissemination of geo-spatial information, data formats and e-commerce. \* Knowledge of: the Copyright Act (Act 98 of 1978) including intellectual property rights, licensing and joint venture strategies, Promotion of Access to Information Act (Act 2 of 2000), Spatial Data Infrastructure Act (Act 54 of 2003). \* Knowledge of Treasury Regulations, and Fees of Office requirements. \* Extensive knowledge of all products and services offered by the Chief Directorate. \* Assure the quality of work.

**DUTIES** : The incumbent will manage a division: receiving and processing client requests for all products and services of the Chief Directorate: Surveys and Mapping. \* Managing as well as maintaining the surveys and mapping e-commerce facility. \* Process and disseminate geo-spatial information. \* Managing the map bulk store, including stock take, reporting and auditing queries. \* Managing the aerial photo library. \* Managing the depository of maps in terms of the Legal Deposit Act, 1997. \* Managing all copyright issues. \* Dealing with clients and applying the Batho Pele principles. \* Maintaining records of transactions and client details. \* Managing outside outlets, including private sector partners. \* Managing people and other resources. \* Management reporting

**NOTE** : Shortlisted applicants will undertake a technical competency assessment

**POST 48/51** : **ASSISTANT DIRECTOR: GEOGRAPHY (CLIENT RELATION MANAGEMENT)**  
**(REFERENCE: S8/3/2008/1233)**  
Chief Directorate: Surveys and Mapping

**SALARY** : R217 482 per annum  
**CENTRE** : (Western Cape: Mowbray)  
**REQUIREMENTS** : Bachelors degree in Geography, Environmental Studies or Geomatics / Cartography. \* Extensive appropriate experience, particularly in the use of maps and other geo-spatial information. \* Experience in managing people. \* Excellent client relations skills and marketing skills. \* Excellent communication skills. \* Information technology skills. \* A valid Code EB driver's licence.

**DUTIES** : The incumbent will manage a division: marketing the products and services of the Chief Directorate: Surveys and Mapping. \* Assisting clients in the utilisation of products and services of the Chief Directorate: Surveys and Mapping. \* Determining user needs. \* Conducting map awareness and map literacy interventions. \* Managing people and other resources

**POST 48/52** : **PRINCIPAL GEOGRAPHER (CLIENT RELATION MANAGEMENT)**  
**(REFERENCE: S8/3/2008/1234)**  
Chief Directorate: Surveys and Mapping

**SALARY** : R174 243 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelors degree in Geography, Environmental Studies or Geomatics / Cartography. \* Appropriate experience, particularly in the use of maps and other geo-spatial information. \* Excellent client relations skills and marketing skills. \* Excellent communication skills. \* Information technology skills. \* A valid Code EB driver's licence.

**DUTIES** : Bachelors degree in Geography, Environmental Studies or Geomatics / Cartography. \* Appropriate experience, particularly in the use of maps and other geo-spatial information. \* Excellent client relations skills and marketing skills. \* Excellent communication skills. \* Information technology skills. \* A valid Code EB driver's licence

<b><u>POST 48/53</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (TECHNICAL TRAINING) (REFERENCE: S8/3/2008/1235)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent qualification). * Extensive appropriate experience in surveying. * Excellent ability to train students and present lectures. * A valid EB driver's licence and a Professional Driver Permit (PDP) (or be able to obtain such permit within a reasonable time).
<b><u>DUTIES</u></b>	:	The incumbent will: provide technical training to experiential students in surveying / cartography, including undertaking field work. * Prepare and present lectures of relevant courses for the Pupil Survey Officer Course. * Supervise and mentor students. * Assure the quality of work
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment. The successful applicant will be required to qualify as a trainer and assessor in terms of the Skills Development framework within a reasonable period
<b><u>POST 48/54</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (GEO-SPATIAL INFORMATION) (REFERENCE: S8/3/2008/1236)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent qualification, including Cert. of Competence in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors). * Extensive appropriate experience in working with geo-spatial information. * Knowledge of the products and services of Chief Directorate: Surveys and Mapping. * Excellent verbal communication skills. * Excellent interpersonal skills. * Knowledge of Batho Pele and personal attitude towards excellent client service.
<b><u>DUTIES</u></b>	:	The incumbent will: deal with clients telephonically, in person and by mail. * Provide advice on the products and services of the Chief Directorate: Surveys and Mapping. * Prepare quotes for clients. * Execute client orders. * Maintain computerised systems. * Reconcile products and services rendered and prepare reports. * Supervise junior staff. * Assure the quality of work
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment
<b><u>POST 48/55</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (GEO-SPATIAL DATA MANAGEMENT) (REFERENCE: S8/3/2008/1237)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent qualification, including Cert. of Competence in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors). * Extensive appropriate experience in working with geo-spatial information in a computerized environment. * Knowledge of data security, archiving and backup systems.
<b><u>DUTIES</u></b>	:	The incumbent will operate in a high production, high data volume environment to: maintain Chief Directorate: Surveys and Mapping Data Model. * Render an Electronic Data Archive System. * Render Data Security System. * Render a secure Data Storage and Disaster Recovery Facility. * Assist with DBA services. * Manage and analyse regular geo-spatial data user needs within the Chief Directorate: Surveys and Mapping. * Assist with and support the implementation of new technologies or systems in operational environments. * Assure the quality of work
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment
<b><u>POST 48/56</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (TOPOGRAPHIC COMPILATION) (REFERENCE: S8/3/2008/1238)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent qualification, including Cert. of Competence in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors). * Extensive appropriate experience, particularly in photogrammetry or aerial photo interpretation for topographic mapping. * Knowledge of geo-spatial information science and systems. * Ability to work with advanced computerised systems.
<b><u>DUTIES</u></b>	:	The incumbent will operate in a high production environment to: * Undertake the compilation of topographic information using various photogrammetric methods. * Supervise and train other employees. * Assure the quality of work. * Control the work of contractors. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment. Preference will be given to qualifying applicants with good stereoscopic vision
<b><u>POST 48/57</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (FIELD SURVEY) (VARIOUS)</u></b> <b><u>(REFERENCE: S8/3/2008/1239)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent qualification, including Cert. of Competence in Surveying or registration with SA Council for Professional and Technical Surveyors). * Extensive appropriate experience. * A valid Code EB driver's licence. * Ability to undertake fieldwork without supervision.
<b><u>DUTIES</u></b>	:	The incumbent will: undertake fieldwork for the national control survey network, including GNSS and precise levelling. * Undertake fieldwork for the national mapping programme, including photo control and image annotation. * Process fieldwork. * Supervise and train other employees. * Assure the quality of work. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment. The incumbent must provide own camping gear for fieldwork
<b><u>POST 48/58</u></b>	:	<b><u>PRINCIPAL SURVEY OFFICER (TOPOGRAPHIC COMPILATION)</u></b> <b><u>(REFERENCE: S8/3/2008/1240)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	Survey Officer Certificate in Surveying or Cartography (or equivalent) qualification. * Extensive appropriate experience, particularly in photogrammetry or aerial photo interpretation for topographic mapping. * Knowledge of geo-spatial information science and systems. * Ability to work with advanced computerised systems.
<b><u>DUTIES</u></b>	:	The incumbent will operate in a high production environment to: * Undertake the compilation of topographic information using various photogrammetric methods. * Assure the quality of work. * Control the work of contractors. * Assure the quality of work. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment. Preference will be given to qualifying applicants with good stereoscopic vision
<b><u>POST 48/59</u></b>	:	<b><u>PRINCIPAL SURVEY OFFICER (ANCILLARY DATA AND IMAGERY ACQUISITION) (VARIOUS) (REFERENCE: S8/3/2008/1241)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	Survey Officer Certificate in Surveying or Cartography (or equivalent) qualification. * Extensive appropriate experience, particularly in ancillary data collection and processing, and aerial photo interpretation. * Knowledge of aerial imagery. * Ability to work with advanced computerised systems.
<b><u>DUTIES</u></b>	:	The incumbent will: research sources for ancillary mapping data. * Source and process ancillary data for use in a GIS. * Prepare documents and maps for acquisition of aerial imagery. * Assist in the administration of the work of contractors. * Finalise records and update database. * Assure the quality of work. * Assist in various projects of the Chief Directorate

<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment
<b><u>POST 48/60</u></b>	:	<b><u>PRINCIPAL SURVEY OFFICER (QUALITY ASSUARANCE) (REFERENCE: S8/3/2008/1242)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	Survey Officer Certificate in Surveying or Cartography (or equivalent) qualification. * Extensive appropriate experience in surveys and mapping. * Knowledge of total quality management. * Excellent interpersonal skills. * Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	The incumbent will: document technical and other work procedures of the Chief Directorate: Surveys and Mapping. * Assist in the development and maintenance of standards. * Undertake quality audits. * Deal with quality problems. * Prepare reports on quality matters
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment
<b><u>POST 48/61</u></b>	:	<b><u>PRINCIPAL SURVEY OFFICER (MEDIUM SCALE MAPPING) (REFERENCE: S8/3/2008/1243)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	Survey Officer Certificate in Cartography (or equivalent) qualification. * Extensive experience, particularly in cartographic map production. * Ability to work with advanced computerised systems.
<b><u>DUTIES</u></b>	:	The incumbent will operate in a high production environment to: * Prepare information for map production. * Produce maps using digital cartographic methods. * Prepare maps for printing. * Assure the quality of work
<b><u>NOTE</u></b>	:	Shortlisted applicants will undertake a technical competency assessment
<b><u>POST 48/62</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (VARIOUS) (REFERENCE: S8/3/2008/1244)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent) qualification. * Appropriate experience in surveying and/or cartography.
<b><u>DUTIES</u></b>	:	The incumbent can be required to work in various divisions to: undertake field surveys, acquisition and processing of ancillary data from various sources, compilation of topographic information, aerial triangulation, GIS, control survey network calculations and adjustments, map production and distribution of products to clients. * Assure the quality of work. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Employees undertaking field surveys must have a valid Code EB drivers licence and provide their own camping gear. Short-listed applicants will be assessed for stereoscopic vision – for at least two of these posts preference will be given to persons with excellent stereoscopic vision
<b><u>POST 48/63</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN (VARIOUS) (REFERENCE: S8/3/2008/1245)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography (or equivalent) qualification.
<b><u>DUTIES</u></b>	:	The incumbent can be required to work in various divisions to: undertake field surveys, acquisition and processing of ancillary data from various sources, compilation of topographic information, aerial triangulation, GIS, control survey network calculations and adjustments, map production and distribution of products to clients • assure the quality of work • assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Short-listed applicants will be assessed for stereoscopic vision for at least two of these posts preference will be given to persons with excellent stereoscopic vision

## DEPARTMENT OF MINERALS AND ENERGY

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

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

**CLOSING DATE** : 12 December 2008

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

## OTHER POSTS

**POST 48/64** : **CONTROL SECURITY RISK CONTROL**

**SALARY** : R145 920 per annum

**REQUIREMENTS** : Senior Certificate or Equivalent plus PSIRA grade A registration with five years security experience of which two years must be on supervisory in operational and administrative security environment. PLUS the following key competencies: ☐ Knowledge of: Constitution of Republic of South Africa, 1996 (Act 108 of 1996) Criminal Procedure Act. (Ac.51 of 1997) as Amended. Control of Access to public premises and Vehicle Act. 1985 (Act 53 of 1985). The Minimum Information Security Standards (MISS) Protection of Information Act Contingency Planning. All other relevant security related Acts and directives and policies. ☐ Skills: Presentation skills Computer Skills. Good problem solving skills. Good planning and organising. ☐ Communication: Good communication skill (verbal and written). Well developed interpersonal relations. ☐ Creativity: Innovative and creative thinker

**DUTIES** : Supervise Chief Security Risk Officer and Develop staff Monitor the use and Safe keeping of all register at the DSRM and registry Identify breaches of security and ensure proper reporting thereof Ensure that all security equipments are in good working condition, including intruder Detection alarm system. Oversee all control Room activities, including emergency evacuations procedures. Monitor and approve the shift rosters for security personnel and ensure continued. Access control. Promote Security awareness

**ENQUIRIES** : Mr MC Mabena ☎ 012 3178281

**NOTE** : It is recommended that the successful candidate should have a valid drivers' licence.

**POST 48/65** : **SENIOR TRAINING OFFICER (INTERNSHIP)**

**SALARY** : R145 920 per annum

**CENTRE** : HQ

**REQUIREMENTS** : A three year National Diploma/Degree in Human Resources Development (Training) as well as an experience in Human Resources Development (Internship) and PERSAL. PLUS the following key competencies: ☐ Knowledge of: Legislation and National Strategies impacting on Training PERSAL. Public Service rules and regulations Batho Pele. Computer Knowledge (MS Excel, MS Word, MS Power Point, MS Access and MS Project). ☐ Skills: Presentation and Report Writing. Organisational Skills Stress Management. Problem Solving and Interpersonal. ☐ Communication: Excellent verbal and written communication skills. Good Interpersonal Skills. Teambuilding. ☐ Creativity: High level of creativity and innovation. Results Driven Customer Focused. Recommendation/Note: Candidates will be expected to undergo a competency assessment.

**DUTIES** : Oversee and Supervision of Internship Programme. Administration of the Mentorship Programme. Implementation of the Training and Development Interventions Administration of Special Programs e.g. MRM Programs


**ENQUIRIES** : Ms MBM Mokwena ☎ 012 317 8254

<b><u>POST 48/66</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE DDG: MINERAL REGULATION</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria (Centurion)
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma with extensive experience that will enable the relevant person to perform the functions prescribed in the post. ☐ Knowledge of: Windows Micro Software packages e.g. Word, Excel, PowerPoint & Email, and Internet etc. Public relations, Office / Telephone etiquette. Document tracking and Administrative practice. Conference and meeting procedures ☐ Skills: Computer literacy. Good organisational. ☐ Communication: Good interpersonal relations and be able to communicate on all levels. Good communication skills (verbal & written). Ability to maintain a high level of confidentiality. Good communication skills (both verbal and written interpersonal relations. ☐ Creativity: Innovative and creative thinking abilities. Able to work under pressure and overtime
<b><u>DUTIES</u></b>	:	Perform a variety of miscellaneous tasks for the Deputy Director: General such as compiling and typing of letters, reports, submission and to accept address or decline invitations; and to take minutes at meetings. Arrange engagements /meetings, keeping the Deputy Director General diary and remind her/him of engagements Make arrangements for the Deputy Director Generals journeys, accommodation and submit claims for expenditure. Book venue for meetings and arrange refreshments at meeting. Render general receptionist and office auxiliary services to the Director. Supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Zondi ☎ (012) 61799096
<b><u>POST 48/67</u></b>	:	<b><u>ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kwazulu – Natal (Durban)
<b><u>REQUIREMENTS</u></b>	:	Applicant must be in possession of recognized three years national diploma or equivalent qualification with Accounting as a subject plus relevant office administrative experience coupled with good communication skills. PLUS the following key competencies ☐ Knowledge of: Government's financial prescripts and policies, Application of Administrative systems and controls, Client's services and Accounting principles (PFMA, Treasury regulation, Knowledge of BAS system), Knowledge and understanding of MISS General Office administration and Sound knowledge of Logistical arrangements. ☐ Skills: Financial management skills, Computer skills, Numerical skills, Organising skills, Supervisory skills and Interpretation of Legislation. Knowledge of MPRDA and application process, understanding of Batho Pele principles. ☐ Communication: Good written, Interpersonal and Communication skills. Valid Driver's Licence is essential – Code 08 (Code B).
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible the following: Responsible for client services to Public and Management, Ensure the alignment of Cash office activities with PFMA and Departmental provision and prescripts, Maintain an accurate Asset Management records at all times, Process applications and access to information requests, Calculate and provide administrative control of royalty and prospecting fee collections, Administer financial provision control systems. Capturing of data on BAS, Controlling of payments to creditors, manage the receipts and capturing of the application into the NMPS system. Liaise with internal and external clients regarding queries. General administration, i.e. Logistics, transport, Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr S H Vezi ☎ 031 335 9600 (9666)
<b><u>POST 48/68</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: MANAGEMENT SERVICES</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma / Degree PLUS the following key competencies: ☐ Knowledge of: Knowledge on the relevant legislation / polities / Prescripts and procedures. Basic knowledge on financial administration ☐ Skills: Telephone etiquette, computer literacy, organizational skills, good people skills, ☐ Communication: Good people skills

<b><u>DUTIES</u></b>	:	Provide secretarial /receptionist support to the Manager Rendering administrative support services to the Manager /Unit Studies the relevant Public Service and departmental prescripts / policies and other Documents and ensure that the application thereof is understood properly Supports the manager with the administration of the budgets.
<b><u>ENQUIRIES</u></b>	:	Mr MG Mnguni ☎(012) 317 8014
<b><u>POST 48/69</u></b>	:	<b><u>PERSONAL ASSISTANT</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma/ Degree, PLUS at least one (1) Year Appropriate Experience before or after qualification was obtained. PLUS the following key competencies: ☐ Knowledge of: Relevant legislation, policies and procedures. Basic knowledge of financial administration. Reporting procedures and work environment. Knowledge of the communication field. ☐ Skills: Communication skills Good telephone etiquette. Compute literacy skills. Organisational and planning skills. Interpersonal skills. ☐ Communication: Sound written and verbal communication skills. Language skills. Good people skills. ☐ Creativity: Innovative thinker.
<b><u>DUTIES</u></b>	:	Provide Secretarial Support to the Manager. Rendering administrative support services to the Manager. Ensure adherence to the various Departmental policies. Support the Manager with the administration of the budgets
<b><u>ENQUIRIES</u></b>	:	Ms Z Jakuja ☎(012) 679 9079
<b><u>POST 48/70</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Western Cape Regional Office
<b><u>REQUIREMENTS</u></b>	:	The successful candidate for the post must have at least a Grade 12 qualification or equivalent administrative tertiary qualifications with relevant experience in record management and office administration support services. PLUS the following key competencies: ☐ Knowledge of: National Archives Act. Minimum information security Standards. Promotion of Access to information Act. Record Managements policy and procedures. Office administration and understanding of the functions of Registry. ☐ Skills: Good organisational skills. Computer literacy skills -MS Word Excel etc. Problem solving skills. Analytical and excellent interpersonal skills. ☐ Communication: Good listening communication skills. Good verbal and writing communication skills. Basic interpersonal skills. ☐ Creativity: Must be innovative and creative thinker. Ability to organise make decisions ☐ Flexibility Ability and willingness to perform various other functions and duties in the absence of other colleagues. Ability to work under pressure
<b><u>DUTIES</u></b>	:	Ensure the effective opening, closing, recording and allocation of file numbers according to the appropriate Departmental filing system Ensure the safekeeping of official record files according to archive instructions Ensure the effective distribution, tracking and record keeping of all files Maintain and efficient postal, courier, messenger and reproduction service. Ensure that all correspondence are properly handled and correctly filed. Opening and recording and sorting of all incoming and outgoing mail Receiving and recording of all applications registers and capturing on the Mineral Resource Management System (MRMS) Perform any general work of routine nature, which may be delegated from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr M R Petro ☎ 021 – 4196105
<b><u>POST 48/71</u></b>	:	<b><u>SENIOR SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Diploma/ Certificate in office administration / secretarial coupled with relevant experience, PLUS the following key competencies: ☐ Knowledge of: Relevant legislation, policies and procedures. Knowledge of the communication field. Reporting procedures and work environment. Ability to do research and analyze documents and situations. ☐ Skills: Communication skills Good telephone etiquette. Computer literacy skills. Organisational and planning skills High level of reliability. ☐ Communication: Sound written and verbal

		communication skills. Language skills. Good people skills. ☑ Creativity: Innovative thinker
<b><u>DUTIES</u></b>	:	Provide secretarial support to the Manager. Rendering administrative support services to the Manager. Ensure adherence to the various Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms Z Jakuja ☎ (012) 679 9079
<b><u>POST 48/72</u></b>	:	<b><u>ADMIN CLERK: REPOSITORY</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or qualification in Procurement, Supply Chain Management or related field, Experience in Private or Public sector Procurement. PLUS the following key competencies: ☑ Knowledge of: PFMA. PPPFA. SCM. ☑ Skills: Creativity and analytical thinking. Computer literacy. Communication skill. Planning and organisational Skills. ☑ Communication: Good Verbal and Written Communication. ☑ Creativity: Self-driven. Innovative and Self Confidence Ability to work under pressure. Creativity. Analytical thinking
<b><u>DUTIES</u></b>	:	Verifying completeness and accuracy of the request and advice therefore Ensure that needs are budgeted for. Register all requests. Forward all requests for processing. Verifying allocations and item descriptions
<b><u>ENQUIRIES</u></b>	:	Mr Thabani Khoza, ☎ 012 317 8466
<b><u>POST 48/73</u></b>	:	<b><u>ASSET CONTROLLER</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Certificate/Diploma and 1-2 years experience PLUS the following key competencies: ☑ Knowledge of: Public Finance management act. Asset management Policy. Knowledge of supply chain management processes and procedures, LOGIS, BAUD, Driving licence will Be an added advantage Code 8. Knowledge of office procedures and administration ☑ Skills: Listening. Organizing. Report writing skills. Computer skills. ☑ Communication: Verbal and writing skills.
<b><u>DUTIES</u></b>	:	Receive and capture receipts vouchers on logis. Keep records (asset register) of asset Verify the description and location of asset periodically. Monitor and report on the utilisation and condition of asset
<b><u>ENQUIRIES</u></b>	:	Matthews Maluleke ☎ 012 317 8256
<b><u>POST 48/74</u></b>	:	<b><u>ADMIN CLERK (TRANSIT)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A senior certificate plus relevant administration experience PLUS the following key competencies: ☑ Knowledge of : Public Finance Management Act. Treasury Regulations. PPPFA. SCM Framework. Logis (Advantageous). ☑ Skills Computer literacy. Finance Management. Good verbal and written communication. Ability to communicate at all levels. ☑ Creativity: Innovative thinker. Organising & record keeping. Prioritising. Problem Solving
<b><u>DUTIES</u></b>	:	Receive deliveries from suppliers. Distribution of stock to Users. Maintain 0-9 File Expediting of Orders. Attend to all enquiries from clients (Internal & external)
<b><u>ENQUIRIES</u></b>	:	Mr Sello Maluleka (012) 317 8034
<b><u>POST 48/75</u></b>	:	<b><u>REGISTRY CLERK</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with appropriate experience PLUS the following key competencies: ☑ Knowledge of: Registry Procedures, Policies and Government prescripts. Filing systems ☑ Skills: Registry skills. Organizational skills. Conflict handling skills. Computer literacy. Interpersonal skills. Honesty and integrity. Be helpful and friendly ☑ Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is



enhanced  Creativity: Ability to analyze workload and work related problems. To draft and implement a strategy to ensure an improvement.

**DUTIES**

: Open, distribute, close and record files. Handle, record, and distribute incoming and outgoing mail. Maintain and be responsible for all filing system associated with MH&S division. Receive, record and issue statutory mine plans

**ENQUIRIES**

: Ms V Nontso ☎(021) 419 6105

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

<b><u>APPLICATIONS</u></b>	:	Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms A West
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>NOTE</u></b>	:	Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and <i>certified</i> copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidate will be subjected to security clearance procedures.

## OTHER POST

<b><u>POST 48/76</u></b>	:	<b><u>ASSISTANT DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE (REF: ASD/NACH/08)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal Candidate Profile: • Applicants must have an appropriate recognized three year Bachelor's degree/diploma or equivalent qualification in public administration or law. Understanding of Service Regulatory Framework, Legislation, National Anti-Corruption Strategy and promotion of Professional Ethics. Understanding of government programmes and priorities. Proven Administrative and organizational skills. Proven research and analytical skills. Proven management kills in MS Office Suite including Word, Excel, PowerPoint and Outlook. Good interpersonal skills and ability to handle pressure. Creative, motivated and self driven, results oriented individual. Excellent written and verbal communication skills. Ability to work independently and as a part of a team. A driver's licence and willingness to travel will be an added advantage. Successful candidate will be subjected to security screening and vetting
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for: Manage referral of alleged cases of corruption to departments and manage the Hotline Case Management System. Conduct desk top investigations on cases of alleged corruption reported through the NACH. Create National Anti-Corruption Hotline fact sheet. Produce bi-monthly Hotline schedules. Assist in preparing National Anti-Corruption Hotline reports. Assist in conducting anti-corruption hotline workshops at Provincial and National Departments. Provide overall administrative support to the Chief Directorate: Professional Ethics.
<b><u>ENQUIRIES</u></b>	:	Mr. NJ Mudau: (012) 352-1038

## 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** : Thursday, 4 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 48/77** : **ADMINISTRATOR: VARIOUS COMPONENTS OF THE DEPARTMENT**  
Purpose: The Department of Public Service and Administration is Looking for reliable, hardworking persons to provide secretarial and general administrative support to various Chief Directorates within the Department.
- SALARY** : R94 326 per annum, Annual progression up to a maximum salary of R109 515 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior certificate (or equivalent) and a post-matric qualification in General Office Administration or equivalent at NQF level 5. Knowledge of and experience in all aspects of office administration, organization and management. Good interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to details and deal with confidential and sensitive matters. Good telephone etiquette. Good verbal and written communication skills with the ability to communicate across levels and ranks. Ability to handle multiple tasks, manage time well and work under pressure. Computer literacy and proven experience in and knowledge of MS Office packages, (MS Word, PowerPoint, Excel, Outlook and the Internet).
- DUTIES** : Render administrative and secretarial support to the staff of the relevant Chief Directorate, including, but not limited to: General office management. Arranging meetings and workshops. Preparing agendas, files and briefing documents. Taking minutes. Managing the diary and phone calls of staff. Making travel arrangements. Typing documents. Processing travel claims and invoices for services. Managing incoming and outgoing documents. Managing the filing system, including document filing. Managing stationery/equipment and component library. Assisting with managing budget and budget expenditure. Conducting basic research activities. Responding to office queries telephonically and by mail.
- ENQUIRIES** : Mr T Ntsiko, Tel no (012) 336-1163

## 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.*

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms J Malala
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>NOTE</u></b>	:	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"

## OTHER POST

<b><u>POST 48/78</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Directorate: Social Relief
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate plus extensive experience in financial management, monitoring and accountability and /or an appropriate Degree / Diploma in the field of financial management (or equivalent qualification) plus sufficient experience in financial management, monitoring and accountability. <input type="checkbox"/> Ability to compile financial statements. <input type="checkbox"/> Knowledge and understanding of PFMA. <input type="checkbox"/> Computer literate. <input type="checkbox"/> Customer relations and liaison skills. <input type="checkbox"/> Filing and office management skills are requisite. Competencies needed: <input type="checkbox"/> Problem-solving skills <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Numeracy skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Planning and organising skills. Attributes: <input type="checkbox"/> Honesty. <input type="checkbox"/> Confidentiality. <input type="checkbox"/> Empathetic. <input type="checkbox"/> Team player. <input type="checkbox"/> Hard Worker. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Ability to cope with a high work load. <input type="checkbox"/> Systematic and thoroughness on details
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Ensure that all bank statements and cashed cheques are received from the bank and that updates of cashed cheques are correlated with transactions in the bank. <input type="checkbox"/> Transfer funds to the bank timeously to ensure that there is no overdraft as a result of disbursement of relief or bank charges. <input type="checkbox"/> Monitor bank statements for unauthorized transactions and report any deviations to the Director and Chief Financial Officer. <input type="checkbox"/> Update financial records on a daily basis by ensuring that relief funds transactions are debited and credited accordingly. <input type="checkbox"/> Compile financial statements in accordance with the Auditor-General's prescribed format. <input type="checkbox"/> Ensure that correct financial procedures are followed to avoid audit queries. <input type="checkbox"/> Ensure that financial and related accounting documents are safeguarded including blank cheques. <input type="checkbox"/> Keep all cashed cheques in a secured place for audit purposes. <input type="checkbox"/> Monitor the Emergency Relief Funds and compile reports on progress with regard to number of Organisations who received assistance and status of their performance with regard to financial management processes, disbursement and deviations from the prescripts. <input type="checkbox"/> Liaise with Organizations on Emergency Relief issues to ensure that beneficiaries receive relief. <input type="checkbox"/> Keep updated and comprehensive statistical information in order to account on funds allocated and disbursed.
<b><u>ENQUIRIES</u></b>	:	Mr J Molifi Tel no: (12) 312-7624

## STATISTICS SOUTH AFRICA

<b><u>APPLICATIONS</u></b>	:	Post to the Human Resources Officer, Stats SA, Private Bag X9441, Polokwane, 0700 • hand delivery to 29 Bodenstein Street, Ivory Route- Corporate Park Building, Polokwane Provincial Office.
<b><u>FOR ATTENTION</u></b>	:	Freddy Magwai
<b><u>CLOSING DATE</u></b>	:	19 December 2008 NB: Fax or email applications will not be considered.
<b><u>NOTE</u></b>	:	Required documents: • Z83 application form • Detailed CV with contact details of three recent referees • certified copies of qualifications, certificates of service and ID. • NB: Applicants risk being disqualified for failing to submit all the required documents Important note: • If you do not hear from us within three months of the closing date, please regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates only • Stats SA reserves the right not to make an appointment • 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 Qualifications 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. Stats SA endeavors to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. the Employment Equity Act, 55 of 1998. People with disability are also encouraged to apply

## OTHER POSTS

<b><u>POST 48/79</u></b>	:	<b><u>SURVEY OFFICER REF NO: 181108 LMP</u></b> (One permanent position in Limpopo Provincial Office-Polokwane)
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>DUTIES</u></b>	:	Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling unit in sampled PSUs for the purposes of building the master Sample. Collect data from sampled dwelling units. Update and maintain the master sample. Safeguard materials, including GPS units issued for purpose of conducting the survey. Conduct reverse logistics.
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. Experience in conducting surveys and censuses. Map reading and interpretation skills. Knowledge of data collection and geography. Computer literacy. Must have a valid code 08 driver's license. Personal Profile: This position will suit a person who has excellent interpersonal skills, report writing, map reading, conflict resolution, interviewing and decision making skills. Ability to understand diversity; work with people, innovative and assertiveness. Organizing, presentation and facilitation skills. Willingness to work long hours. Mature and hardworking individual. Able to work independently. Be a good team player. Ability to work under pressure. Shortlisted candidates must be willing to undergo a competency exercise as part of the selection process.
<b><u>ENQUIRIES</u></b>	:	Mr Freddy Magwai (015 295 3300)
<b><u>POST 48/80</u></b>	:	<b><u>DATA CAPTURER: TRANSPORT COMPONENT REF NO: 171108 LMP</u></b> (One permanent position in Limpopo Provincial Office- Polokwane)
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>REQUIREMENTS</u></b>	:	Matric. Good communication skills. Computer proficiency in MS Word and MS Excel. Ability to interact with people at all levels. Good record keeping. Personal Profile: Mature and hardworking individual. Able to work independently. Have good interpersonal skills. Be a good team player. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Capturing of completed data within specified timeframes and according to specific guidelines. Document workflows, processes and write reports. Issuing of trip authorities. Capturing of vehicle Logbooks onto GG Vehicle System. Maintaining of GG filing system. Accurately update logbook, trip authority documentation, vehicles and driver files. Handle vehicle maintenance report. e.g. accident, loss and theft. Update GG and hired vehicle in electronic record

**ENQUIRIES**

system. Up to date and accurate filling of trip authorities and provide inspection form for each trip.  
: Mr Freddy Magwai (015 295 3300)

## DEPARTMENT OF TRANSPORT

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

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

## OTHER POSTS

- POST 48/81** : **SENIOR ASSET OFFICER**  
(Branch: Financial Services)  
(Chief Financial Officer)  
(Directorate: Supply Chain Management)  
(Sub-Directorate: Supply Chain Management)
- SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate three years tertiary qualification with at least two years relevant experience • Note: The following will serve as a recommendation: Communication skills. Good knowledge of public finance management Act. Computer literacy. Ability to interact with people at all levels. Knowledge of Treasury Regulations. Knowledge of LOGIS system.
- DUTIES** : Administer asset of the department. Monitor and record all movements of assets within the department. Keep the departmental asset register updated on a daily basis. Ensure that all tasks are carried out in accordance with the procedure manual. Assessment of asset before acquisition. Recording of asset. (Receipts/ movement) Capture barcode assets on LOGIS. Record all asset movement according to the prescribed procedures. Conduct the annual stock take and prepare the report. Investigate all shortages/ surpluses. Report all findings to the Assistant Director: Asset Management. Prepare the list of disposal assets to the Disposal Board. Ensure that assets are disposed according to prescripts. Assist the Disposal Board during the disposal process.
- ENQUIRIES** : Ms A Sethole Tel: 012 309 3115  
**CLOSING DATE** : 08 December 2008  
**NOTE** : Shortlisted Candidates will be subject to personality profile analysis
- POST 48/82** : **ADMINISTRATIVE ASSISTANT**  
(Branch: Financial Management)  
(Chief Financial Officer)  
(Directorate: Supply Chain Management)  
(Sub-directorate: Acquisition Management)
- SALARY** : R94 326 Per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior certificate (Grade 12) or equivalent qualification. At least two years appropriate experience in terms of a fully operational office with regard to

acquisition management or bidding. • Note: The following will serve as a recommendation: Knowledge and experience in supply chain management procedures, Preferinfial procurement policy framework Act, (PPFA) Public Finance Management Act (PFMA), Treasury Regulations and Bids. Computer literacy. Good communication skills (written and verbal). Proven problem solving skills.

**DUTIES**

: Maintain and update bid register. Open bid box. Compile checklist of all bids received. Prepare letters of acceptance. Compile bid documents. Update information on Treasury website in terms of contracts awarded. Open new bid/ quotation files. File all relevant documents. Maintain bid store room. Sent all bid files older that five years to be archive. Distribute bid documents. Maintain Department of Transport internal register for all bid adverts and documents. Prepare adverts for bids (Government Tender Bulletin and Newspaper). Prepare bid awarded and cancel bid adverts to appear in the Government Tender Bulletin.

**ENQUIRIES**

**CLOSING DATE**

**NOTE**

: Ms LP Mahlangu Tel: (012) 309 3736

: 12 December 2008

: Shortlisted Candidates will be subject to personality profile analysis



**DEPARTMENT OF WATER AFFAIRS AND FORESTRY**

*The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.*

**NOTE**

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

**OTHER POSTS****POST 48/83**

: **DEPUTY DIRECTOR: FINANCE**  
Directorate: Central Operations (NWRI)

**SALARY  
CENTRE  
REQUIREMENTS**

: R407 745 per annum (all inclusive package)  
: Pretoria (Gauteng Regional Office)  
: B-degree in Accounting or a NQF Level 6 equivalent qualification. Extensive relevant experience in a finance environment in a management position with a proven track record of managing a team. Practical knowledge on Accrual Accounting. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations •Knowledge of Persal and SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's licence.

**DUTIES**

: Key Performance Area: Manage asset management system, financial systems and projects. Develop and evaluate central operations budget and expenditure. Develop and audit functioning systems. Support the Western Operation Bloemfontein and Eastern Operation Gauteng offices on financial related matters. Ensure that the budgets of area offices are effectively managed, regularly monitored and report management for timeous intervention. Managing monthly cash flow statement. Monitoring of expenditure to ensure alignment with approved budget and cash flow projections – expenditure control. Provide advice to programme managers in respect of budgeting related matters. Manage the financial and supply chain management units and functions, which include financial accounting, management accounting, demand management, acquisition management, logistics, disposal and asset management. Collect, analyze, interpret and report relevant data as requested. Manage SAP systems and ensure optional utilization. Receiving and processing audit queries. Personnel management, disciplining and supervising the work performance of sub-ordinates.

**ENQUIRIES  
APPLICATIONS**

: Ms Z Bopape Tel: 012- 3921311  
: The Director: Central Operations: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001

**FOR ATTENTION  
CLOSING DATE**

: Ms H Bronkhorst  
: 5 December 2008

**POST 48/84**

: **ASSISTANT DIRECTOR: PERSONNEL PRACTITIONER**

**SALARY  
CENTRE  
REQUIREMENTS**

: R217 482 per annum  
: Nelspruit  
: Tertiary Qualification in Human Resource Management (NQF 6) 5 year experience in Human Resource Management field. Skills: Knowledge and understanding on Human Resource Management and Legislation, policies, practices and procedures, Knowledge of Archive Act and Data management, Problem solving skills, presentation skills, Interpretation skills, creativity, interpersonal skills, Analytical, communication skills, computer skills, Numeracy skills, Literacy skills, Commitment skills, Confidentiality, loyalty, innovation skills,

	research skills, Team leadership, time management, professionalism, Change management, conflict management skills.
<b><u>DUTIES</u></b>	: Key Performance Areas: Monitor, evaluate and report on Human resource management policies, procedures and practices. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practises. Provide Human Resource Information and knowledge management services in the region i.e ensure effective functioning of data base. Draw relevant reports in relation to implementation, monitoring and evaluation of Human Resource Management policies, procedures and practises. Manages and assures the quality of human resource information and the promotion of the information distribution process. Manages conditions of service (service benefits), HR policies and compliance, people management, data management and recruitment and selection.
<b><u>ENQUIRIES</u></b>	: Mr. G Posthumus 013-759 7301
<b><u>APPLICATIONS</u></b>	: Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	: Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/85</u></b>	: <b><u>CONTROL INDUSTRIAL TECHNICIAN (INFORMATION MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	: R217 482 per annum
<b><u>CENTRE</u></b>	: Nelspruit
<b><u>REQUIREMENTS</u></b>	: An appropriate National Diploma (T or S stream) (Surveying) or equivalent qualification and active registration as an Engineering Surveyor in terms of section 22 of the Land Surveyors and Technical Surveyors Act of South, 1984 (PLATO). The following will serve as strong recommendations: Extensive practical experience (at least 4 years) in: Aerial Survey ground control and subsequent accuracy checks on provisional plans Precise deflection Surveys of large dams: engineering Surveys for design and construction Topographical and Cadastral Surveys for earth works Computer literacy with proven computer skills in respect of operating systems CAD and Survey calculation packages in particular Caddie, Model Maker, Surpac and MS Office GPS post processing and familiarity with GPS and other survey equipment, Strong Leadership abilities, sound human relations and good communication skills. A valid EB drivers licence as it will be expected from the successful candidate to travel extensively Swim and not be scared of the outdoors.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for the management of the Survey function in Mpumalanga, which entails the following: Managing of all Survey related projects: Financial Management of the Survey Budget, Managing and organising of appropriate provisioning and administrative functions, Training with regard to the appropriate survey functions and upgrading of existing human resources.
<b><u>ENQUIRIES</u></b>	: Ms. M. J. Kadiaka/ Mr. S. G. Kheva, 013 – 759 7524
<b><u>APPLICATIONS</u></b>	: Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	: Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/86</u></b>	: <b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Directorate: Central Operations (NWRI)
<b><u>SALARY</u></b>	: R217 482 per annum
<b><u>CENTRE</u></b>	: Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	: B-degree in Accounting or an NQF Level 6 equivalent qualifications. Extensive relevant experience in a finance environment in a management position with a proven track record of managing a team. Practical knowledge on Accrual Accounting. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations •Knowledge of Persal and SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's licence.
<b><u>DUTIES</u></b>	: Key Performance Area: Manage and control departmental payments. Controlling of all ledger and suspense accounts. Develop and implement proper control

measures for the effective and efficient utilization of resources. Co-ordinate and reconcile the Directorate's budget, prepare cash flow projections, compile expenditure reports linked to the business plan. Provide support to compile and submit monthly, quarterly and annual financial reports. Respond to audit queries. Attend to all personnel matters and their PMDS.

**ENQUIRIES** : Ms Z Bopape (Tel: 012 392 1311)  
**APPLICATIONS** : The Director: Central Operations: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001  
**FOR ATTENTION** : Ms H Bronkhorst  
**CLOSING DATE** : 5 December 2008

**POST 48/87** : **ASSISTANT DIRECTOR: WATER SECTOR SUPPORT PROGRAMMES (INSTITUTIONAL DEVELOPMENT)**

**SALARY** : R217 482 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : An appropriate Bachelor's degree in the Development or Social Sciences or Humanities coupled with at least 3 years in the Water Sector environment, Community Development, Education sector or Local Government Support.. Sound knowledge of education and water sector business and policies. Strategic Leadership and Competence including skills in coordination and facilitation, report writing, presentation, written and verbal communication and networking. Computer literacy in Ms Office Package. Knowledge of Project Management and the relevant Legislations: National Water Act, Water Services Act, Strategic Framework for Water Services including Institutional and Social Development aspects and Capacity Building. Knowledge of Local Government functional areas as it relates to the water sector. Programme and project management skills . A valid code 8 driver's license and willingness to travel extensively.

**DUTIES** : \*The successful candidates will act as Chief Accounting Officer of the 2020 Vision for Water and Sanitation Education Programme. \* Establish and maintain effective working relations with Municipalities, Schools and Institutions of Higher Learning, Environmental Institutions and other water sector stakeholders. \*Oversee Regional Ministerial Activities and Events for the Water Sector Programmes, namely: Water Week, National Sanitation Week, Arbor Week etc. \* Develop regional programme strategies, business plans and implementation plans for all Water Sector Support Programmes such as Free Basic Services, Baswa Le Meetse, SAYWP, Curriculum Support, Career Exhibitions, Intervention Projects etc. \*Manage programme resources such as educational resource materials, etc. \* Regional liaison, Environmental Education Collaboration and maintenance of Water Sector Support Programmes \*Intergovernmental Relations at provincial level.\*Oversee, monitor and review budgets and budgetary matters (reporting on expenditure) \*Rendering of specialist support to Local Municipalities and sector partners. Additional responsibilities will include the following: \*Co-ordination of Masibambane Programme, Free Basic Services (policy development and support implementation by WSA's), Capacity Building and Training, Councilor Development Programme \* Developing regulatory framework for ISD- related issues and managing implementation.\* Developing and proving guidance on capacity building within the institutional framework for water services.\*Liaise with Local Authorities, Provincial Administrators, Consultants and other Sector Role Players in the Water and Sanitation Sector. \*Provision of support to Water Services Authorities (WSA's) and Water Services Institutions (WSI's) on institutional and Social Development matters.

**ENQUIRIES** : Mr FA Mntambo (013 759 7300)  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200  
**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008

**POST 48/88** : **PRINCIPAL ENGINEER (INTEGRATED PLANNING WR & WS)**

**SALARY** : R217 482 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : An appropriate recognized four-year tertiary qualification in Civil Engineering or equivalent qualification as prescribed in the Engineering Profession Act, 1990, plus registration with the Engineering Council of South African and Experience in

		Water Service and Water Resource Management. Knowledge of Ground Water Resource Management. Proven liaison and networking skills especially as they relate to local government and the water sector, Knowledge of the National Water Act, Water Services Act and other related policies, regulations and guidelines. Computer literacy. Good verbal and written communication skills. Good planning and organizational skills. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Ensure provision of scientific and technical support. To develop planning models. Do feasibility and viability studies. Sector profiling and economic analysis. Forge and sustain effective liaison with Provincial and Local Government on issues relating to water services and water resource management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M.J. Kadiaka, (013) 759 7313
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200 Ms FM Hlatshwayo: HR: Recruitment & Selection 5 December 2008
<b><u>POST 48/89</u></b>	:	<b><u>SENIOR ARTISAN SUPERINTENDENT</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum Tugela Vaal (Jagersrust) Grade 12 or equivalent qualification plus Trade Certificate in Civil, Mechanical or Electrical (heavy current) in terms of Section 28 or 30 of the Manpower Training Act OR National Diploma in Civil, Mechanical or Electrical (heavy current) related fields. More than 10 years experience and a valid driver's licence. Knowledge of the OSH Act. Computer literacy (Word, Excel, Outlook). These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Quality control. Performance of technical work of a complex nature. Produce and supply drawings. Report quality control reports. Adjustment of plans. Work planning and compiling of work packages, co-ordinate work schedules. Handle personnel matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr HG van der Merwe Tel. (036) 438 8301
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350 Ms N Zondi 5 December 2008
<b><u>POST 48/90</u></b>	:	<b><u>ASSISTANT DIRECTOR (COMPLIANCE AND OVERSIGHT)</u></b>
<b><u>SALARY REQUIREMENTS</u></b>	:	R174 243 per annum A recognized 3 year tertiary qualification or an equivalent qualification in Internal Auditing/Commerce, coupled with 3 years relevant internal auditing and finance experience. Computer literacy in all programmes. Extensive knowledge in BAS, SAP, LOGIS, PERSAL. Knowledge of the Treasury Regulations and the Public Finance Management Act (PFMA), GRAP/GAAP. Problem solving, analysis, report writing, and strategic thinking skills. Persuasiveness, flexibility, personal and motivation. Valid Drivers License.
<b><u>DUTIES</u></b>	:	Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow – up reviews to ensure that agreed action plans have been implemented. Ensure compliance with prescripts and legislation relevant to finance, procurement. Verify correctness of document prior to effecting payment. Identify risk and suggest corrective measures. Conduct internal audits in compliance with the Standard for Professional Practice of Internal Auditing. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations. Inspection and audit co-ordination.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs PV Mkhize (031) 336 2726
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban, 4000. The Manager (Human Resources) 24 December 2008

**POST 48/91** : **CHIEF TECHNICIAN M/E ENGINEERING SERVICES**

**SALARY** : R174 243 per annum

**CENTRE** : Midmar Area Office (Howick, KwaZulu Natal)

**REQUIREMENTS** : An appropriate recognized three year National Diploma and/ or Registration as Engineering technician in terms of the Engineering Council of South Africa. A valid Code EB (Code 8) driver's license, A minimum of 3 years experience in the Trade. Recommendations: Sound knowledge of maintenance and refurbishment of major mechanical and electrical water installations. Project management. Good written and verbal communication skills. Computer literacy preferably in MS Excel, MS Word and MS PowerPoint, Good leadership qualities. Sound knowledge in relation to Human Resource management and departmental administration and procurement policies and procedures. Knowledge of the Occupational Health and Safety Act. Willing to travel extensively and work extended hours when required. Sound knowledge and experience in maintenance and repairs of dam related equipment such as sleeve, butterfly, gate and ring follower valves; radial and slab gates, overhead and portal cranes. Knowledge and experience of corrosion protection of continuously submerged items. Knowledge and experience on working on electrical switchgear and reticulating systems from 240V to 11kV.

**DUTIES** : Assist with the identification, planning, budgeting, implementation and control the maintenance and refurbishment of major mechanical and electrical water industry related installations. Implement preventative maintenance plans. Oversee the activities of the mechanical and electrical workshop at Midmar area office. Perform regular inspections and submit written reports. Assist with administrative and procurement functions related to maintenance and refurbishment. Control Occupational Health and Safety in the working environment. Provide in-service training. Execute and administrative functions.

**ENQUIRIES** : Mr. K.L. Nuns, Tel (033) 239 1900.

**APPLICATIONS** : The Director, Department of Water Affairs and Forestry, Private bag X24, Howick, 3290

**FOR ATTENTION** : Human Resources

**CLOSING DATE** : 24 December 2008

**NOTE** : Candidates may subjected to a skills and knowledge test

**POST 48/92** : **CHIEF TECHNICIAN (OPERATION AND MAINTENANCE)**

**SALARY** : R174 243 per annum

**CENTRE** : Midmar Area Office (KwaZulu Natal)

**REQUIREMENTS** : An appropriate recognized three year National Diploma and/ or Registration as Engineering technician in terms of the Engineering Council of South Africa, A valid Code EB (Code 8) driver's license, A minimum of 3 years experience in the Trade. Recommendations: Project management. Knowledge of the relevant legislation: National Water Act. Good written and verbal communication skills. Computer literacy preferably in MS Excel, MS Word and MS PowerPoint, Sound knowledge of Hydrology and statistics would be advantageous. Good leadership qualities. Sound knowledge in relation to Human Resource management and departmental administration and procurement policies and procedures. Knowledge of the Occupational Health and Safety Act, Willing to travel extensively and work extended hours when required.

**DUTIES** : Responsible for the operation of the departmental operated Government Water Resource Schemes and related infrastructure. Assist with the overseeing of the operation and maintenance of Government Water Resource Schemes operated by Agencies i.e. Umgeni Water and Mhlathuze Water. Responsible for the water releases, abstraction and metering by domestic, industrial and irrigation users. Implementation of the real time operating systems and reserve releases at schemes. Investigations into irregularities ito water use. Responsible for consumption figures and revenue inputs. Asset with the determination and implementation of RMPs. Perform dam safety inspections and submit written reports. Control Occupational Health and Safety. Manage water control personnel. Promote good relations with stakeholders. Provide in-service training. Promote work satisfaction and the optimal development and utilization of staff. Execute human resource, finance and administrative functions. Budget and control

**ENQUIRIES** : Mr D F Brune, Tel (033) 239 1900.

<b><u>APPLICATIONS</u></b>	:	The Director, Department of Water Affairs and Forestry, Private Bag X24, Howick, 3290
<b><u>FOR ATTENTION</u></b>	:	Human Resources
<b><u>CLOSING DATE</u></b>	:	24 December 2008
<b><u>NOTE</u></b>	:	Candidates may be subjected to a skills and knowledge test
<b><u>POST 48/93</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (WORKING FOR WATER)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R160 735 per annum (All inclusive salary packages)
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A post is available for a person with Grade 12 or equivalent certificate, knowledge and experience in general office administration, typing skills, computer literacy in MS Office excel, Word, PowerPoint and internet. Good communication skills (written and verbal), A clear understanding of transformation in the Public Service, an understanding of the department's role and policy with respect to WFW management.
<b><u>DUTIES</u></b>	:	Administration support to the Deputy Director, correspondence, managing diary, schedule meetings, taking minutes, general typing, assistance with chain of supply-documentation, Administrative duties eg. Filing, e-mail, photocopying, binding, telephonic support, general office administration. Assistance with organising regional events. Including correspondence with National Office.
<b><u>ENQUIRIES</u></b>	:	Mr R Nenungwi (013) 759 7492
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/94</u></b>	:	<b><u>HYDROGEOLOGISTS (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A four year-tertiary qualification in Hydrogeology or Geology, Geophysics, Geochemistry or equivalent qualification. Experience of groundwater resource exploration, aquifer characterization and development of management information products. Ability to analyze and interpret hydrogeological data. Good report writing and communication skills. Ability to manage and supervise drilling programmes. Knowledge of groundwater information systems. Knowledge of computer based groundwater assessment programmes. Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management. Understanding of integrated water resources management. A valid driver's licence. Knowledge of National Water Act, Water Services Act, Environmental Management Act, Water Services Development Plans and National Water Resource Strategy.
<b><u>DUTIES</u></b>	:	Provide scientific and technical expertise in the field of physical and earth sciences in order to assess, develop, protect, use conserve and manage groundwater resources in Mpumalanga. Support implementation of groundwater protection strategies and related protocols at regional level. Provide groundwater extension service. Provide input to environmental impact assessment processes and related groundwater protection issues. Evaluate and assess groundwater use license applications. Plan and supervise implementation of the regional groundwater monitoring and information programme.
<b><u>ENQUIRIES</u></b>	:	Mr. Silo Kheva (013) 759 7524
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/95</u></b>	:	<b><u>GEOHYDROLOGICAL TECHNICIANS (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit (600251/80135)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Geology, Geotechnology, Geohydrology as well as appropriate experience in the field of groundwater resource management and development. A valid driver's license. Computer literacy. Good verbal and

	communication skills. Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management, Knowledge of use and application of geotechnological equipment as well as geohydrological field processes.
<b><u>DUTIES</u></b>	: Monitoring of natural and artificial groundwater trends. Exploration and development of groundwater resources. Ensure sustainable development of groundwater resources in Mpumalanga. Provide support towards management of groundwater resources in respect to quality and quantity. Provision of an extension services to create a better understanding of groundwater by educating and sharing information with groundwater users. Assist in registration and licensing of groundwater use. Support Local Government on groundwater related use and development. Knowledge of National Water Act, Water Services Act, Environmental Management Act, Water Services Development Plans and National Water Resource Strategy will serve as a recommendation.
<b><u>ENQUIRIES</u></b>	: Mr Silo Kheva (013) 759 7524
<b><u>APPLICATIONS</u></b>	: Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	: Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/96</u></b>	: <b><u>SENIOR ADMINISTRATION OFFICER (ASSET MANAGEMENT)</u></b> Directorate: Central Operations (NWRI)
<b><u>SALARY</u></b>	: R145 920 per annum
<b><u>CENTRE</u></b>	: Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	: B-degree in Accounting or an NQF Level 6 equivalent qualifications. Extensive relevant experience in asset management environment. Sound knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations •Knowledge of SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's licence.
<b><u>DUTIES</u></b>	: Key performance Area: Assist in developing, implementing and monitoring acquisition, maintenance and disposal plans for assets. Ensure that all assets are properly recorded and accounted for in the asset register. Verify the existence of assets and prepare reconciliation thereof. Efficient and effective disposal of redundant or obsolete assets. Dispose assets in accordance with the requirements of the Treasury Regulations and internal prescripts. Implement and manage registers for leases. Ensure proper monthly and annual reporting and reconciliation on assets is done. Respond to audit queries. Attend to all personnel matters and PMDS.
<b><u>ENQUIRIES</u></b>	: Ms K Ferreira Tel (012 392 1334)
<b><u>APPLICATIONS</u></b>	: The Director: Central Operations: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	: Ms H Bronkhorst
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/97</u></b>	: <b><u>COMMUNITY LIAISON OFFICERS: INSTITUTIONAL DEVELOPMENT AND REFORM (2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R145 920 per annum
<b><u>CENTRE</u></b>	: Nelspruit (1 post) (Middelburg) (1post)
<b><u>REQUIREMENTS</u></b>	: An appropriate recognized 3years qualification in Natural Sciences, Water Resource Management or equivalent qualification, Experience in community liaison and community development will be required. An added advantage. Experience also in Hydrology, Earth Science, and Environmental Science, Water Care will be an added advantage... Thorough knowledge of the application and implementation of the National Water Act and Water Service Act. Valid driver's license (Code 8 – EB) is essential. Willingness to travel. Recommendations: Computer literacy. Experience and thorough knowledge of financial and procurement procedures. Good verbal and written communication, negotiation and facilitation skills.
<b><u>DUTIES</u></b>	: Key Performance Areas: Responsible for public participation process in the establishment of WUA and CMAs. Be responsible for water use abstraction control and monitoring. Interact with water users. Register water use. Identify and investigate possible unlawful water uses. Rectify contraventions of the Water Services Act 108 of 1997 and the National Water Act 36 of 1998. Conduct site

	inspections and submit written reports. Implement departmental plans, guidelines, policies and projects. Train WUAs on an ongoing basis. Represent the division in forums, Promote work satisfaction and the optimal development and utilization of staff. Be responsible for the establishment and support of WUAs by capacity building.
<b><u>ENQUIRIES</u></b>	: Mr. TK Masindi, Tel: 013-759 7300
<b><u>APPLICATIONS</u></b>	: Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	: Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/98</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: ADMIN SUPPORT</u></b>
<b><u>SALARY</u></b>	: R145 920 per annum
<b><u>CENTRE</u></b>	: Bronkhorstspuit (Olifants WMA)
<b><u>REQUIREMENTS</u></b>	: Matric + Appropriate three year tertiary qualification, Office Administration/ Management Assistant Diploma/degree and knowledge of Water Resource Management will be advantageous. Excellent interpersonal and communication (written and verbal) skills, Good liaison and organizational skills. Office administration and Project Management skill. Knowledge and experience of MS Word, MS PowerPoint, MS Outlook and internet. Experience and general knowledge of office administration, minute taking, arranging workshops and meeting, compiling reports and personnel Management.
<b><u>DUTIES</u></b>	: Key Performance Areas: Establish an efficient method of identification, movement and location of records for easy retrievals. Effective storage of all records to preserve the security, authenticity and integrity of records. Provide administrative support to the Olifants WMA office. Administration of Projects Research, abstract and prepare information and supporting data for meetings, projects, presentations and reports Administering office correspondence/documents/reports Drafting and typing correspondence/documents including PowerPoint presentations. Relieving the Olifants WMA Management of various administrative tasks. Organizing office logistical matters. Responding and answering to MPU stakeholders. Assist with the co-ordination of cross functional and cross departmental activities. Effectively arrange and minute meeting. Manage Communications and documents for auditing purposes. Manage deadlines and track progress on behalf of the Olifants WMA office. Manage training and development as per workplans. Ensures that workplans and quarterly reviews are completed timeously. Supervision of junior staff and ensure compliance with all relevant policies and procedures.
<b><u>ENQUIRIES</u></b>	: Mr. PH Ntabeni 013-932 2061
<b><u>APPLICATIONS</u></b>	: Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	: Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	: 5 December 2008
<b><u>POST 48/99</u></b>	: <b><u>ARTISAN SUPERINTENDENT (ELECTRICAL) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R145 920 per annum
<b><u>CENTRE</u></b>	: Tugela Vaal G.W.S. (Jagersrust)
<b><u>DUTIES</u></b>	: Grade 12 or N6 school qualification/Electrical certificate (Heavy current). Trade test certificate with 5 years experience. Valid driver's license. Good communication skills (both verbal and written). Computer literacy (Word, Excel, Outlook). These requirements may be tested.
<b><u>DUTIES</u></b>	: Key Performance Area: Maintenance of Electrical equipment or Machinery. Inspection for cathodic protection. Maintenance of official houses, outside station & office. Installation of new electrical instruments telemetry. Pump station Motors. Electrical fault findings. Able to work with low & medium voltage. Able to work overtime and Stand-by. Able to work under supervision and under pressure. Implementation of OHS Act.
<b><u>ENQUIRIES</u></b>	: Mr R Rabie Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	: The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	: Ms N Zondi
<b><u>CLOSING DATE</u></b>	: 5 December 2008



<b><u>POST 48/100</u></b>	:	<b><u>ARTISAN SUPERINTENDENT (MECHANICAL 2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or N6 school qualification/Mechanical engineering. Trade test as qualified. Five years experience. A valid Code 08 driver's license. Computer literacy (Word, Excel, Outlook). These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Planning and organizing of work according to the budget implementation. Maintenance and development of all equipment on scheme as required. Standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Customer care and Mechanical Services
<b><u>ENQUIRIES</u></b>	:	Mr A Klaassen Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/101</u></b>	:	<b><u>ARTISAN SUPERINTENDENT (CIVIL)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or N6 school qualification Civil Engineering. Trade test as qualified, A valid Code 08 driver's license, Computer literacy (Word, Excel, Outlook), Five years experience. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Planning and organizing of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Customer care and Mechanical Services
<b><u>ENQUIRIES</u></b>	:	Mr N Kirton Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/102</u></b>	:	<b><u>INDUSTRIAL TECHNICIANS: INTERGRADED PLANNING WR &amp; WS (2 POST/S)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An accredited diploma Engineering as prescribed in the Engineering Profession Act (Act No. 46 of 2000). Registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineer. Applicants must provide proof of their registration with ECSA as a Professional Engineer. Additional studies in one or more of the following fields will serve as a recommendation: water resources engineering, hydrology, management, economics, environment, social aspects and Law. Preference will be given to computer literate candidates with proficiency in English, and outstanding verbal and written communication skills. Knowledge of the National Water Act, No. 36 of 1998, dam safety, environmental and other legal aspects. A valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide support linked to: the development of water resource planning models for the Region, support coordinated approach towards integrated water sector planning, assist in the feasibility and viability studies. Provide technical specialist input in the planning field required for integrated planning for water resources and services in the Olifants and Inkomati Water Management Areas. administrative, financial and personnel-related functions.
<b><u>ENQUIRIES</u></b>	:	Ms. M.J. Kadiaka, (013) 759 7313
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008

<b><u>POST 48/103</u></b>	:	<b><u>INDUSTRIAL TECHNICIANS: SURVEY &amp; INFORMATION MANAGEMENT (7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a National Diploma in Surveying or equivalent qualification and registered with PLATO. Knowledge of Model Maker or SURPAC software is a requirement. The applicant must have knowledge in the use of modern survey instruments as well as a valid driver's license. The applicant must be willing to travel extensively.
<b><u>DUTIES</u></b>	:	Execution of topographical surveys. Supply of topographical survey data to internal clients. Assist in deformation and hydrographic surveys.
<b><u>ENQUIRIES</u></b>	:	Ms. M.J. Kadiaka, (013) 759 7313
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/104</u></b>	:	<b><u>SENIOR HYDROLOGISTS (HYDROLOGY: DATA ANALYSIS) (2- POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit (Mpumalanga)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B.Sc. Hons. Degree in one of the following fields of Hydrology: Physical Geography, Mathematics, Applied Mathematics, Mathematical statistics, Physics and Numerical Science. Valid Code 08 driver's license. Computer literacy, Candidates must be able to operate independently in terms of general hydrological methodologies, systems and procedures.
<b><u>DUTIES</u></b>	:	Duties will depend on internal requirements as well as the individual's interest, aptitude and qualifications and will be in one or more of the following fields: Hydrodynamic applications with respect to gauging structure calibration, Proficiency in computer software, Processing of field data and the creation of computerised info systems. (Yield determinations, catchment studies, Data Analyses), Mathematical and statistical water resource analyses, Evaluation of hydrological data, Statistical flood frequency analyses and predictions, as well as field surveys, Research and development in above-mentioned fields, Provide a Hydrological service to the region.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Joubert (Mpumalanga) 012-336-7928
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>NOTE</u></b>	:	Successful incumbents will be subjected to extensive in-house training at Head Office, Pretoria.
<b><u>POST 48/105</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Tertiary education or equivalent with extensive appropriate experience in Supply Chain Management, Experience in report writing within the Supply Chain unit, Candidates must be able to work independently in an innovative manner, Management of Administrative personnel.
<b><u>DUTIES</u></b>	:	Preparation of all Reports within Supply Chain Management Authorize Supplier Details and monitor Supply Performance Monitor and control Stores and ensure that the Provisioning services are rendered according to the required standards. Act as training coordinator for the SCM unit, Preparation of Bidding Documents for Advertisement of Bids, approval by RBC and submissions to DBC, Manage administration of Bids. Manage and check recommendations of Bids.
<b><u>ENQUIRIES</u></b>	:	Mr V Nene – Tel. (031) 336 2700
<b><u>APPLICATIONS</u></b>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	:	The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	:	24 December 2008

<b><u>POST 48/106</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER: HR TRANSACTIONS AND INFORMATION MANAGEMENT (CONDITIONS OF SERVICES)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A grade 12 or equivalent qualification with relevant experience in the field of HR Management. Good knowledge of Public Service and other related legislation and collective agreements. Extensive knowledge of the PERSAL system, Excellent verbal and communication skills, Thorough knowledge and experience of pension administration as well as conditions of service matters. i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances, Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	The supervision of pension administration unit, Implementation of GEPP regulations and processes. Maintenance of database regarding conditions of service related matters. Provide advisory services to regional staff, line and senior management, Liaison with National Treasury. Liaison with Compensation Commissioner, Monitoring and evaluation of all pension processes, supervision, training and motivation of staff.
<b><u>ENQUIRIES</u></b>	:	Ms S Mbongwa – Tel. (031) 336 2819
<b><u>APPLICATIONS</u></b>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	:	The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 48/107</u></b>	:	<b><u>CONTROL AUXILIARY SERVICES OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENT</u></b>	:	A Grade 12 Certificate and at least five years experience in Hydrological Data processing environment. Mathematics on higher level will serve as a recommendation. Practical experience and appropriate knowledge in Hydrological Data processing, editing and auditing with the use of the Hydstra software package is compulsory. Good communication skills. Computer literacy. Appropriate experience in other data base programmes. A sound knowledge of prescribed quality regulations. Good leadership qualities. Willingness to travel and a valid drivers licence. Willingness to undergo in-house training at various locations as well as attend meetings/workshops at various locations.
<b><u>DUTIES</u></b>	:	Processing, editing and evaluating of Hydrological data capturing from hydrological sites in the Western Cape Region. Execution of prescribed quality controls on hydrological data. Registration of all source documents related to hydrological data capturing. Liaise with technical personnel in terms of data quality, task assignments and reliable source documents. Frequent visits to sitelite offices for training and liaison purposes. Accompany technical and field personnel on visits to monitoring sites for data collection and evaluation. Producing of technical and progress reports. Supervise and train personnel as well as representing the region at Regional meetings will be a key responsibility.
<b><u>ENQUIRIES</u></b>	:	Mr F Mouski Tel. 0219507209
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, 7532
<b><u>FOR ATTENTION</u></b>	:	Mr B Saki
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/108</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (DRILLING SERVICES)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification shall be a National Diploma (T/S stream) in Civil Engineering or eligibility for registration with ECSA as a civil engineering technician. Applicants should have at least three years appropriate experience after qualification of which at least one year in a management position with the responsibility to manage a component with a team of subordinates. Knowledge and experience in the fields of both percussion and geo-technical drilling, geo-hydrology and/or groundwater testing and monitoring will count in favour of the applicant. Candidates must be in possession of a valid code 8 drivers license

and should be willing to undertake field trips that require extensive travelling to remote areas in the Region for extended periods. Applicants must be computer literate with good report writing as well as communication skills. Knowledge and experience of government administrative procedures, the National Water Act, the OHS Act and NEMA, will strengthen recommendation.

**DUTIES** : The successful candidate will be responsible for managing and leading the Western Cape drilling section; to provide logistical support; to ensure SHE compliance and environmental management compliance; to manage the allocated drilling budgets; to compile progress reports and to organise mechanical support.

**ENQUIRIES** : Mr PL Havenga (021 9507170) (082 8095719)

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

**FOR ATTENTION** : Mr B Saki

**CLOSING DATE** : 12 December 2008

**POST 48/109** : **SENIOR ADMINISTRATION OFFICER**

**SALARY** : R145 920 per annum

**CENTRE** : Tugela Vaal G.W.S. (Jagersrust)

**REQUIREMENTS** : Tertiary qualification with 5 years working experience. Valid Code 8 driver's license. Knowledge of Human Resource, Supply Chain Management, Finance and Transport procedures and policies of the Department of Water Affairs and Forestry. Willingness to be part of a team. Computer literacy (Word, Excel, Outlook) and knowledge of Persal. Must be authorised to access and use SAP. Requirements may be tested.

**DUTIES** : Key Performance Area: Assist Area Manager in the management of the Supply Chain Management, Human Resource Management, Finance and Transport sections. Authorise transactions on Persal. Monthly report of transactions implemented. Ensure effective maintenance of the establishment. Handling of Human Resource, Supply Chain, Finance and Transport queries. General administrative duties related to the HR, SCM and transport. Approval and releasing of transactions on SAP.

**ENQUIRIES** : Mr HG Van der Merwe Tel. (036) 438 8301

**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350

**FOR ATTENTION** : Ms N Zondi

**CLOSING DATE** : 5 December 2008

**POST 48/110** : **SENIOR ADMINISTRATION OFFICER (WARMS) (INKOMATI WATER MANAGEMENT AREA)**

**SALARY** : R145 920 per annum

**CENTRE** : Nelspruit

**REQUIREMENTS** : A grade 12 and equivalent qualification plus appropriate experience in data capturing experience. WARMS experience and knowledge of the National Water Act, 1998(Act No 36 of 1998) and other relevant legislation would be an advantage. Working computer experience in MS Word, MS Excel and MS Outlook is prerequisite. Practical experience in client services, letter and report writing is also required. Proven organisational, interpersonal, conflict resolution and problem solving skills is preferred.

**DUTIES** : Key Performance Areas: incumbent will be responsible general office administration for the registration of water use, in terms of the National Water Act. Assist with the planning of workflow and administrative duties. Checking and authorizing of registrations. Undertake training. Handling of enquiries by providing either verbal or written responses, gathering, obtaining and processing information for the registration and licensing of water use applications. Filing, file maintenance systems and retrieval of various registration and licensing documentation. Build capacity and mentor subordinates.

**ENQUIRIES** : Mr. P Ntabeni Tel. (013) 759-7300 OR Ms. T. Hopkins, Tel (013) 759 7343

**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection

**CLOSING DATE** : 5 December 2008

<b><u>POST 48/111</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER</u></b> (Directorate: Water Sector Regulation & Use)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A post is available for a person who is in possession of at least a three year tertiary qualification in administration, financial accounting or equivalent qualification. Knowledge and at least 2 years experience in General Office Administration. Knowledge and experience in Provisioning Administration, Financial Management, Good Communication Skills (written and verbal), Computer Literacy, Good interpersonal and organisational Skills. Recommendations:•An understanding of the department's role and policy with respect to water resource management and water sector regulation•Computer literacy• A clear understanding of transformation in the Public Service.
<b><u>DUTIES</u></b>	:	•Administrative support services to the Directorate: Water Sector Regulation & Use• Responsible for financial administration of the Directorate under supervision and direction of the Director such as collecting information for and compiling of annual budget and annual financial reports and update monthly expenditure of projects• Checking and processing accounts submitted by consultants• Keeping records of payments made• Personnel supervision of the administrative office• Handle all personnel enquiries• Responsible and assist in in-service training and supervision of clerks• Obtain computer equipment, purchase supplies, control distribution • Arrange office accommodation• Take minutes of the Directorate meetings and any other for as deemed necessary• Book venues for meetings• Allocate file numbers to correspondence for filing and maintain the file list• Arrange that typing is done where necessary• General Office administration as needed and required.
<b><u>ENQUIRIES</u></b>	:	Ms. MJ. Kadiaka, tel. (013) 759 7313
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/112</u></b>	:	<b><u>SURVEY OFFICERS (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	National Diploma or higher in Surveying. Appropriate practical survey experience. Experience in supervising survey teams during survey projects .Valid driver's license. Recommendations: Experience in the following surveying fields; Topographical, Hydrographical, Deformation and Cadastral surveying. Skills to operate various electronic survey equipment, including GPS (RTK and Static), Single beam echo sounders and Total Stations. Model Maker survey software experience. Good managerial and communication skills (verbal and written) in English. Good interpersonal skills. Good planning and organisational skills.
<b><u>DUTIES</u></b>	:	Perform Topographical, Hydrographical, Deformation and Cadastral surveys. Calculate final survey data and compile final plans and reports. Quarterly and annual performance management of junior personnel. Training of junior and new personnel.
<b><u>ENQUIRIES</u></b>	:	Ms M J Kadiaka, Tel: 013-759 7313
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/113</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	NWRI: Eastern Operations: Midmar Dam, Howick
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with Accounting as a passed subject and at least a minimum of three years experience in the financial environment. Recommendations: Experience in or knowledge of the following: Public Finance Management Act. Treasury Regulations. National Water Service Act. National Water Act no 36 of 1998), Experience SAP Systems and Persal. Supervisory

	skills, A high degree of computer literacy especially in Excel and Word, Strong organizational, analytical and problem solving skills, A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	: Key Performance Areas: Reporting to the Senior State Accountant. Supervision of subordinates. Ensure adherence to sound accounting. DWAF practices. Prescribed policies and regulations in all transactions. Monitor and control the chart of accounts on the SAP AR system. Bank and other general ledger accounts. Reconciliation processes. Opening and closing of posting periods. Liaison and communication with Finance, Regions or other business units. Determine trends and patterns in Financial Risk Management. Process payments and respond to audit queries. Train, supervise and assess staff in component.
<b><u>ENQUIRIES</u></b>	: Ms V Bridgall, Tel (033) 239 1900.
<b><u>APPLICATIONS</u></b>	: The Director, Department of Water Affairs and Forestry, Private Bag X24, Howick, 3290
<b><u>FOR ATTENTION</u></b>	: Human Resources
<b><u>CLOSING DATE</u></b>	: 24 December 2008
<b><u>NOTE</u></b>	: Candidates may be subjected to a skills and knowledge test
<b><u>POST 48/114</u></b>	: <b><u>PROVISIONING ADMINISTRATION OFFICER (3 POSTS)</u></b>
<b><u>SALARY</u></b>	: R117 501 per annum
<b><u>CENTRE</u></b>	: Durban
<b><u>REQUIREMENTS</u></b>	: Tertiary education with relevant experience in Supply Chain Management. Experience in Government Systems Eg, Logis/SAP. Good verbal and written communication and interpersonal skills. Knowledge of Supply Chain Management procedures and policies, Able to take initiative and work under pressure to meet deadlines, Computer Literacy eg, Excel, Outlook and Word, Supervisory Skills. Knowledge of asset management will be an added advantage.
<b><u>DUTIES</u></b>	: Authorize and approve requisitions and orders. Pre-authorize Payments. Supervision of Sub-ordinates, Perform secretariat functions in Regional Tender Committee and liaison with Departmental Bid Committee, Assist with queries from Suppliers and internal Stakeholders, Authorization for the Registration of new suppliers onto the Database.
<b><u>ENQUIRIES</u></b>	: Mr V Nene – Tel. (031) 336 2700
<b><u>APPLICATIONS</u></b>	: Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	: The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	: 24 December 2008
<b><u>POST 48/115</u></b>	: <b><u>STATE ACCOUNTANT</u></b>
<b><u>SALARY</u></b>	: R117 501 per annum
<b><u>CENTRE</u></b>	: Durban
<b><u>REQUIREMENTS</u></b>	: An appropriate Degree/Diploma qualification in Finance plus 3 years experience in the financial environment. Skills and Competencies: Extensive knowledge and basic application of PFMA, 1999, Treasury Regulations. Computer literacy (MS Office); Good Communication (written and verbal) skills; Ability to work under pressure to meet prescribed deadlines and acceptance of responsibility, multi-tasked, self driven, result oriented, motivated; Understanding and use of BAS/PERSAL/SAP would be an added advantage.
<b><u>DUTIES</u></b>	: Monitor, analyse and review ledger accounts, Prepare monthly financial reports, Monitor expenditure and analyze expenditure trends. Check and control the reconciliation of suspense accounts and pay over salary deductions to relevant institutions; Clear and report on outstanding balances monthly; Check and authorize payment of salaries, allowances and claims analyze of PERSAL balances; Assist with audits; Act as supervisor of Senior Accounting Clerks and accounting Clerks by inter alia. Allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates.
<b><u>ENQUIRIES</u></b>	: Ms S Mthembu – Tel. (031) 336 2807
<b><u>APPLICATIONS</u></b>	: Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	: The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	: 24 December 2008

<b><u>POST 48/116</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (HUMAN RESOURCES)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent, with 10 years experience in Human Resource or relevant tertiary qualification, Computer literacy (Word, Excel, Outlook). Knowledge of PERSAL, Ability to work under pressure, A valid driver's licence, These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Manage personnel placement. Ensure effective maintenance of the establishment. Manage recruitment process. Manage internal and external transfers. Manage appointments in acting positions. Manage termination of service through retirement, deceased and ill-health. Handling of Human Resource queries. General administrative duties related to the Human Resource environment. Approval of transactions on Persal. Monthly report of transactions implemented.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Mr NR Masekela
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/117</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent, with 10 years practical experience in Supply Chain Management/procurement environment or a relevant tertiary qualification. Must be authorised to access and use SAP. Knowledge of PMFA, Supply Chain Management. Understanding of all Procurement governing legislations. Numeric Skills. Computer literacy. Good written and verbal communication skills. Creativity: self-driven, ability to work under pressure. Innovative and ability to analyse problems. Knowledge of Tender procedures. A valid driver's licence. Supervisory Skills. Computer Literacy (Word, Excel, Outlook). These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Verify payment of services and goods manually and on SAP. Update suppliers database. Obtain quotation for the procurement unit. Issue orders according to approved advice. Capture and maintain ledgers on the system. Verify quality and accuracy of all deliveries and items issued to end users. Manage transit and warehouse. Asset management. Compilation of ECC and asset management reports. Render assistance to internal and external clients on Supply Chain Management.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/118</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (FINANCE)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification, with 10 years practical experience in Finance or a relevant tertiary qualification. Must be authorised to access and use SAP. Knowledge of PERSAL and SAP, Computer literacy (Word, Excel, Outlook). Ability to work under pressure, A valid driver's licence. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Draw up budget to provide all the financial resources for the scheme. Update budget spending on the monthly cash flow and report to Area Manager. Ensure that budget requests are realistic to the needs of the scheme together with substantiating data. Ensure proper control of State finances. Maintain and control funds within the PFMA. Check all store payments to vendors and release on SAP. Authorise documents within delegate of powers. Assist with stocktaking quarterly. Ensure value for money by adhering strictly to Treasury Regulations. Check asset registers regularly. Train staff in Finance.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211

**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350  
**FOR ATTENTION** : Ms N Zondi  
**CLOSING DATE** : 5 December 2008

**POST 48/119** : **CHIEF ADMINISTRATION CLERK (WATER SECTOR SUPPORT)**

**SALARY** : R117 501 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent. A related administrative and procurement course will be an advantage. Working experience in an office administration and both secretarial and technical support environment. Experience and knowledge of administration systems and computer literacy. Good interpersonal, communication, numerical, planning and organizational skills. The following will be added advantage: A valid driver's license. Ability to function well under pressure.

**DUTIES** : Key Performance Area: The successful candidate will be responsible for providing administrative support to the entire Water Sector Support directorate and its sub-directorates; Planning, Institutional Development and Technical Support. Managing the correspondence register by receiving and distributing documents, typing documents, compiling and submitting claims for approval, liaise with stakeholders with regard to queries (i.e procurement and administration) and dissemination of information within the directorate. Making logistical arrangements for meetings and workshops. Procurement of goods i.e processing S&T, petty cash claims, VA2's/Order invoices and payment certificates and maintaining asset register and services for the directorate, make travel arrangements and performing any other related activities and manage the filing system of the directorate. Log sheets verification prior submission for approval. Responsible for the record management in respect of expenditures. Inventory lists for the directorate. Managing stationery for the directorate. Assist the Director's office with tasks within the agreed time frames between the sub-directorates and the director's office. Provide support to the sub-directorate's on data collection and management.

**ENQUIRIES** : Ms Mumsy Mkhathshwa Tel: 013 759 7300  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200  
**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008

**POST 48/120** : **CHIEF SECURITY OFFICER**

**SALARY** : R117 501 per annum  
**CENTRE** : Tugela Vaal G.W.S. (Jagersrust)  
**REQUIREMENTS** : The applicant must be in position of a grade 12 and have 10 years experience in Security. PSIRA Grade A, National Key Point Certificate, First Aid Certificate. Firearms Competency Certificate. Knowledge of OSH Act. Working knowledge of Statutory Law. Valid driver's licence. Computer literacy (Word, Excel, Outlook). These requirements may be tested.

**DUTIES** : Key Performance Area: Manage the security division at Tugela Vaal. Ensure implementation and compliance to Security Policies. Personnel Management. On-job-training. Liaison with Emergency Authorities. Attend essential meetings. Conduct security evaluations and appreciations, Conduct crime related investigations. Conduct escort duties and promote security awareness.

**ENQUIRIES** : Mr HG van der Merwe (036) 438 8301  
**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350  
**FOR ATTENTION** : Ms N Zondi  
**CLOSING DATE** : 5 December 2008

**POST 48/121** : **SAFETY OFFICER**

**SALARY** : R117 501 per annum  
**CENTRE** : Tugela Vaal (Jugersrust)  
**REQUIREMENTS** : Grade 12 plus a Trade Test Certificate in terms of section 28 or 30 of the Manpower Training Act. Diploma (NQF 6) or equivalent qualification in a SHE-



related field plus 2 years experience. Knowledge of and completed courses in SHE- related legislation. Certificate in Health and Safety. Computer literacy (Word, Excel, Outlook). Valid driver's licence. These requirements may be tested.

**DUTIES** : Key Performance Area: Manage hazard identification and the risk assessment process. Assist with investigations of all reportable incidents and provide recommendations to managers and committees to prevent the recurrence of incidents. Regular site inspection, to measure compliance and provide management with progress reports. Organise committee meetings and provide management with minutes, monthly and quarterly reports. Tasks according to the Occupational Health and Safety Act. Oversee and coordinate the tasks of the Departmental Safety Representatives.

**ENQUIRIES** : Mr HG Van der Merwe Tel. (036) 438 6211

**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350

**FOR ATTENTION** : Ms N Zondi

**CLOSING DATE** : 5 December 2008

**POST 48/122** : **SENIOR PROVISIONING ADMINISTRATION CLERK (PAYMENTS) (2 POSTS)**

**SALARY** : R94 326 per annum

**CENTRE** : Tugela Vaal G.W.S. (Jagersrust)

**REQUIREMENTS** : Grade 12 or equivalent qualification, with 5 years experience in Supply Chain Management or tertiary qualification. Knowledge of Treasury regulation, PPPFA and Public Finance Management Act (PFMA). Skills and competencies: Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure and be self motivated. Computer literacy. Computer Literate (Word, Excel, Outlook). SAP experience will be an advantage. These requirements may be tested.

**DUTIES** : Key Performance Area: Capture payments on the financial system (SAP). Validate the correctness of the invoice. Complete payment advice for all the incoming invoices. Compile a spreadsheet for all incoming invoices. Register all the payments to be paid on the register. Forward payments to finance for capturing. Update the Economic Control Committee register.

**ENQUIRIES** : Mr NR Masekela Tel. (036) 438 6211

**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350

**FOR ATTENTION** : Ms N Zondi

**CLOSING DATE** : 5 December 2008

**POST 48/123** : **SENIOR PROVISIONING ADMINISTRATION CLERK (ASSET CONTROLLER)**

**SALARY** : R94 326 per annum

**CENTRE** : Tugela Vaal G.W.S. (Jagersrust)

**REQUIREMENTS** : Grade 12 or equivalent qualification, with 5 years experience in SAP and asset management or a tertiary qualification. Skills and competencies: Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure and be self motivated. Computer literacy (Word, Excel, Outlook). A valid driver's licence. SAP experience will be an advantage. These requirements may be tested.

**DUTIES** : Key Performance Area: Manage bar-coding of assets. Manage stock-taking and disposal of assets. Maintain and update fixed assets register. Verify and establish physical existence of assets. Ensure availability of assets maintenance programme and adherence thereto.

**ENQUIRIES** : Mr NR Masekela Tel. (036) 438 6211

**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350

**FOR ATTENTION** : Ms N Zondi

**CLOSING DATE** : 5 December 2008

**POST 48/124** : **SENIOR PROVISIONING ADMINISTRATION CLERK (GOODS ISSUE AND RECEIPT)**

**SALARY** : R94 326 per annum

**CENTRE** : Tugela Vaal G.W.S. (Jagersrust)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 5 years experience in Supply Chain or tertiary qualification. Skills and competencies: Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure and be self motivated. Computer literacy. (Word, Excel, Outlook). SAP experience will be an advantage. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: To maintain proper control of all inventory (consumables items). To do goods receipt physically and capture it on the system. Update bin cards in a warehouse. Warehouse maintenance. Order fuel. Ensure that the filling of request memo is done regularly according to Chief Users. Ensure that regular stock count is conducted.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/125</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION PROVISIONING CLERK (BUYER)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 5 years experience in Supply Chain or tertiary qualification. Knowledge of Treasury regulation, PPPFA and Public Finance Management Act (PFMA). Skills and competencies: Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure and be self motivated. Computer literacy (Word, Excel, Outlook). SAP experience will be an advantage. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Receive order documents and prepare them for Economical Control Committee. Take and compile minutes of Economical Committee Control and send them to the relevant person (Chief User's). Create purchasing order on SAP system. Prepare and update database. Prepare all necessary documents for monthly meetings at Regional Office. Check all copies of Purchase orders. Assist with stock taking.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/126</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION PROVISIONING CLERK (RECEPTIONIST/DATA CAPTURER/TYPIST)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 5 years appropriate experience or a tertiary qualification. Communication skills. Ability to familiarise her/himself with the department's service delivery components and operate the switchboard. Computer literacy (Word, Excel, Outlook) and typing 40wpm. Ability to take initiative and work independently. Ability to organise and prioritise work. Telephone etiquette. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operate the switchboard by answering incoming and handling outgoing calls. Utilise the telephone management system to monitor telephone costs, including printing of reports/accounts and verifying information. Administer the rent register. Administer and capture the electricity accounts. Capture and distribute the Dam level readings. Typing of documents. Ensure that customers are referred promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the services rendered by the Department. Keep reception area clean and tidy. Receive guests and/or visitors. Update and distribute the internal directory and keep a database of other important contact numbers. Operate fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Keep and complete registers pertaining to the telephone system and fax machine.
<b><u>ENQUIRIES</u></b>	:	Mr NR Masekela Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350

<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/127</u></b>	:	<b><u>SENIOR WATER PLANT SUPERINTENDENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Water Purification, dam control and pump station operating certificate. 5 years experience. Valid driver's licence. Good communication skills and ability to work with co-workers. Supervise teams. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operate plant machinery and installations. Supply water according to required quantities and standards. Check machinery and reports faults. Ensure the safety of water plant installations. Calculate water and electrical consumptions. Inspect pipelines. Assist with cathodic protection of pipelines. Operate telemetry systems. Perform standby and overtime duties when required. Taking and recording readings of dam levels and condensation tank. Rain fall readings and lightning counter. Adhere to OHS Act and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Mr A Abrahamse Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/128</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN CLERK (ASSET MANAGEMENT)</u></b>
		Directorate: Central Operations (NWRI)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification plus relevant experience. Exposure to the asset control function will be an advantage. Computer literacy (in spreadsheet). Good written and verbal communication skills. Interpersonal skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintain and update the asset register. Perform relevant reconciliation. Verify movable asset register. Administer property and lease contracts. Monitor compliance to lease agreements. Compile documents for disposal committee. Reports on disposal items to the committee. Inspect items for re-use. Filing of all lease contracts. Completion of disposal documents
<b><u>ENQUIRIES</u></b>	:	Ms K Ferreira Tel. (012 392 1334)
<b><u>APPLICATIONS</u></b>	:	The Director: Central Operations: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms P Blaauw
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/129</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK: TRANSITO IN/OUT</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Regional Office – Gauteng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification plus appropriate experience. Knowledge of Supply Chain Management Policies and processes. Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS systems. Computer literacy. Must be able to work under pressure. Good communication skills. Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform Chief User Clerk duties. Report all incorrect deliveries. Filing on daily basis. Follow up on outstanding payments, 0-9 files and maintain and verify for issue vouchers and orders. Verify deliveries from suppliers and follow up. Promote speedy delivery. Receipt goods and services. Recording of invoices in a register and update the monthly statistics. Check documentation on orders for payments. Bar-code new assets and keep control over asset labels. Issue assets to requesting officer. Handle queries from chief users.
<b><u>ENQUIRIES</u></b>	:	Ms Karin Ferreira Tel: (012) 392 1334
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/130</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK: STORES</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Regional Office – Gauteng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification plus appropriate experience. Knowledge of Supply Chain Management Policies and processes. Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS systems. Computer literacy. Must be able to work under pressure. Good communication skills. Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Ensure that stock is always counted. Ensure that the maximum stock level is maintained. Ensure that stationery is provided to officials. Filing on daily basis. Receiving and issuing of goods. Handle queries from chief users. Regular update and checking bin cards and ledger cards. Ensure that stocktaking is done on monthly basis. Keep supervisor updated on status of stores daily. Secretary for ECC meetings. Reconciling of VA2 documents before attending ECC meetings. Update ECC Statements. Keep monthly status report of goods and services rendered.
<b><u>ENQUIRIES</u></b>	:	Ms Karin Ferreira Tel: (012) 392 1334
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/131</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Usutu Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2 years experience in Supply Chain Management. Knowledge of PFMA, SCM, and SAP systems. Understanding of procurement governing legislation and procedures. Numeric skills. Good writing and verbal communication skills. Computer literacy, planning and organizing skills. Ability to work under pressure. A valid driver's licence will be an advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Effective management of creditor's payments to ensure adherence to Procurement and Departmental Policies. Verification of vendor's information and processing of payments on SAP. Management and control of part payments on SAP. Dealing with payment queries. Entity management of vendors on SAP. Keeping payment registers for all vendor payments processed. Safe keeping of documents. Assist and users in dealing with payment related problems and provide support. Financial year end closure and creation of new files. Stocktaking.
<b><u>ENQUIRIES</u></b>	:	Ms. M.M Dikontsane Tel (017- 712 9400)
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private bag X 2021, Standerton, 2430
<b><u>FOR ATTENTION</u></b>	:	MS. P.N. Myeni
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/132</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK</u></b> (Strategic Environmental Assessment)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. At least three year appropriate working experience. Tertiary qualification will be an advantage. Written and verbal communication skills. Good interpersonal skills and motivation skills. Good interpersonal skills and motivation skills. Computer literacy (MS Word, MS Excel, MS Powerpoint and MS Outlook). Knowledge of SAP will be an advantage. Good Knowledge of government systems, procedures and processes.
<b><u>DUTIES</u></b>	:	Render efficient general administrative support services to the sub-directorate. Co-ordinate meetings and workshops, Provide secretarial support at meetings and compile minutes. Control and filling of records. Faxing, photocopying, binding and filling of various documents. Handling of routine correspondence and

	:	enquiries. Making travel and accommodation arrangements. Typing letters and memorandums. Managing S&T claims log sheets and related records. Maintain a good document and record management system for the sub-directorate. Control stationary and assets within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms T Hopkins, Tel (013) 759 7343
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/133</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (CORPORATE SERVICES)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with experience. Good interpersonal and communication skills. Computer literacy is a must and typing as a fully passed subject.
<b><u>DUTIES</u></b>	:	Responsible for Office Organization, General administration and secretarial duties such as: Professional reception of clients, handling mail, telephone calls, fax transmission and photocopying. Arranging appointments, organizing meetings, workshops and preparing minutes, Making accommodation for travelling and other logistical arrangement, Handling incoming and outgoing correspondences, Maintaining filing, records and information systems, Managing the Deputy Director's diary.
<b><u>ENQUIRIES</u></b>	:	FM Hlatshwayo tel (013-759 7327)
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/134</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	NWRI: Eastern Operations: Midmar Dam, Howick
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent qualification with Accounting or Maths as a subject plus appropriate experience. Knowledge of the Basic Accounting System (BAS) in Bookkeeping and SAP. Computer literacy. Self-motivated, Good written and verbal communication skills. Good interpersonal relations and be able to work under pressure.
<b><u>DUTIES</u></b>	:	Capturing of payments, Processing of subsistence and travel allowances, Clearing of suspense accounts, Administer all filing of Financial documents.
<b><u>ENQUIRIES</u></b>	:	Ms V Bridglall, Tel (033) 239 1900.
<b><u>APPLICATIONS</u></b>	:	The Director, Department of Water Affairs and Forestry, Private Bag X24, Howick, 3290
<b><u>FOR ATTENTION</u></b>	:	Human Resources
<b><u>CLOSING DATE</u></b>	:	24 December 2008
<b><u>NOTE</u></b>	:	Candidates may subjected to a skills and knowledge test
<b><u>POST 48/135</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Matric). Computer Literacy Eg, Excel and Word, Experience in Government Systems (Logis/SAP), Knowledge of Supply Chain Management procedures and policies, Able to take initiative and work under pressure to meet deadlines, Knowledge of asset management will be an added advantage.
<b><u>DUTIES</u></b>	:	Capturing of Requisitions, Orders, Goods Receipting and payments Manage Filing of Supply Chain Management Documentation. Maintain registers for orders, payments and requisitions. Handle queries from Suppliers and capture new suppliers onto the Database. Maintain and Administer Stores. Issue stock and administer Stock Levels. Recording, faxing, copying and filing of documentation.
<b><u>ENQUIRIES</u></b>	:	Mr V Nene – Tel. (031) 336 2700
<b><u>APPLICATIONS</u></b>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

**FOR ATTENTION** : The Manager (Human Resources)  
**CLOSING DATE** : 24 December 2008

**POST 48/136** : **EXTRA HEAVY VEHICLE DRIVER (SR6)**

**SALARY** : R94 326 per annum  
**CENTRE** : Worcester (Hydrology)  
**REQUIREMENTS** : Relevant experience in the field of gauging station maintenance and construction is required. The following will serve as recommendations: Willingness to work away from home for extended periods. Ability to learn. Ability to work in a team and communicate with people on all levels. Have sober habits. Code 14 drivers license is essential.

**DUTIES** : The candidate will be responsible for assisting the Artisan Forman with the following: Maintenance and construction of gauging station. Control and supervision of stock, equipment and machinery to and from building sites. Driving or Traveling for the purpose of training and workshops if and when the need arises.

**ENQUIRIES** : Mr C Botma Tel. 023 3422671  
**APPLICATIONS** : The Area Manager: Department of Water Affairs and Forestry, Private Bag X 01, Heatlievale 6851

**FOR ATTENTION** : Ms S Du Plessis  
**CLOSING DATE** : 12 December 2008

**POST 48/137** : **SENIOR ADMINISTRATION CLERK (WQM)**

**SALARY** : R76 194 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A post is available for a person who is in possession of at least a Grade 12 or equivalent qualification. Knowledge and experience in General office Administration. Knowledge and experience in Provisioning Administration. Good communication skills (written and verbal) computer literate, good interpersonal and organizational skills. Recommendations: An understanding of the departments role and policy with respect to water resource management, computer literacy, a clear understanding of transformation in the Public Service.

**DUTIES** : Administration support to Chief Administration Clerk, perform a variety of general administration duties, typing of letters, notices, minutes etc. Maintain an updated filing system for the sub-directorate, assist with the ordering and collection of stock and equipment and maintain a registry inventory. Compiling standard correspondence as briefed by senior personnel and rendering general administration assistance on a regular basis.

**ENQUIRIES** : Mr S Macavele tel (013-759 7436)  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008

**POST 48/138** : **WATER PLANT OPERATORS (4 POSTS)**

**SALARY** : R76 194 per annum  
**CENTRE** : Brugspruit Water Pollution Control Works-Witbank  
**REQUIREMENTS** : Interested persons should be in possession of a senior Certificate (GR12) or N3 Certificate in the operation of Pump Stations and in Water Treatment. The successful candidate must be prepared to work shifts, work over weekends and Public holidays, Code EB driver's licence. Recommendations: The following will serve as recommendations: Knowledge of the maintenance and operation of pumps and other mechanical equipment associated with Pump Stations and Purification Plants. Good verbal and written communication skills and supervisory skills.

**DUTIES** : The successful candidate will be responsible for, inter alia, Support to the Water Plant Superintendent in the supervision of maintenance and operation of equipment at the Brugspruit Plant, Attend to administrative duties. Render advice on betterment's and maintenance required.

**ENQUIRIES** : Ms. Phumla Manafi tel. 013- 699 1329 or 013-699 1311  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

**FOR ATTENTION** : Mrs Fikile Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008  
**NOTE** : Please note that first preference will be given to applicants residing around Witbank.

**POST 48/139** : **SENIOR ADMINISTRATION CLERK (2 POSTS) COMPLIANCE MONITORING & ENFORCEMENT**

**SALARY** : R76 194 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A post is available for a person who is in possession of at least a Grade 12 or equivalent qualification. Knowledge and experience in General Office Administration. Knowledge and experience in Provisioning Administration. Good Communication Skills (written and verbal), Computer Literacy, Good interpersonal and organisational Skills. Recommendations: •An understanding of the departments role and policy with respect to water resource management•Computer literacy•A clear understanding of transformation in the Public Service.

**DUTIES** : Administration support to Deputy Director•Perform a variety of general administration duties, typing of letters, notices, minutes etc.•Maintain an updated filing system for the sub-directorate•Assist with the ordering and collection of stock and equipment and maintain a registry inventory•Compiling standard correspondence as briefed by senior personnel and rendering general administration assistance on a regular basis.

**ENQUIRIES** : Ms. B.L. Mahlangu, tel. 013-759 7304  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008

**POST 48/140** : **SENIOR ADMINISTRATION CLERKS: INSTITUTIONAL DEVELOPMENT AND REFORM (2 POSTS)**

**SALARY** : R76 194 per annum  
**CENTRE** : Nelspruit (1 post) (Middelburg) (1post)  
**REQUIREMENTS** : A post is available for a person who is in possession of at least a Grade 12 or equivalent qualification. Knowledge and experience in General Office Administration. Knowledge and experience in Provisioning Administration. Good Communication Skills (written and verbal), Computer Literacy, Good interpersonal and organisational Skills. Recommendations: •An understanding of the departments' role and policy with respect to water resource management•Computer literacy•A clear understanding of transformation in the Public Service.

**DUTIES** : •Administration support to Chief Administration Clerk•Perform a variety of general administration duties, typing of letters, notices, minutes etc.•Maintain an updated filing system for the sub-directorate•Assist with the ordering and collection of stock and equipment and maintain a registry inventory•Compiling standard correspondence as briefed by senior personnel and rendering general administration assistance on a regular basis•

**ENQUIRIES** : Mr. TK Masindi, tel. (013) 759-7300  
**APPLICATIONS** : Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo: HR: Recruitment & Selection  
**CLOSING DATE** : 5 December 2008

**POST 48/141** : **SENIOR ACCOUNTING CLERK II**

**SALARY** : R76 194 per annum  
**CENTRE** : Durban  
**REQUIREMENTS** : Matric (with mathematics or accounting as passed subjects) with appropriate experience or knowledge of the following: the use of the SAP (SD) system; the public finance management act. Treasury regulations; the Water Services Act (Act 108 of 1997); the National Water Act 1998(Act No 36 of 1998), the National

<b><u>DUTIES</u></b>	:	Water Use Registration Process. Knowledge of computer and an appropriate Diploma in Financial Management or equivalent will serve as a recommendation. Answering calls and faxes relating to customer queries, Reconcile customer accounts, Obtaining proof of payments from customers and liaise with & forwarding to h/o on request, Analyzing general ledger (unID) account as well as electronic bank statements, locating payments and posting to debtors accounts, maintaining & clearing of customer accounts, providing customers with status and summary of account, filing and record keeping, printing and forwarding statements on request to customers.
<b><u>ENQUIRIES</u></b>	:	Ms I.N Khuluse Tel (031) 336 2794
<b><u>APPLICATIONS</u></b>	:	The Regional Director: KwaZulu Natal, Department of Water Affairs and Forestry, P.O Box 1018, Durban, 4000
<b><u>FOR ATTENTION</u></b>	:	The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	:	29 December 2008
<b><u>POST 48/142</u></b>	:	<b><u>WATER PLANT SUPERINTENDENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 but Grade 12 is recommended. Mathematics and Science will be an advantage. One year experience in Plant Operations working with large pumps and motors. A valid driver's license. DWAF Pump Station certificate. Knowledge of Water and Waste treatment and Safety certificate will be an advantage. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Operate plant machinery and installations. Supply water according to required quantities and standards. Check machinery and report faults. Ensure the safety of water plant installations. Calculate water and electrical consumptions. Assist with Cathodic protection of pipelines. Operate telemetry systems. Perform standby and overtime duties when required. Taking and recording readings of dam levels and condensation tank. Rain fall readings and lightning counter. Adhere to OHS Act and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Mr A Abrahamse Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/143</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (CHIEF USER CLERK) MATERIAL MANAGEMENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (level 4)
<b><u>CENTRE</u></b>	:	Usutu Vaal G.W.S. (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 with 5 years experience or Grade 12 and relevant equivalent qualifications. 3 Years experience in working in Supply Chain Management. Knowledge of Microsoft Excel, Word, SAP Certificates will be an advantage. Experience in office administration will be an advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Creating of purchase requisitions. RFQ'S and information records on SAP. Check quotes from Chief User and Functionaries for correct information and prices. Stock taking and other office administration work when required.
<b><u>ENQUIRIES</u></b>	:	Ms. M.C. Galathianakis
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 2021, Standerton, 2430
<b><u>FOR ATTENTION</u></b>	:	Ms. P.N. Myeni Tel. (017 9421)
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/144</u></b>	:	<b><u>SENIOR GENERAL FOREMAN (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification but Grade 12 is recommended. A valid driver's license. A code 10 drivers licence will be an advantage. Good written and verbal communication skills. Ability to work in a team. Experience in general maintenance and repairs. These requirements may be tested.



<b><u>DUTIES</u></b>	:	Key Performance Area: Maintain and supervise general workers. Attend to general maintenance and repairs of buildings. Ensure health and safety in the work place.
<b><u>ENQUIRIES</u></b>	:	Mr A Abrahamse Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/145</u></b>	:	<b><u>DRIVER/OPERATOR II (10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 4410 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. A valid (Code 10) driver's licence. A Professional Driving Permit will be an added advantage. Good verbal and written communication skills. Ability to work in a team. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Transport equipment and personnel to and from work sites. Collecting and delivering of parcels. Assist with loading and unloading of goods. Keeping of oil and fuel receipts. Taking vehicles for repairs/services. Assist with general maintenance tasks when not driving.
<b><u>ENQUIRIES</u></b>	:	Mr A Klaassen Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/146</u></b>	:	<b><u>SECURITY OFFICER (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in possession of grade 10 with three years experience in Security. Grade 12 is highly recommended. Private Security Regulation Authority. PSIRA Grade C certificate only. Good communication skills (verbal and written). Willingness to work shifts. Must be able to work under pressure. Driver's license highly recommended. These requirements may be tested.
<b><u>DUTIES</u></b>	:	Key Performance Area: Control of movement of personnel, visitors and assets on premises. Patrolling of premises and buildings. Escorting of visitors and VIP's. Reporting of incident to senior personnel. Promote security awareness.
<b><u>ENQUIRIES</u></b>	:	Mr G Gayaparsad Tel. 082 888 3424
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/147</u></b>	:	<b><u>TRADESMAN AID II (13 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Tugela Vaal G.W.S. (Jagersrust)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 but Grade 12 is recommended. Knowledge of maintenance of machinery and equipment. A valid drivers licence is recommended. Work as a team and do manual work. Punctuality and respect of working place.
<b><u>DUTIES</u></b>	:	Key Performance Area: Digging trenches. Building foundations, Rendering assistance to building sites. Cleaning and tidiness of working place. Assist with renovation of houses, Assisting Artisans in executing of their duties.
<b><u>ENQUIRIES</u></b>	:	Mr A Klaassen Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/148</u></b>	:	<b><u>GENERAL FOREMAN (HYDROLOGY: MPUMALANGA) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Nelspruit

<b><u>REQUIREMENTS</u></b>	:	Junior Certificate plus 5-years construction / maintenance experience. • Comprehensive knowledge and practical experience in maintenance of Hydrological Gauging weirs • Proven ability to supervise construction/maintenance team • Proven managerial abilities to co-ordinate and manage labour activities. • Good writing and reading abilities • Preference will be given to candidates who is able to operate on various construction equipment. Applicants must be in possession of a Code 10 Driver License. • Good knowledge on Safety and Health policies.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and co-ordinate maintenance team responsible for maintaining Hydrological gauging structures within Mpumalanga region • Writing progress reports and site evaluate reports •Transporting maintenance personnel to gauging sites. • Manage and coordinate maintenance/construction personnel • Personnel evaluation and assessment reports • Training of sub-ordinates in terms of maintenance and construction activities. • The successful candidates will be transporting maintenance personnel and a valid code 10 driver's license (Public Transport License) and good driving skills will serve as a strong recommendation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Joubert tel. 012- 336 7928
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200 Ms FM Hlatshwayo: HR: Recruitment & Selection 5 December 2008
<b><u>POST 48/149</u></b>	:	<b><u>CLEANER II (6 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R47 787 per annum Tugela Vaal G.W.S. (Jagersrust) ABET Level 4 but Grade 12 is recommended. Good communication skills, Interpersonal Relationship.
<b><u>DUTIES</u></b>	:	Key Performance Area: Cleaning and create an orderly working environment. Operate cleaning machines. Using floor polish machine. Handling of cleaning equipment. Cleaning toilets. Check and empty waste bags. Making of tea. Provide and change refuse bags.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Abrahamse Tel. (036) 438 6211
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350 Ms N Zondi 5 December 2008
<b><u>POST 48/150</u></b>	:	<b><u>GROUNDSMAN II (19 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R47 787 per annum Tugela Vaal (Jagersrust) ABET Level 4 but Grade 12 is recommended. Knowledge of gardening, plumbing, carpentry electricity and Valid drivers licence may serve as recommendation.
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintain buildings, draining systems and other departmental structures. Maintenance of gardens, grounds and lawns. Cleaning and servicing of equipment. Reporting of faults and defects. Assist with household duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr N Kirton Tel. (036) 438 6211
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350 Ms N Zondi 5 December 2008
<b><u>POST 48/151</u></b>	:	<b><u>GENERAL WORKER II (9 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R47 787 per annum Tugela Vaal G.W.S. (Jagersrust) ABET Level 4 but Grade 12 is recommended. Knowledge of gardening, plumbing, carpentry and electricity may serve as recommendation. Valid driver's licence will be an advantage.
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintain canals, dam walls, weirs servitude fences roads and gates. Assist in general maintenance and various tasks. Maintenance of

		draining systems and other departmental structures. Cleaning and servicing of equipment, reporting of faults and defects. Assist with all household duties.
<b><u>ENQUIRIES</u></b>	:	Mr A Abrahamse Tel. (036) 438 6211
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350
<b><u>FOR ATTENTION</u></b>	:	Ms N Zondi
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/152</u></b>	:	<b><u>GENERAL WORKERS (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Brugspruit Water Pollution Works-Witbank
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Must be able to read and write. Good Communication skills. Be willing to work shift if required.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, inter alia, support to the Water Plant Superintendent in maintenance and operation of the Brugspruit AMD Plant. Render support to the Artisan Foreman to clean the collection lines and inlet structures. Any manual labour necessary for the maintenance of the scheme.
<b><u>ENQUIRIES</u></b>	:	Ms. Phumla Manafi tel. 013-699 1329 or (013) 699 1311
<b><u>APPLICATIONS</u></b>	:	Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	Ms FM Hlatshwayo: HR: Recruitment & Selection
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>NOTE</u></b>	:	Please note that first preference will be given to applicants residing around Witbank.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
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** : Please forward your application, quoting the relevant reference Number & Centre to: The Department of Health, Recruitment & Selection Centre, Bundy Park, Buffalo Road, Schornville, King Williams' Town, 5605. For further information on any of the vacancies advertised on this circular kindly contact: Ms Livi on 043 642 6528 at the Bundy Park Recruitment Centre.
- CLOSING DATE** : 22 December 2008
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed), obtainable from any Public service Department or download it from: [www.ecdoh.gov.za/uploads/files/110706122520.pdf](http://www.ecdoh.gov.za/uploads/files/110706122520.pdf) All applications should be accompanied by detailed curriculum vitae, original certified copies of: qualifications, drivers licence and an identity document as well as any other specified requirement in the advertisement. Failure to comply with the above instructions will lead to applications being disqualified. Should you not receive any correspondence within 60 days, kindly consider your application as unsuccessful. Under no circumstances will faxed or e-mailed applications be accepted. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to short listed candidates only. Short listed candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity. These vacancies are also advertised on the Eastern Cape Department of Health's website: [www.ecdoh.gov.za](http://www.ecdoh.gov.za)

**MANAGEMENT ECHELON**

- POST 48/153** : **CHIEF SPECIALIST (PSYCHIATRY) REFERENCE NO: EDH/CS/174/08**
- SALARY** : R635 874-R684 72008 per annum (Level 14, 14 % of the Salary package may be structured according to the individual's needs. Plus 15 % Scarce Skills Allowance of basic salary with competitive benefits)
- CENTRE** : Elizabeth Donkin Hospital
- REQUIREMENTS** : FC Psych (SA) or equivalent degree, preferably with additional tertiary qualifications. Full registration as specialist psychiatrist with HPCSA or minimum of 6 yrs. Comprehensive knowledge of the Mental Health Care Act (2002). Extensive experience and competency as holistic specialist psychiatrist at suitably senior level in academic, secondary/ tertiary hospital, community, liaison / consultation, forensic and multidisciplinary team settings. Willingness to testify as expert witness in a court of law. Management and leadership experience at a senior level, including system planning and development, administrative, negotiation, presentation, decision making, conflict resolution, counseling, communication and organizational skills. Significant experience in teaching and supervising students and doctors in training. Ability to lead research and clinical audit and work in a challenging environment. Computer literacy and good understanding of application of computer technology in mental health environments. Knowledge of isiXhosa will be an added advantage. Code 08 driving licence. Impeccable medical and ethical standards and track record.
- DUTIES** : Full time post as heads of Department of Psychiatry in a busy acute tertiary psychiatric training hospital undergoing multiple envisioned changes. The Elizabeth Donkin Hospital operates 196 acute care beds and will be an expanded and relocated in future. The role of the successful candidate will be multi-faceted provision of leadership: clinical, supervisory, developmental, academic, training, medico-legal, planning, administrative, managerial, quality assurance and risk-management. The successful candidate must take into account all Batho Pele principles, with mindfulness of a forensic mental health service, attend to other service delivery and system development needs (including for the elderly and the young), head the local satellite programme for training and teaching of pre and post graduate medical students of the Walter Sisulu University and establish a robust system of clinical audit to facilitate service improvement. The person will also lead research activities and partake in training curriculum development in

conjunction with the Walter Sisulu University Department of Psychiatry. Although the post is primarily hospital- based, close liaison with community mental health services and acute stay 72 hour observations wards at general hospitals through the region of drainage will be necessary in addition to co-working closely with Elizabeth Donkin Department of Nursing, Social Work, Psychology and Occupational Therapy. The position is ideal for an experienced psychiatrist with high motivation, a love of academia and research, creative attributes and very good communication and negotiation skill.

**ENQUIRIES** : Mrs PP Ketshengane, on (041) 585 2323

**POST 48/154** : **PRINCIPAL SPECIALIST PEDIATRIC CARDIOLOGY REFERENCE NO: PHC/PSPC/181/08**

**SALARY** : R557 133 per annum plus competitive benefits)  
**CENTRE** : Port Elizabeth Hospital Complex  
**REQUIREMENTS** : MBCHB and Specialist Qualification. Paid up registration with HPCSA as Specialist Three to four yrs experience as Specialist. Experience in Nephrology. Valid Driver's licence and Computer Literacy are recommended.

**DUTIES** : Responsible / Manage a unit in Internal Medicine. Manage the Nephrology Unit. Teach and Guide junior Doctors and Nurses. Do after hours duties in Internal Medicines.

**ENQUIRIES** : Mrs. PP Ketshengane, on (041) 585 2323

**POST 48/155** : **PRINCIPAL NEPHROLOGISTS REFERENCE NO: PHC/PN/182/08**

**SALARY** : R557 133 per annum plus competitive benefits  
**CENTRE** : Port Elizabeth Hospital Complex  
**REQUIREMENTS** : MBCHB and Specialist Qualification. Paid up registration with HPCSA as Specialist. Three to four yrs experience as Specialist. Experience in Paediatric Cardiology. Valid Driver's licence and Computer Literacy are recommended.

**DUTIES** : Manage Paediatric Cardiology. Manage a unit in General Paediatric. Teach and Guide junior Doctors and Nurses. Do after hours duties in general Pediatrics.

#### **OTHER POSTS**

**POST 48/156** : **HIV & AIDS PROJECT MANAGERS X 3 POSTS**

**SALARY** : An all inclusive salary package of R407 745 per annum plus Competitive benefits)

**CENTRE** : Mthatha General Hospital Ref MGH/HAPM/213/08  
 Nelson Mandela Academic Hospital Ref: NMAH/HAPM/214/08  
 Bedford Orthopaedic Hospital Ref: BOH/HAPM/215/

**REQUIREMENTS** : MBCHB or equivalent qualification Current Registration with the Health Professions Council of South Africa as medical Practitioner. At least 3 years experience as a medical practitioner in a public hospital environment. A post graduate qualification in the clinical management of HIV & AIDS. Experience in working in the HIV & AIDS environment. Management experience will be a strong recommendation.

**DUTIES** : Responsible for the overall administration and management of HIV % AIDS in the King Sabata Dalindyebo area. Provide medical support; work with CCMMT coordinators, NGOs, Hospitals and clinics in the KSD Municipal area to deliver care and treatment to HIV & AIDS patients. Responsible for the development and implementation of departmental policies relating to HIV & AIDS and coordinate ARV programmes within the Mthatha Hospital Complex. Responsible for staff recruitment, support and training. Ensure maintenance of acceptable standards of care and quality improvement programmes in the HIV & AIDS unit. Ensure availability of medical and clinical protocols and that these are adhered to. Ensure that there is ongoing care of individual patients in the unit in consultation with other role players. Liaise with management regarding the infrastructural, financial equipment and personnel needs of the unit.

<b><u>POST 48/157</u></b>	:	<b><u>DEPUTY DIRECTOR - INFORMATION MANAGEMENT CENTRE REFERENCE NO: CCSC/DDIM/009/08</u></b>
<b><u>SALARY</u></b>	:	All inclusive remuneration package of R407 745 per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	Cacadu CSC
<b><u>REQUIREMENTS</u></b>	:	IT degree or equivalent qualification in information technology and Information systems. Six yrs experience in information and communication technology, with 3 yrs experience at management level. A valid code 08 driver's license. In depth knowledge and understanding of district health systems. Knowledge of PFMA. Communication skills (written & verbal). Strategic and leadership capabilities. Insight of district health information systems.
<b><u>DUTIES</u></b>	:	Manage the information and communication technology and infrastructure function to ensure that all computers and communication systems and procedures add value to strategic objectives of the district. Manage the information and communication technology of the district. Co-ordinate Information Technology Projects. Give support to LSA & District Hospitals on information systems.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/158</u></b>	:	<b><u>CHIEF MEDICAL OFFICERS X 3 POSTS REFERENCE NO: PHC/CMO/183/08</u></b>
<b><u>SALARY</u></b>	:	An all inclusive package of R369 000-R427 866 per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	An MBCHB degree. Paid – up registration with the HPCA as a Medical Practitioner in the respective field. Managerial experience is required. Even yrs experience as a Medical Officer.
<b><u>DUTIES</u></b>	:	Asses diagnose and treat patients within the scope of practice. Participate in the development of treatment Programmes. Daily case management. Participate in the training and development of staff. Ensure adherence to professional medical standards by staff. Manage a unit or the department in the absence of a Specialist.
<b><u>POST 48/159</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCES TRAINING AND DEVELOPMENT REFERENCE NO: PEHC/DD/305/08</u></b>
<b><u>SALARY</u></b>	:	R344 502-R364 977 per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	PE Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3year recognized Degree/ Diploma qualification in Human Resources Management with at least 5 yrs experience in management. Proven experience in the field of training and performance management. An appropriate 3 year Degree/Diploma qualification in Human Resource training and development will be an added advantage. A valid driver's license (code 08/code B). Experience as a trainer or training coordinator in the public hospital environment. A good knowledge of the following prescripts: PSA, PFMA, SDA.SDLA.LRA.EEA, SAQA and PMDS. Management competencies encouraged: Strategic capability and Leadership, Financial and Change Management Skills, Analytical and Problem solving skills, Knowledge in Project Management, Service Delivery innovation in line with Batho Pele. Good verbal and written communication skills. Willingness to work under pressure and for extended hours.
<b><u>DUTIES</u></b>	:	While reporting to the Head: Integrated Human Resources Management (IHRM), the incumbent will: identify policy needs and lead the development thereof. Monitor and evaluate the training programmes in line with the departmental strategies. Determine and promote effective link between training and Performance Management and Development System (PMDS). Manage the compilation of the Workplace skills plan (WSP) and reporting thereon for the institution. Manage and analyze the training impact on each employee and group of trainees. Develop and manage a career-pathing and the succession planning programme for the institution. Manage the Corporate Services internship and learnership programmes. Ensure the provision of learning solutions for the staff. Develop and execute the coaching programme for the supervisors. Conduct surveys on the satisfaction of internal and external clients of the ISHRM and propose remedial actions. Design recognition for prior learning (RPL) tools and

		perform required assessments. Advise the employer on the quality assurance requirements set by the HWSETA and PSETA. Identify and manage the presentation of short training courses in the institutions. Manage the coordination of bursary skim of the Department. Conduct research in the field to improve service delivery in line with Batho Pele principles. Liaise with academic institutions to keep abreast with new developments in training field. Organize a carrier exhibition every year to influence the local learner's interest in the institution. Support the head; ISHRM on achieving the targets set for the sub-directorate. Manage training budget. Implement training plan of all supervisors. Manage and implement the departmental Performance Management and Development System (PMDS) in the Complex. Manage and implement the Employee Assistant Programme.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/160</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICERS x 11 POSTS</u></b>
<b><u>SALARY</u></b>	:	R344 052per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	Victoria Hospital Ref: VH/PMO/216/08 Cecilia Makhiwane Hospital Ref: CMH/PMO/217/08 Frere Hospital Ref: FH/PMO/2018/08 Cloete Joubert Hospital Ref: CJH/PMO/219/08 Livingstone Hospital Ref: LH/PMO/220/08 Fort Beaufort Hospital Ref: FBH/PMO/2221/08 Empilisweni Hospital Ref: EMP/PMO/222/08 Nompumelelo Hospital Ref: NH/PMO/223/08 All Saints Hospital Ref: ASH/PMO/224/08 Grey Hospital Ref: GH/PMO/225/08 SS Gida Hospital Ref: SSGH/PMO/226/08
<b><u>REQUIREMENTS</u></b>	:	MBCH Degree/ MBBS or equivalent. Registration with HPCSA as a medical officer 5 years post qualification experience. Experience in management of HIV & AIDS. Computer Literacy will be an added advantage.
<b><u>DUTIES</u></b>	:	Daily patient management. Implementation of strategies, policies of protocols of the Comprehensive Care Management Treatment of patients infected and affected by HIV & AIDS. Implementation of the Comprehensive Care Management and Treatment Plan (ART) according to the National guidelines. Write reports and supervise data collection on the job training of all other medical and nursing staff in all aspects of HIV&AIDS.
<b><u>POST 48/161</u></b>	:	<b><u>CLINICAL SUPPORT MIDDLE MANAGER REFERENCE NO: TBH/CSMM/062/08</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum Plus rural & scarce skills allowance with competitive benefits
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Must be a Dietician, Pharmacist, Radiographer, Physiotherapist or Occupational health therapist. Registration with health professional council of South Africa or Pharmacy council. Minimum four years degree in relevant field as stated above. Appropriate experience in the required field beneficial. Computer literacy and well capacitated in statistics and reporting. All proof of qualification in above field to be present.
<b><u>DUTIES</u></b>	:	Provide leadership to Dietetics', Pharmacy, Radiography and physiotherapy departments of the hospital utilizing a multidisciplinary approach in terms of financial, administrative and clinical management and thereby ensuring that efforts are focused on service delivery. Ensure the necessary structure and procedures are in place to deliver a high level of care provided by allied in meeting the needs of both in-and-out patients, in cost effective and appropriate manner according to the departments quality workload and financial targets. Promote departmental research/audit through the ongoing clinical audit. Participate in clinical workload focusing on patient care, performance management and improvement.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/162</u></b>	:	<b><u>PRINCIPAL DENTIST REFERENCE NO: HCH/PD/116/08</u></b>
<b><u>SALARY</u></b>	:	An all inclusive package of R 344 052 per annum plus competitive Benefits

<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree in Dentistry, internship as a dentist, community service as a dentist, 3 years experience in the Public Sector, must be able to work in a rural area, Current Registration with HPCSA, Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Examine patients teeth and gums using dental equipment and X-rays. Clean teeth and cavities and provide preventive care. Refer patients to dental specialists for further treatment. Maintain proper use, control and exercise care of government equipment in line with PFMA. Provide expert advise and guidance in purchasing of dental equipment. Promote a work environment conducive to development and learning
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/163</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER REFERENCE NO: COH/PMO/207/08</u></b>
<b><u>SALARY</u></b>	:	R 344 052 per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	Cofimvaba Hospital
<b><u>REQUIREMENTS</u></b>	:	MB ChB or equivalent qualification. Registration with HPCSA as a medical practitioner. Minimum of 2 years experience as a medical officer.
<b><u>DUTIES</u></b>	:	Good interpersonal relationship. Good communication, teambuilding and motivational skills. Ability to deal with all medical, surgical, paediatrics, obstetric and gynecological patients and all other emergencies. Knowledge of anaesthesia would be an added advantage. Knowledge of ethical practice. Perform daily ward rounds and take care of patients in the wards. Provide support an supervision to nursing and junior medical colleagues. Attend to outpatients, assist in the duty roster. Assist Chief Medical Officer in administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/164</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICERS X3 POSTS REFERENCE NO: PHC/PMO/184/08</u></b>
<b><u>SALARY</u></b>	:	An inclusive salary package of R311 358-R360 909 per annum plus competitive benefits
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	An MBCHB degree.Current registration with the HPCA as a Medical Practitioner. Five years experience after completion of community service. Appropriate clinical experience in various disciplines.
<b><u>DUTIES</u></b>	:	Render comprehensive clinical care in the PEHC are, catchments and health centers and clinics.Supervise and train intern doctors, as nursing and allied health professionals. Perform standby duties in the Casualty department of the PEHC hospitals.
<b><u>POST 48/165</u></b>	:	<b><u>PRINCIPAL DENTIST REFERENCE NO: NKH/PD/ 133/08</u></b>
<b><u>SALARY</u></b>	:	An all inclusive package of R311 358 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor of dental Science or equivalent. Current registration with HPCSA. Minimum of 2 years working experience.
<b><u>DUTIES</u></b>	:	Provide a comprehensive oral health service to all patients. Ability to work together with a multi-disciplinary team. Surgical skills to manage patients with maxillofacial trauma and emergencies. Reporting in terms of medico legal aspects as needed. Partake in training of junior staff.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/166</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER REFERENCE NO: ISIL/PMO/146/08</u></b>
<b><u>SALARY</u></b>	:	An inclusive package of R311 358 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	MB CHB or equivalent University qualification in medicine Proof of current registration with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. More than two years post qualification experience in general clinical practice appropriate to District Hospital (Level – 1) services. A valid driver's licence (Code 8 or B). Computer Literacy.



<b><u>DUTIES</u></b>	:	Responsible for the provision of all medical services. Develop plans, organize resources. Implement, monitor and evaluate clinical audits through audits and research. Supervise and manage performance through development of medical and nursing practitioners to provide quality health services.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima Tel: 039-253 7923
<b><u>POST 48/167</u></b>	:	<b><u>AREA MANAGER (PEADIATRIC SPECIALITY) REFERENCE NO: TBH /AM/065/08</u></b>
<b><u>SALARY</u></b>	:	R284 550 PM (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in general nursing and midwifery. Diploma in Paediatric Nursing Care, current registration with the SANC. A minimum of 3 years appropriate experience in paediatric unit. Skill, knowledge, training and competences required. Knowledge of South African Nursing Rules and Regulations in the relevant disciplines. Knowledge of health care service delivery and disciplinary process. Knowledge of basic or standards management principles of approach. The ability to function well with a team, sound communication, interpersonal, counseling and time management skills. Understanding of Human Resource needs and development.
<b><u>DUTIES</u></b>	:	Plan and organize paediatric nursing care. Manage paediatric emergencies e.g. approach to a child in an emergency situation, cardio reparatory arrest, convulsions and inhalation of foreign bodies. Manage trauma patients e.g. burns MVA's and fractures. Manage cardio vascular system conditions e.g. cyanotic spells, oedema and hypertension in children. Manage prematurity and neonatal conditions such as apnea, hyaline membrane diseases, neonatal jaundice and neonatal seizures. Maintain endocrine system disorders e.g. diabetes, mellitus in children, growth disorders and disorders of puberty and obesity etc. Supervise paediatric staff to maintain accurate patient records and reports. Manage malnutrition according to protocol.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/168</u></b>	:	<b><u>AREA MANAGER: SURGICAL AND GYNAECOLOGY REFERENCE NO: TBH /AMSG/066/08</u></b>
<b><u>SALARY</u></b>	:	R 260 403 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in nursing and midwifery. Current registration with SANC. A minimum of 8 years appropriate experience in surgical units and gynae. Skills, knowledge, training and competences required. At least 3 years of the period referred to the above must be appropriate experience at management level. Knowledge of South African Nursing Rules and Regulations in the relevant discipline. Knowledge of health care service delivery. Knowledge of basic or standard management principles of approach. The ability to function well with a team, sound communication, interpersonal, counseling and time management skills. Understanding of human resource needs and development.
<b><u>DUTIES</u></b>	:	Manage surgical unit and also gynecological unit or service. Exercise duties and functions with proficiency in support of the aim and strategic objectives of the aim and strategic objectives of the institution and to perform duties within the prescripts and all applicable legislation. Develop, implement, monitor and evaluate the human resource development programme for staff in consultation with the nursing service manager. Consult with the hospital management and other role player to ensure that the identified patient's needs are being addressed. Form part of the nursing services management component.
<b><u>POST 48/169</u></b>	:	<b><u>MIDDLE MANAGER NURSING REFERENCE NO: SBH/MMN/160/08</u></b>
<b><u>SALARY</u></b>	:	R235 659 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Steynburg Hospital
<b><u>REQUIREMENTS</u></b>	:	BA Degree in Nursing Science in equivalent qualification. Registration with SANC as a General Nurse and Midwife. At least 5 years management experience in the nursing field. Knowledge of the PFMA. Innovative and self- driven. Proven ability to work with professional and operational staff. Sound liaison and communication skills. Excellent report writing skills. Change and diversity management. Customer focus. Computer literacy qualification. Driver's licence.

<b><u>DUTIES</u></b>	:	Develop strategies /plans and provide a leadership role. Exercise control over the idection of the needs for nursing care, the formulation and implementation of nursing care, the formulation and implementation of nursing Programmes and the execution thereof. Provide policy guidelines and support, coordinate nursing related duties and performance management. Exercise control over research, develop practices and procedures regarding nursing practice.
<b><u>ENQUIERS</u></b>	:	E Strydom on (048) 884 0241/2
<b><u>POST 48/170</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REFERENCE NO: PAH/SMO/012/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus 18% rural allowance, 15% scarce Skills allowance, commuted overtime plus competitive benefits)
<b><u>CENTRE</u></b>	:	Port Alfred Hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB Degree/MBBS or equivalent qualification. Registration with HPCSA. 3 yrs post qualification experience. Experience in HIV/AIDS. Computer Literacy.
<b><u>DUTIES</u></b>	:	Daily Patient Management. Implementation of strategies, policies & protocols of comprehensive care, management and treatment plan (ART) according to guidelines. Write reports and supervise data collection on the training of all other medical and nursing staffing all aspects of HIV/AIDS.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/171</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENVIROMENTAL HEALTH REFERENCE NO: BHO/ADEH/047/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	BTech degree in Environmental Health. Registered with SAPHC as an Environmental Health Practitioner. At least 5 years experience in environmental Health services. Driver's License. Experience in Management is an added advantage.
<b><u>DUTIES</u></b>	:	Port Health Services. Hazardous substance control. Medical waste management. Monitoring &evaluation of municipal health services. Environmental health information management. Development of environmental health policies. Development of manuals and guidelines for environmental health. Outbreak response preparedness.
<b><u>ENQUIRIES</u></b>	:	Ms N. Simuku on 083 3378 0922
<b><u>POST 48/172</u></b>	:	<b><u>ASSISTANT DIRECTOR: DIETETICS REFERENCE NO: TBH/ADD/063/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Must be a Dietician. Proof of registration with health professional council of South Africa as a dietician under category of independent practice. Original qualifications for a minimum of 4 years from university training dieticians. Appropriate experience in the required field beneficial. Computer literacy and well capacitated in statistics and reporting. Communication skills and knowledge of managing service delivery in dietetics service. Proof of continuous development in dietetics field.
<b><u>DUTIES</u></b>	:	Provide leadership to Dietetics departments of hospital utilizing a multi disciplinary approach in terms of financial, administrative and clinical management and thereby ensuring that efforts are focused on service delivery. Ensure the necessary structure and procedures are in place to deliver a high level of care provided by allied in meeting the needs of both in and out patients, in cost effective and appropriate manner according to the departments quality workload and financial targets. Promote departmental research/audit through the ongoing clinical audit Participate in clinical workload focusing on patient care, performance management and improvement. Monitor and implement all aspects of financial management for the Clinical Dietetic Service section. Manage and facilitate human resource development once section requires another dietician. Supervise and implement the Dietetic services according t the regulations of the department, public service and the Health Professions Council of South Africa. Manage the performance appraisals of the Dietetic personnel of the section. To manage procurement and maintenance of medical and non-medical dietetic equipment and office furniture. Prescribe therapeutic diet to in and out patients. To function independently as deputy director dietetics at the institution. Manage

		dietetics services budget. Promote quality dietetics services related to research. Head dietetics department at the institution Recommendations: Experience preferably within hospital clinical Setting. Good understanding of clinical governance and audit.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/173</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REFERENCE NO: TBH /OT/064/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus rural and scarce skills allowances with competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	To be registered with health professional council of South Africa. Minimum 4 years degree from university training OT. Proof of all qualifications to be available. Appropriate experience as OT required.
<b><u>DUTIES</u></b>	:	To provide individual assessment and client management for activities. Provide individual and group sessions for training in functional activities such as gardening and self care. Provide mobility training to patients. To do outreach to local clinics and crèches for assessment and therapy related to specific occupation or function. To set up occupation therapy department. To provide stats and report in line with job responsibilities.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/174</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST REFERENCE NO: TH/CP/104/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus 12% rural allowance + scarce Skill with competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. A master's degree in clinical /counseling psychology and registration with HPCSA. At least one year working experience as a clinical or counseling psychologist. Good written and verbal communication skill.
<b><u>DUTIES</u></b>	:	Provide counseling and assessment of patients evaluates by means of interviews and psychometric tests and recommends rehabilitation treatment, through individual and provides comprehensive case reports.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/175</u></b>	:	<b><u>CHIEF PHARMACIST REFERENCE NO: HCH/CP/117/08</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree in Pharmacology, internship as a Pharmacist, community service as a Pharmacist. 2 years experience in the Public sector, must be able to work in a rural area, current registration with the Pharmacy Council, Computer literacy and a valid driver' license.
<b><u>DUTIES</u></b>	:	Develop standard treatment guidelines and an Essential Drug list. Supply information regarding the nature and use of medicines. Monitor treatment as well as medicine usage by patients. Maintain internal control, policies and processes in line with PFMA. Make recommendations with regard to strategies for the effective functioning of pharmaceutical services of the hospital.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/176</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST REFERENCE NO: HCH/CP/119/08</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree in Physiotherapy, internship as a Physiotherapist, Community service as a Physiotherapist. At least 2 years experience as a Physiotherapist must be able to work in rural areas. Current registration with HPCSA. Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Provide quality physiotherapeutic diagnostic and treatment procedures in terms of curative promotive and rehabilitative programmes. Implement treatment procedures in line with standard clinical guidelines and protocols Compile reports and memos as required in the working environment Inspect and utilize equipment to ensure that they comply with the safety measures. Contribute to overall work processes, planning and organizing in the component.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1

<b><u>POST 48/177</u></b>	:	<b><u>SENIOR ASSISTANT DIRECTOR ADMIN REFERENCE NO: TH/SADA/103/08</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/Diploma in Finance and general administration or equivalent. At least five years experience in HR and Finance with knowledge of PERSAL, Public Service Regulations and PMFA, Excellent verbal and written communication. Computer Literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure the management co-ordination and control of administration service development of work/operation plans. Budget preparations and allocations. Development of policy implementation guides/manuals. Training and develop and formulate policies. Control assets of the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/178</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REFERENCE NO: FRONT /SMO /195/08</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum (plus non pensionable scarce skills of 15% and 22% ISRDS NODES of annual salary plus other benefits with competitive)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	MB ChB or a recognized equivalent university qualification. Proof of current registration with the HPCSA as a medical practitioner. Extensive clinical experience in the relevant speciality in hospital based primary, secondary and tertiary care environment or sub-specialities after internship training, supervisory skills. A valid driver's licence (Code 8/ Code B). Computer literacy
<b><u>DUTIES</u></b>	:	MB ChB or a recognized equivalent university qualification. Proof of current registration with the HPCSA as a medical practitioner. Extensive clinical experience in the relevant speciality in hospital based primary, secondary and tertiary care environment or sub-specialities after internship training, supervisory skills. A valid driver's licence (Code 8/ Code B). Computer literacy
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/179</u></b>	:	<b><u>ARV COORDINATORS X10 POSTS</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Butterworth Hospital Ref: BH/ARVC/226/08 Taylor Bequest Hospita(Matatiele) Ref: TB/ARVC/226/08 Humasdorp Hospital Ref: HH/ARVC/227/08 Burgersdorp Hospital Ref: BH/ARVC/228/08 St Lucy's Hospital Ref:STLH/ARVC/229/08 Orsmond TB Hospital Ref: OTBH/ARVC/230/08 Madwaleni Hospital Ref: MH/ARVC/231/08 Cloete Joubert Hospital Ref: CJH/ARVC/232/08 Fort Grey TB Hospital Ref:FGTBH/ARVC/233/08 Marjorie Parrish TB Hospital Ref:MPTBH/ARVC/234/08 Winterburg TB Hospital Ref:WTBH/ARVC/235/08
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or equivalent in health related field. Registration with relevant body. Appropriate experience and any additional diplomas will add value. Extensive experience in the Management and Care of HIV and AIDS patients including counselling. Good communication skills. Computer skills and knowledge of PFMA. Experience in working with Community Based Development Programmes. Supervisory experience.
<b><u>DUTIES</u></b>	:	Facilitate and implement strategies, policies and protocols of HIV & AIDS. Management. Planning and Coordination of Nursing services for the HIV & AIDS programme Report writing Supervision of data collection and submission of such to Provincial HIV & AIDS. Directorate. Planning for Training of the project team and other relevant personnel in the service point. Liaison with both internal and external stakeholders including other government departments, Community Based Organizations and the private sector. Clinical Management and Care of patients. Monitors the utilization of funds allocated to the facility in collaboration with the Senior Admin Officer with HIV & AIDS is strongly recommended.
<b><u>POST 48/180</u></b>	:	<b><u>CHIEF PHARMACIST REFERENCE NO: SE/CP/167/08</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus competitive benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Senqu Sub- District BPharm Degree. Current registration with the Pharmacy Council as a Pharmacist. Service delivery and innovation in line with Batho Pele. At least three yrs experience as a Pharmacist, community service. Ability to work in a team, good communication and interpersonal skills. Computer Literacy and valid driver's license.
<b><u>DUTIES</u></b>	:	Ordering of drugs and medicines from Depo and issuing to clinics, Community Services & Community Health Centre. Monitor rational use of pharmaceuticals by the prescribers and consumers. Ensure compliance with legislation at all times. Monitor ARV program at clinics. Manage Pharmacy Budget.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/181</u></b>	:	<b><u>SENIOR ASSISTANT DIRECTOR: RADIOGRAPHY REFERENCE NO: SLH/SAD-R/327/08</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in Radiography. 6-10 years experience in Radiography. Knowledge in Public Administration, Public Service Legislation, Employee skills development programmes, Performance management and Public Finance. Drivers Licence.
<b><u>DUTIES</u></b>	:	Develop, interpret policies and monitor implementation thereof. Develop and implement radiography services, norms and standards. Provide administration and professional support to management and National Department of Health on any issue relating to radiography services. Coordinate Tele radiology in the province. Prepare specification for radiology equipment, silver recovery and attend evaluation of tenders. Training and development of radiography personnel.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/182</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY: THEATRE REFERENCE NO: PHC /PNST/187/08</u></b>
<b><u>SALARY</u></b>	:	R178 318 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC diploma degree in nursing or equivalent qualification that allows registration with SANC as a professional nurse
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic, specialized nursing care with set standards and within a professional legal framework. Effective utilization of human & material resources. Participation in training and research. Provision of nursing services. Maintain professional growth, ethical standards and self development.
<b><u>POST 48/183</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 3 REFERENCE NO: EDH/PN/180/08</u></b>
<b><u>SALARY</u></b>	:	R177 319 per annum (20 Yrs experience to be appointed as PN Grade 3. Depending on experience, successful applicants may be appointed up to 4 notches above the minimum of the relevant scale with competitive benefits.)
<b><u>CENTRE</u></b>	:	Elizabeth Donkin Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a General Nurse and Psychiatric Nurse. Current SANC registration. Service Certificates for appropriate experience in the nursing category. Communication skills. Ability to work in a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Provide nursing care in a hospital. Draw nursing care plans. Supervision and performance management of lower categories of staff members. Ensure skills development of colleagues within the hospital. Ensure implementation of Patient's Rights Charter and Batho Pele Principles.
<b><u>ENQUIRIES</u></b>	:	Mrs. PP Ketshengane, on (041) 585 2323
<b><u>POST 48/184</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 3 REFERENCE NO: FRONT / PN/202/08</u></b>
<b><u>SALARY</u></b>	:	R 177 318 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	A minimum of 20 years appropriate/ recognizable experience in the Nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC as a Professional Nurse in General Nurse and Midwifery. Written and verbal communication skills. Ability to lead work part of multi-disciplinary team. Additional diploma will add more value.

<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (practice/quality patient care). Implement standards practice, criteria and indicators for quality patient care. Practice nursing and health care in accordance with the laws and regulations. Relevant nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/185</u></b>	:	<b><u>GRADE 1 - PROFESSIONAL NURSES X 10 POSTS (SPECIALITY)</u></b> <b><u>REFERENCE NO: TBH /PN/067/08</u></b>
<b><u>SALARY</u></b>	:	R177 318 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Registration with the SANC as a professional nurse and midwife. Receipt of membership with SANC (paid up). 3 years experience.
<b><u>DUTIES</u></b>	:	Provide nursing care that leads to high quality service by maintaining client satisfaction. Assist unit manager with overall management and support for effective functioning of the unit to maintain clinical competence by enforcing principles that promote safe and therapeutic environment. Maintain accurate and complete patient's records according to legal requirements. Implement and uphold Batho Pele Principles, health and human rights. Uphold/maintain professional standards. Supervise junior colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/186</u></b>	:	<b><u>ASSISTANT DIRECTOR-PRE AUDIT REFERENCE NO: CCSC/ADPA/010/8</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Cacadu CSC
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Financial Management or any relevant 3 year tertiary qualification in the field of finance or internal auditing. 3 Years relevant experience in a financial management environment with emphasis on internal controls. Computer literacy in all programs. Extensive knowledge in BAS, LOGIS, PERSAL and any other public service prescripts e.g. preferential procurement policy framework act (PPPFA) and the public finance management act (PFMA). A valid code B Driver's license.
<b><u>DUTIES</u></b>	:	Ensure compliance with prescripts and legislation relevant to finance, procurement and pre- audit. Verify correctness of document prior to effecting payment. Confirmation of commitments of funds. Identity risk and suggest corrective measures Monitoring of expenditure against budget allocation. Maintain updated signature specimens of authorized signatories. Effective and efficient management of Pre-Audit section including its HR capital. Prepare budget for the unit and aligning it to the strategic objectives of the department.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/187</u></b>	:	<b><u>IT MANAGER REFERENCE NO: CCSC/IM/011/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum ( <i>Level 9, plus competitive benefits</i> )
<b><u>CENTRE</u></b>	:	Cacadu CSC
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification in information like A+, N+ and MCSE coupled with 2-3 yrs experience in this field. Technical knowledge and the experience of the following is strongly recommended: Routers, Hubs, switches, network protocols as well as knowledge and experience in supporting Novel/ Microsoft networks. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide a broad spectrum of hardware and software and LAN support. Manage IT Resources. Rendering support on the office automation services such as telephone system, copiers, faxes, and cellular phones. Draw up operational plans for the district. Facilitate the procurement process of all IT equipment, software, and systems. Perform all administrative functions assigned by the CSC Manager.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/188</u></b>	:	<b><u>QUALITY ASSURANCE MANAGER REFERENCE NO: PAH/QAM/013/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Port Alfred Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus BTech degree in Quality Assurance or equivalent qualification. A minimum of 2 yrs hands on actual exposure and high level implementation of quality assurance system and subsequent management thereof. Must be computer literate. A valid driver's licence. Good interpersonal and reporting skills.
<b><u>DUTIES</u></b>	:	Quality management system generation and implementation. Advisory and consultation role in related matters. Facilitate organizational quality awareness and improvement through the involvement of all staff and their role in quality management. Compiling annual performance and improvement report. Assessing customer satisfaction through customer surveys, complaints and the control thereof.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/189</u></b>	:	<b><u>ASSISTANT FINANCE MANAGER REFERENCE NO: KH /AFM/040/08</u></b>
<b><u>SALARY</u></b>	:	R 174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year tertiary qualification in Finance or Internal Audit plus appropriate experience. 2 years experience at supervisory level. Treasury regulations and the supply chain code of conduct. Knowledge of financial management, computer literacy. Knowledge of Bas. Problem solving skills.
<b><u>DUTIES</u></b>	:	Attend Budget and equations and evaluation meeting and give advice. Rendering of expenditure patterns to buying officers. Compile monthly report on budget spent and available budget. Authorize payments on BAS.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/190</u></b>	:	<b><u>ASSISTANT MANAGER: HUMAN RESOURCES REFERENCE NO: KH /AMHR/041/08</u></b>
<b><u>SALARY</u></b>	:	R 174 243 (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in Human Resource Management or Grade 12 with 6 years in Human Resources and salary administration at least 2 years at supervisory level. Compile report. Exercise control over Subordinates. Ensure implementation of HR Policies. Coordinate HR matters according to available Training resources. Maintain discipline and motivating Personnel.
<b><u>DUTIES</u></b>	:	Maintain discipline and motivating Personnel.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/191</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT REFERENCE NO: BHO/ADPS/048/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bhisho Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree /Diploma in Social Science/Public Management and Administration or equivalent qualification (RVQ 13). 3-5 years experience working in a Secretariat environment . Good understanding of transformative legislation and policies of the government and functions of Professional Secretariat. Good communication and interpersonal skills Computer literacy is essential. Project management skills. The capability to work independently in some cases under extreme pressure with limited supervision Incumbent must be innovative, assertive, teamwork orientated, adaptable to change and improvement pays attention to detail and quality. Driver's license is compulsory. Willingness to travel and be prepared to work after hours. Please note that applicants will be expected to undergo a competency test.
<b><u>DUTIES</u></b>	:	Advanced preparation of all the designated meetings in terms of appropriate venue readiness, developing packages for all the officials attending the meetings. Taking and recording of appropriate minutes during meetings, distribution of such minutes to all the members who attend such meeting. File such minutes of various meeting requested by the Auditor General for Auditing Purposes. Making professional copies and individual files and packages containing notices, minutes of previous meetings, agendas and or presentation documents. Ensuring that such packages or files are distributed either by the Unit or registry to all the components of the Department including Health Facilities. Follow up on minutes submitted for proof reading as well as confirming attendance of participants to various meetings. Making copies of the workshop or meeting reports and ensure that such reports are binded and distributed

		accordingly. Procure all the necessary equipment, tools and stationery for the work of the Professional Secretariat Unit. Assist with the compilation of the Annual Report.
<b><u>ENQUIRIES</u></b>	:	Ms N. Simuku on 083 3378 0922
<b><u>POST 48/192</u></b>	:	<b><u>CHIEF OCCUPATIONAL THERAPIST REFERENCE NO: HCH/COT/120/08</u></b>
<b><u>SALARY</u></b>	:	R 174 243 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree in Occupational Therapist. Internship as an Occupational Therapist, community service as an Occupational Therapist. At least 2 years experience as an Occupational Therapist. Must be able to work in a rural area. Current registration with HPCSA and a valid driver's license.
<b><u>DUTIES</u></b>	:	Provide daily assessments and treatment of patients. Draw up OT programs for the department. Give support to subordinate staff. Report and consult with the multidisciplinary team on patient progress. Maintain and update patient records and develop OT protocols in your department.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/193</u></b>	:	<b><u>ASSISTANT DIRECTOR QUALITY ASSURANCE REFERENCE NO: HCH/ADQA/121/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus tertiary qualification. At least a minimum of two yrs experience in health environment. Computer literacy. A valid driver's license. Good interpersonal and reporting Skills.
<b><u>DUTIES</u></b>	:	Quality management system generation and implementation. Advisory and consultation role in related matters. Facilitate organizational quality awareness and improvement through the involvement of all staff and their role in quality management. Compile annual performance and improvement report. Assessing customer satisfaction through customer surveys and complaints and the control thereof.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/194</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST REFERENCE NO: NKH/CP/135/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Sc Degree in Physiotherapy. Registered with the Relevant Health Professions council. Good interpersonal and communication skills. Valid Code EB driver's licence.
<b><u>DUTIES</u></b>	:	Render and manage a physiotherapy service that compiles with standards and norms as prescribed by health policies. Interaction with other professionals in the multi disciplinary health team. Provide specialized quality care for patients needing physiotherapy services.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/195</u></b>	:	<b><u>ASSISTANT DIRECTOR – NURSING IN-PATIENT REFERENCE NO: NKH/AD/136/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor degree/Diploma or equivalent recognizable experience in Nursing services after registration with SANC as a Professional Nurse. Current proof of registration for practicing licence. 5 years experience in a management post.
<b><u>DUTIES</u></b>	:	Responsible for the development & implementation plans. Supervision and performance evaluation of staff members. Ensure quality patient care. Responsible for the overall nursing staff development needs related to quality patient care within the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/196</u></b>	:	<b><u>TRAINING CO-ORDINATOR REFERENCE NO: MAL/TC/159/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)



<b><u>CENTRE</u></b>	:	Maletswai Sub- District
<b><u>REQUIREMENTS</u></b>	:	B degree or equivalent qualification plus a minimum of 3 yrs experience in a supervisory capacity. A valid driver's license.
<b><u>DUTIES</u></b>	:	Administer training and facilitate skills development needs for staff. Implement Training and development in the LSA. Establish a database for training staff under the LSA in line with the outcome of performance on an out going basis. Co-ordinate the bursary scheme for LSA according to the Provincial policy and report to the corporate Service Centre in the District on all Training issues. Ensure Implementation of Special Programmes and Assistance Programmes in the LSA.
<b><u>ENQUIRIES</u></b>	:	Mrs. DB Daniel on (051) 634 2665
<b><u>POST 48/197</u></b>	:	<b><u>ASSISTANT DIRECTOR- REHABILITATION SERVICES REFERENCE NO: SE/ADRS/168/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Senqu Sub- District
<b><u>REQUIREMENTS</u></b>	:	B. Degree/ Diploma in Physiotherapy/ Occupational Therapy/ Speech Therapy. Registration with HPCSA. Computer Literacy. A valid driver's licence. 2-3 years managerial experience.
<b><u>DUTIES</u></b>	:	Manage, develop and coordinate rehabilitation services that comply with policies. Facilitate and support the management of rehabilitation projects. Liaise and provide support and guidance to all relevant stakeholders. Ensure the implementation and adoption of national rehabilitation policies at Sub-District Level. Coordinate procurement and distribution of assistive devices. Establish and integrate rehabilitation programs on physical disabilities of the Sub-District. Monitor budget for assistive devices.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/198</u></b>	:	<b><u>CLINIC MANAGER REFERENCE NO: SC/CM/169/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Sunduza Clinic
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse & Midwifery Degree / Diploma with a minimum of five yrs experience at both clinical and administrative work. Management skills. Ability to lead and work in a multidisciplinary team. Quality Assurance skills, computer literacy. Valid Driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide leadership and planning mechanisms to the clinic. Ensure provisions of appropriate and quality health care services at a lower level of care. Implement the Primary Health Care Package. Render administrative support services.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REFERENCE NO: FGTBH/ADQA/249/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Fort Grey TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a General Nurse and Midwife. Minimum of 6 years as a chief Professional Nurse. Passion and commitment to provision of high quality care. Knowledge of quality assurance policies, PMDS, Infection Control and Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Plan, co-ordinate and monitor the programme at institutional level. Raise awareness of quality assurance amongst staff. Report to management and advice on the level of quality of health care delivery. To ensure Batho Pele principles and Patient Rights Charter are adhere to and well understood by customers. Conduct research regarding quality improvement.
<b><u>POST 48/200</u></b>	:	<b><u>PRINCIPAL PHARMACIST REFERENCE NO: GDH/PP/276/08</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Pharm or equivalent accredited qualification. Current registration with SAPC as a Pharmacist. Appropriate 2-3 yrs experience of service.

<b><u>DUTIES</u></b>	:	Support and deputize the pharmacist in charge. Coordinate resource necessary for the providing of pharmacy services. Ensure adherence to quality provision of pharmaceutical care. Ensure adherence to current practices of good pharmacy practice. Render professional advisory service including training and development of staff. The budget for pharmacy. Ensure the availability of medicines for all programme at all times.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/201</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER REFERENCE NO: HH/CPO/016/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Humansdorp Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Human Resource Management with 3 yrs experience. Grade 12 with 6 yrs experience in HR. Sound knowledge of HR and PERSAL. Good interpersonal relations and communication skills. Human Resources practices background. Two yrs supervisory experience is essential. Computer Literacy (Word & Excel). A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide recruitment, selection, and appointment service. Implement and manage PERSAL transactions. Render remuneration services. Prepare and process service benefits. Deal with termination of service provide HR Management information system/persal on request. Ensure the implementation of EPMDS for section.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/202</u></b>	:	<b><u>SENIOR SOCIAL WORKER REFERENCE NO: MAH/SSW/023/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	B.Soc Science (Social Work) degree. Registration with the relevant Health Professions Council. Three yrs experience as a Social Worker. Computer Literacy. Valid Code EB driver's license. Good verbal and communication skills, interpersonal relations, confidentially.
<b><u>DUTIES</u></b>	:	Professional assessment, therapeutic counseling and referral to external service Providers. Supervisory training in case management and follow ups. Perform relevant administrative functions and accountability through effective record keeping. Implementation of the Departments policies on operational level. Supervise subordinates and implement performance management system.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/203</u></b>	:	<b><u>SENIOR QUALITY ASSURANCE OFFICER REFERENCE NO: MAH/SQAO/024/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Recognized B. Degree or equivalent qualification. Alternative standard 10 with 3 yrs experience in the Public Health Sector. Strong leadership and monitoring skills. Computer skills, good analytical and communication skills.
<b><u>DUTIES</u></b>	:	To monitor quality standard in the whole hospital. To do monthly reports on quality assurance issues. To conduct client satisfaction surveys. To compile and conduct patient exit questionnaire. Monitoring of patient queues at OPD. Visit all sections of disciplinary team. Manage client complaints and be responsible for the feedback. Ensure accessibility of quality health services to all clients.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/204</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: GENERAL ADMINISTRATION AND OPERATIONS REFERENCE NO: MAH/SAO/025/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 3 yrs relevant experience and or Public Administration related (M+3) degree/ diploma coupled with 3 yrs of experience. Computer literacy and a valid code 08 driver's license. Public sector experience, minimum 2 yrs in General Administration transactional experience. Supervisory experience I patient administration or registration processes.

<b><u>DUTIES</u></b>	:	Patient Administration and Management. Maintenance of service levels agreed with the institutions. Continuous quality assurance improvement to ensure an acceptable standard of patient administration. Maximum utilization of available resources both human and material to achieve return on investment. Maintenance of information systems that comply with the needs of the working environment. Meeting staff training requirements. Staff motivation and mentoring. Conduct staff performance reviews. Review transactions, documents, records, report and methods for accuracy and effectiveness. Investigations and writing of reports. Elementary research on matters relating to Patients Administration related legislation and procedures. Adherence to all patient administration related legislation, policies and procedures. Compliance with patient administration service standards and policies to decrease or limit related disasters and risks. Compilation of monthly and annual reports.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/205</u></b>	:	<b><u>SENIOR HEALTH AND SAFETY REFERENCE NO: KH /SHS/042/08</u></b>
<b><u>SALARY</u></b>	:	R 145 920 (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate diploma plus 3 years appropriate experience. Certificate in Occupational Health and Safety. Certificate in health related facilitation. Registered to plan and conduct learner's assessment.
<b><u>DUTIES</u></b>	:	Develop systems and structures for Managing OHS at institutional level. Formulate OHS policies, procedures and guidelines. Provide training and support in order to ensure appropriate Skills acquisition for OHS development in the institution. Manage medical Surveillance. Ensure risk assessments and safety audits are conducted.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/206</u></b>	:	<b><u>INFORMATION OFFICER REFERENCE NO: TBH /IO/068/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Diploma or degree in information system management from accredited institution. Minimum 3 years experience as information officer in health sector. Communication skills and statistics and reporting knowledge a major requirement. Proof of competency in computer literacy and reporting knowledge a major requirement. Proof of competency in computer literacy and statistical analysis.
<b><u>DUTIES</u></b>	:	To coordinate all capturing at the institution. Manage all equipment such as computer, fax, and phones. Report monthly on in and outpatients' statistics. Train clerk on data analysis. To set up measures to protect hospital information and data. Develop a statistical tool to be used within the hospital according to national and provincial guidelines. To head information system of the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms Mtolo on 039 257 0043
<b><u>POST 48/207</u></b>	:	<b><u>SENIOR PHARMACIST REFERENCE NO: HCH/SP/122/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Pharmacy. Current registration with Pharmacy Council of SA as a Pharmacist. Community service completed. Understanding of National Drug Policy. Computer literacy and valid driver's license. Experience in management of pharmacy will be a recommendation. Service delivery innovation in line with Batho Pele principles. Good communication skills. Willingness to work under pressure.
<b><u>DUTIES</u></b>	:	Render clinical, pharmacy and therapeutics stock control. Ensure appropriate distribution of stock including down referral of chronic medicines. Participate in staff training and development. Adhere to standard procedures and guidelines of the Pharmacy Act. Implement continuous quality assurance improvement plan to ensure an acceptable standard of pharmacy service.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1

<b><u>POST 48/208</u></b>	:	<b><u>SENIOR RADIOGRAPHER REFERENCE NO: HCH/SR/123/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in radiography or equivalent qualification. Registration with relevant body as a Radiographer. Minimum of 2 yrs experience as a Radiographer. Must have managerial skills. Computer literacy and valid driver's license. Be able to work in multi disciplinary team.
<b><u>DUTIES</u></b>	:	Provide high quality radiographic, ultrasound diagnostic and therapeutic service according to patient needs. Promote good health practice to patients in need of radiography. Execute all procedures in accordance with clinical guidelines and protocol. Compile reports, collect data and information as required. Ensure that radiographic and ultra sound equipment are held in good state of repair. Maintain a safe working environment and educate stakeholders in terms of radiation exposure.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/209</u></b>	:	<b><u>SENIOR INFORMATION OFFICER REFERENCE NO: SPH/IO/143/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Patrick's Hospital
<b><u>REQUIREMENTS</u></b>	:	A related degree/diploma with major information systems or Grade 12 plus 6 yrs relevant experience in health information systems. Experience in Programming and systems (DHIS) administration. Presentation skills. Valid driver's license will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Co-ordinate the collection and management of Health information. Management of electrical database. Data capturing, validations and export to higher level. Conduct continuous in-service training for all relevant units. Presentation on the Hospital performance (Hospital indicators) to management. Create monitoring tools that will assist management and be relevant to the Hospitals Programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs. Nteyi, on (039) 2510236
<b><u>POST 48/210</u></b>	:	<b><u>SENIOR QUALITY ASSURANCE OFFICER REFERENCE NO: SPH/QAO/144/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Patrick's Hospital
<b><u>REQUIREMENTS</u></b>	:	Recognized Degree or equivalent, alternative STD 10/ grade 12 with five yrs experience in Public Health Sector. Strong leadership and monitoring skills. Computer skills. Valid driver's licence. Good analytical skills. Good communication skills.
<b><u>DUTIES</u></b>	:	To monitor Quality standards in the whole hospital. To do monthly reports on quality assurance issues. To produce client satisfaction surveys reports to roll out occupational health training Programmes, orientation and induction Programmes for the hospital and clinics. To assists the Occupational Health Manager develop quality improvement plans, strategic plan. Policies and procedure. Ensure that the Hospital and equipments are safe and without risk to the health of staff, patients and visitors. Ensure compliance to the Occupational Health and Safety Act 85 of 1993.
<b><u>ENQUIRIES</u></b>	:	Mrs. Nteyi, on (039) 2510236
<b><u>POST 48/211</u></b>	:	<b><u>SENIOR OCCUPATIONAL THERAPIST REFERENCE NO: SPH/SOT/145/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Patrick's Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Degree/Diploma in Occupational Health Therapist. Registration with the Health Professions Council of South Africa as an Occupational Therapist (Independent practice). Completion of community service and driver's licence will serve as a recommendation. Computer literate.
<b><u>DUTIES</u></b>	:	Plan and implement effective occupational Therapy Programmes and related treatment for patients needing occupational therapy. Plan and organize work schedules and clinical management of patients. Attend monthly OT meetings and contribute to policy formulation a service development and improvement or request. Assist with the training and supervision of OTA.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mazeka, on (039) 2510236

<b><u>POST 48/212</u></b>	:	<b><u>DIETICIAN REFERENCE NO: ISL/DIET/147/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Degree in Dietics. Registration as a Dietician with HPCSA 0-2 years in the Public sector. Knowledge related to clinical practice. Planning and organizing Disease Profile in the Eastern Cape. Nutrition analysis and patient assessment. Interest in public health and well-being. Computer Literacy.
<b><u>DUTIES</u></b>	:	Counsel and educate individuals, groups and communities on appropriate diets, menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practise in the community. Provide food and nutrition information to staff and public. Participate in preventative health programs.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima on 039-253 7923
<b><u>POST 48/213</u></b>	:	<b><u>SENIOR ADMIN OFFICER REFERENCE NO: ANH/SAO/152/08</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Aliwal North Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in Administration or equivalent qualification. Five yrs experience in managerial position. Knowledge of Public Service Regulations and PFMA. Ability to work under pressure and display Leadership skills. Knowledge of Human Resource and Finance (budget / expenditure). Extensive experience in Procurement (receipt, storage, issue, monitor inventories etc). Knowledge of BAS / PERSAL. Advanced computer literacy. Excellent verbal and written communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for the effective control and supervision of the Institution's administration. Manage and control budget expenditure. Supervise and develop subordinates. Provide technical advice and guidance on various administrative issues. Provide for good labour relations. Manage Persal and BAS. Formulate and/or give advice on government policies/ legislations of an administrative nature. Ensure correctness of diverse documents. Compile reports. ensure compliance with the PFMA, Treasury Regulations and Directives and all other applicable legislation.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/214</u></b>	:	<b><u>SENIOR PHARMACISTS X 3 POSTS REFERENCE NO: UPH /SP/190/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate B-degree in pharmacy. 1 year hospital experience will Registration with the South African Pharmacy Council as Pharmacist. Computer Literacy.
<b><u>DUTIES</u></b>	:	Practice Pharmaceutical care and promote cost-effective rational drug use in accordance with the EDL Program and national drug policy. Rotations will include but are not limited to ward pharmacy, pharmaceutical support services and out-patient. Deliver emergency service. Management and control of medicine stock: issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolley/rooms, visit clinics, control expired medication maintain drug registers ( Schedule 5, 6 and donation. To supervise, train and develop sub-ordinates in all aspects of service delivery in line with Batho Pele Principles. To implement quality assurance measures in areas of work. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the pharmaceutical environment to all times according to the requirements of Good Pharmacy Practice. Maintain and interpret the necessary records, statistics and information.
<b><u>ENQUIRIES</u></b>	:	Mr P. Oosthuizen on 041 9951129
<b><u>POST 48/215</u></b>	:	<b><u>SENIOR PHARMACIST REFERENCE NO: FRONT /SP /196/08</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum (plus scarce skills allowance of 15% and 17% rural allowance of annual salary plus other benefits with competitive.
<b><u>CENTRE</u></b>	:	Frontier Hospital

<b><u>REQUIREMENTS</u></b>	:	Degree in Pharmacy. Registration with SAPC as a Pharmacist. post community service experience as a Pharmacist. Good communication Skills both written and oral.
<b><u>DUTIES</u></b>	:	Order and manage medication including scheduled medication. Issue and dispense medication to In and Outpatients within the Hospital. Participate in the effective control and management of pharmacy. Participate in the development of effective stock control measures, safe keeping and safe storage within the wards. Evaluate and advise on individual prescriptions for specific clients. Quality control and maintenance of pharmacy standards
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/216</u></b>	:	<b><u>SENIOR RADIOGRAPHER REFERENCE NO: FRONT /SR/197/08</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/ National Diploma in diagnostic Radiography. Registration with the HPCSA. Knowledge of radiation control.
<b><u>DUTIES</u></b>	:	Provide a 24 hour service. To assist in radiographic procedures where needed. To supervise, train and develop radiographers in all aspects of service delivery in line with Batho Pele Principles. To implement quality assurance measures in area of work. Compilation of record keeping and statistics for planning and staffing requirements. To participate in continuous professional development as required by HPCSA.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/217</u></b>	:	<b><u>PRINCIPAL DIETICIANS X 26 POSTS</u></b>
<b><u>SALARY</u></b>	:	R145 920per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Umtata Complex x2 Ref: UC/PD/250/08 Andries Vosloo Hospital Ref AVH/PD/251/8 Settlers Hospital Ref: SH/PD/252/08 Humansdorp Hospital Ref: HH/PD/253/08 Cradock Hospital Ref: CH/PD/254/08 Zitulele Hospital Ref: ZH/PD/255/08 Madwaleni Hospital Ref MH/PD/256/08 Taylor Bequest Hospital Ref: TBH/PD/257/08 Bisho Hospital Ref: BH/PD/258/08 Grey Hospital Ref: GH/PD/259/08 Butterworth Hospital Ref: BH/PD/260/08 Tafalofefe Hospital Ref: TH/PD/261/08 S S Gida Hospital Ref: SGH/PD/262/08 Victoria Hospital Ref: VH/PD/263/08 Fort Beaufort Hospital Ref: FBH/PD/264/08 Burgersdorp Hospital Ref: BH/PD/265/08 Aliwal North Hospital Ref: ANH/PD/266/08 All Saints Hospital Ref: ASH.PD/267/08 Mjanyana Hospital Ref: MH/PD/268/08 St Patricks Hospital Ref: SPH/PD/269/08 Canzibe Hospital Ref: CH/PD/270/08 Cloete Joubert Hospital Ref: CJH/PD/271/08 Empilisweni Hospital Ref: EH/PD/272/08 Bambisana Hospital Ref: BH/PD/273/08 Isilimela Hospital Ref: IH/PD/274/08
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree in Dietetics qualification. Registration with the Health Profession Council as a dietician. Appropriate experience in HIV & AIDS Counselling and training will be an added advantage.3 to 5 years experience as a dietician.
<b><u>DUTIES</u></b>	:	Provide therapeutic nutritional advice and support in terms of supplementation, dietary diversification and modification to improve nutritional status of clients. Provide individual assessment and counselling of HIV & AIDS clients on management of therapeutic dietetic intervention with side effects from antiretroviral drugs. Provide nutrition training to health professionals, lay counsellors & community health workers on healthy eating when dealing with HIV & AIDS. Undertake outcome research on nutrition and HIV & AIDS in the LSA

		working in. Collate monthly statistics of HIV & AIDS supplemented clients. Any other clinical nutrition activities related to dietetic profession.
<b><u>ENQUIRIES</u></b>	:	Ms T. Dekeda 040 609 4247
<b><u>POST 48/218</u></b>	:	<b><u>SENIOR PHYSIOTHERAPIST REFERENCE NO: GDH/SP/277/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification in Physiotherapy must have completed a community service after qualification. Current Registration with HPCSA. Two/Three yrs experience as a Physiotherapist. Valid driver's licence a recommendation. Ability to work well in a multi disciplinary environment. Good verbal and written communication skills Ability to write reports, memos and letters
<b><u>DUTIES</u></b>	:	To work under the guidance of a qualified Radiographer. To carry out Radiographic procedures in accordance with the radiation and protection policies. A Radiographic practice of the highest quality. Ensure that all diagnostic equipment and facilities are maintained and utilized in a safe and effective manner.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/219</u></b>	:	<b><u>CHIEF RADIOGRAPHER REFERENCE: GDH/CR/278/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Radiography, Grade 12.Computer Literacy. Good Communication skills. Three yrs experience. Reliable punctual and flexible
<b><u>DUTIES</u></b>	:	Ensure quality control and management of radiographic services. Supervision and training of staff. Ordering, maintaining and stock taking of X-ray consumable. PMDS.
<b><u>POST 48/220</u></b>	:	<b><u>SENIOR OCCUPATIONAL THERAPIST REFERENCE NO: GDH/SOT/279/08</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate B.SC Tertiary qualification in occupational therapy or Equivalent qualification. Current registration with HPSCA. One year post community service. Two- Three yrs experience. Computer literacy recommended. Valid driver's licence also recommended. Customer care in line with the Batho Pele Principles. Good verbal communication skills. Ability to write reports. Memos and letters.
<b><u>DUTIES</u></b>	:	Provide daily assessment and treatment of patients. Draw up the Occupational Therapy (OT) programmes for all units. Give support and guidance to all staff on all OT matters. Be a member of the Multi Disciplinary Health Team on patient welfare and progress. Maintain and update patient records. Assist on the development of OT protocols. Supervise staff in the section.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/221</u></b>	:	<b><u>OPERATIONAL MANAGER: PAEDS REFERENCE NO: SLH/OM-PAEDS/328/08</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Nursing Science degree or equivalent qualification. Registration with SANC as a Professional Nurse and midwifery and any post basic qualification is highly recommended. At least 5 years experience as a senior professional nurse. Extensive experience in the management and care of HIV/AIDS patients, including counseling. Experience in working with Community Based Development Programme. Supervisory experience, computer literacy.
<b><u>DUTIES</u></b>	:	Providing quality nursing care. Supervising junior staff within the unit. Assessing patients according to needs. Implement nursing interventions based on client's needs. Ensuring optimal nursing services. Ensuring the implementation of Patient's Charter Rights and Batho Pele principles at all times. Performing patient administration and compliance with finance, procurement and human resource prescripts
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580

<b><u>POST 48/222</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REFERENCE NO: GH/SSA/056/08</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Grey Hospital
<b><u>REQUIREMENTS</u></b>	:	Three year degree/diploma with 4 years relevant experience or Standard 10 with 6 years relevant experience. Knowledge of Government accounting systems and software is essential (BAS & PERSAL). Extensive knowledge of PFMA, Treasury Regulations and other legislations, ability to function independently. Problem solving skills and good presentation skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Administer departmental debts which include clearing and follow up of departmental debts, provide allocations for monies received. Authorize debts and journals on BAS. Payment of interdepartmental claims and cheques re-issues. Processing Advance payments and, monitoring of aggregate limits, EFT and ACB limits. Bas interface Reconciliation, Rendering Distribution Office administration. Monitor and control clearance of PERSAL Suspense Control accounts. Salary recalls and rejections.
<b><u>POST 48/223</u></b>	:	<b><u>CLIENT INFORMATION OFFICER REFERENCE NO: ISIL/CIO/148/08</u></b>
<b><u>SALARY</u></b>	:	R132 399 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. A minimum of two years of Office Administration and / or Secretarial experience. Computer literacy. Ability to take minutes. Excellent verbal and communication skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Receive and refer telephonic calls to the necessary staff. Record and deliver messages to the relevant staff. Provide general information to the public, when requested, regarding the institution. Book and log private calls for staff. Log faults with telecommunication equipment with the relevant service provider. Arrange new internal telephone extensions. Maintain an internal telephone directory. Interpret statistics. Gather and process information. Routine administrative outputs within given parameters.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima on 039-253 7923
<b><u>POST 48/224</u></b>	:	<b><u>GRADE 2 - ROFESSIONAL NURSE: GENERAL STREAM – OCCUPATIONAL HEALTH AND SAFETY REFERENCE NO: SPH/PN/142/08</u></b>
<b><u>SALARY</u></b>	:	R130 473 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Patrick's Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in General Nursing Science. Current registration with SANC for 2008-06-27. Salary will be determined in accordance with relevant experience after registration with SANC as Professional Nurse Training in Occupational Health and safety is recommended. Extensive knowledge of Occupational Health and Safety Act, COIDA Act and other relevant regulations. Clinical and administrative knowledge in the field of Occupational Health. Good verbal and communication skills. Knowledge of infection control, medical waste and risk management
<b><u>DUTIES</u></b>	:	To undertake baseline disease profiling in occupational health issues among Employees. To ensure occupational health functions are carried out timeously and correctly in order for occupational health to function in the hospital and all clinics subject to the leadership of the Occupational Health Manager to manage statistics and to report these statistics to the Occupational Health Manager to roll out occupational health training Programmes, orientation and induction Programmes for the hospital and clinics to assist the Occupational Health Manager develop quality improvement plans, strategic plan. Policies and procedure. Ensure that the Hospital and equipment are safe and without risk to the health of staff, patients and visitors. Ensure compliance to the Occupational Health and Safety Act 85 of 1993
<b><u>ENQUIRIES</u></b>	:	Mrs. Nteyi on 039 251 0236.
<b><u>POST 48/225</u></b>	:	<b><u>GRADE 2 PROFESSIONAL NURSE REFERENCE NO: COH /PN/208/08</u></b>
<b><u>SALARY</u></b>	:	R 130 473 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in General Nursing and Midwifery. Proof of current registration with SANC. Minimum 10 years of work experience. Willing to work night duty on



		rotation basis. Willingness to work after hours and over weekends. Ability to work independent as the need arises and in cultural diverse environment.
<b><u>DUTIES</u></b>	:	Planning, implementation, evaluation of nursing program according to Nursing Standards, legislation, regulations and protocols. Identification of training needs and development of ongoing training system. Guide, supervise and evaluate all nursing staff according to PMDS requirements. Management and control of applicable resources, human and stock equipment. Skilled in Human Resource Management, Labour Relations requirements. Promote team work cooperation between stakeholders at all times. Practice and supervise infection control measures, Occupational Health and Safety requirements and ongoing problem solving to improve Quality Patient Care. Create patient and customer friendly, therapeutic environment and patient care environment that conducive to student practical training. Ability and willingness to strive towards quality improvement at all times. Supervision on all aspects regarding proper ward administration.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/226</u></b>	:	<b><u>ARV PROFESSIONAL NURSE REFERENCE NO: SH/APN/017/08</u></b>
<b><u>SALARY</u></b>	:	R117 225- R224 625 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Settlers Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse. Nursing Degree or diploma, 5 yrs experience in both clinical and administrative field. Ability to lead and work in a multi disciplinary team. Quality Assurance skills, computer literacy, valid code 8 driver's license. Knowledge of VCT. Experience in counseling and medication.
<b><u>DUTIES</u></b>	:	Provide quality nursing services; supervise nursing staff in the ARV site. Ensure implementation of Patient's Rights. Charter as well as Batho Pele Principles. Provide clinical support to nursing staff and provide clinical in-service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the institution. Responsible for staff evaluations (PMDS).
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/227</u></b>	:	<b><u>INFORMATION OFFICERS X 3 POSTS REFERENCE NO: IO/MMM/002/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Matric and 3 year qualification with at least 1 year relevant experience or matric plus minimum of 2 years relevant experience, understand of data management & knowledge of DHIS & clinical knowledge will be an advantage. Excellent computer skills
<b><u>DUTIES</u></b>	:	Coordinating the collection of quality data and the maintenance of the Institutional Health database (DHIS). Ensure that all data is submitted to a central point in the district. Ensure that data is manually & electronically validate data and captured in the DHIS. Ensure the safe storage and confidentiality of individual records/data. To ensure feedback to nurses & management.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/228</u></b>	:	<b><u>ARTISAN FOREMAN REFERENCE NO: PAH/AF/014/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Port Alfred Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification plus proof of passing a Trade Test in terms of Provisions of Section 13(2) of the Manpower Training Act (1981). At least 3-5 yrs appropriate experience. Sound knowledge of general equipment found and used in hospitals. Sound communication skills. Own transport with valid driver's licence.
<b><u>DUTIES</u></b>	:	Perform specialized practical tasks in order to install, maintain and operate systems according to standardized regulations. Train, develop and supervise subordinates. Must be prepared to work on rotation. Writing of reports and providing budget inputs. Undertake breakdown maintenance to ensure minimal down time.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/229</u></b>	:	<b><u>PROFESSIONAL NURSES X 4 POSTS REFERENCE NO: PAH/PN/015/08</u></b>
<b><u>SALARY</u></b>	:	R117 225-R224 625 per annum (plus competitive benefits)

<b><u>CENTRE</u></b>	:	Port Alfred Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional nurse. Diploma in General Nursing. Work shifts in all departments.
<b><u>DUTIES</u></b>	:	Provide quality nursing services. Ensure implementation of Patient's Right Charter as well as Batho Pele Principles. Provide clinical support to nursing staff and provide clinical in service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the institution.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/230</u></b>	:	<b><u>GRADE 1, 2 &amp; 3 PROFESSIONAL NURSES X 5 POSTS REFERENCE NO: TH/PN/105/08</u></b>
<b><u>SALARY</u></b>	:	R117 225, R144 174 & R 177 318 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as Professional Nurse in General Nursing and Psychiatric Nursing. Salary will be determined in accordance with relevant experience after registration with SANC as a Professional Nurse.
<b><u>DUTIES</u></b>	:	Provide nursing care in hospital. Drawing of nursing care plans. Supervision and performance management of lower categories of staff. Ensure implementation of Patients Right Charter and Batho Pele Principles. Play the leading role in ward programmes. Display a concern for health care users by promoting advocating and facilitate proper treatment and care. Work as part of the multi disciplinary team to ensure good nursing care.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/231</u></b>	:	<b><u>GRADE 1/2 PROFESSIONAL NURSE 1/2 (ARV SITE) REFERENCE NO: MAH/PN/029/08</u></b>
<b><u>SALARY</u></b>	:	R117 225 / R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	A qualified as a General Nurse and registered with South African Nursing Council as a registered nurse and midwife. Extensive experience in the management and care of HIV/AIDS patients including counseling. Experience in working with Community Based Development programs. Supervisory experience and a minimum of 2 years experience as a Professional Nurse.
<b><u>DUTIES</u></b>	:	Ensure Clinical Assessment and Counseling. Monitor adherence to treatment on patients on ART. Supervision of ART related activities in feeder clinics where AT clients are referred. Record keeping including registers and supervision of information management in clinics. Management of all clinical and Administrative duties in the clinic. Reports to site co-coordinator.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/232</u></b>	:	<b><u>INFORMATION OFFICER REFERENCE NO: MAH/IO/026/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 2 yrs relevant experience and or Public Administration/Statistical analysis related (M+3) degree/diploma. Computer Literacy. Valid code 8 driver's license. Public Sector experience. Minimum 2 yrs in General Administration transactional experience. Supervisory or management experience in patient administration or registration processes. Clear operational understanding of DELTA 9.
<b><u>DUTIES</u></b>	:	Management and deliver of the patient statistics service in terms of: Providing performance indicator management systems. Collating patient administration statistics. Analyzing patient administration statistics. Preparing patient administration reports for management. Tracking patient movements by up to date patient, ward and BUR providing ward administration through clerical assistance for clinical staff. Continuous quality assurance improvement to ensure an acceptable standard of patient administration. Maintenance of information systems that comply with the needs of the working environment. Meeting staff training requirements and staff motivation and mentoring. Reviewing transactions, documents, records, reports, and methods for accuracy and effectiveness. Investigations and writing of monthly and quarterly reports to the

		LSA and CSC. Elementary research on matters relating to analysis of Patient Administration statistics.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/233</u></b>	:	<b><u>STATE ACCOUNTANT: SALARY ADMINISTRATION REFERENCE NO: BHO/SA/050/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	Three – year Degree/Diploma with 3 years relevant experience. Computer literacy, (MS Office package, especially Excel and Access). Knowledge of government accounting systems and software is essential (Bas & Persal). Extensive knowledge or experience in PFMA, Treasury and other legislation. Ability to function independently. Problem solving skills. Good presentation skills. A valid Code B driver's license.
<b><u>DUTIES</u></b>	:	Develop salaries' related policies, circulars, procedures and guidelines. Provide training and support to institutions. Develop and maintain monitoring systems. Prepare monthly, quarterly and annual salary related reports.
<b><u>ENQUIRIES</u></b>	:	Mr L Siyo on 040 608 1080
<b><u>POST 48/234</u></b>	:	<b><u>STATE ACCOUNTANTS - COMPLIANCE MONITORING X 4 POSTS REFERENCE NO: BHO/SA/051/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office x 2 & CSC x 2
<b><u>REQUIREMENTS</u></b>	:	A degree/diploma from recognized tertiary institution with proven two yrs experience in financial management/auditing. Must be computer literate particularly in Microsoft Word, Excel, Power Point. Sound interpersonal relations. Good organizational skill. Sound communication skills. Knowledge of the PFMA, Treasury Regulations. Thorough knowledge of Supply Chain Management processes, experience in creditor and salary payments, financial internal control procedures, processes and policies, BAS, LOGIS, PERSAL. Ability to work under pressure and meet deadlines. Valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure compliance with supply chain processes and other relevant legislation and internal financial controls prior payment. Assist in analyzing policies, give guidance on related issues and contribute to policy discussions to improve service delivery. Ensure and manage effective, efficient, economic and productive utilization of resources. Exercise control on effective implementation of procurement, creditor and salary processes, procedures and policies. Ensure effective and efficient pre-audit processes and proper allocation of items and issue compliant and policies. Prepare static report on work performed. Perform other duties as assigned by supervisors.
<b><u>ENQUIRIES</u></b>	:	Mr L Siyo 040 608 1080
<b><u>POST 48/235</u></b>	:	<b><u>PERSONAL ASSISTANT: GENERAL MANAGER REFERENCE NO: BHO/PA/052/08</u></b>
<b><u>SALARY</u></b>	:	R117 501p.a (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior certification & appropriate experience, skills in both written & verbal, communication. Good telephone etiquette, Interpersonal relations, ability to take initiative, work independently & to identify & handle confidential matters, ability to organize & prioritize work. Computer literacy: knowledge & experience of MS Office, filing skills & ability to keep records of flow of documents.
<b><u>DUTIES</u></b>	:	Administer the document management system in the office of the General Manager-Health Facilities Management. Maintain a filing system to file & retrieve documentation. Operate standard office equipment type correspondence submission & letters. Attend to telephone calls & messages & referring appropriately where required. Liaise on behalf of the General Manager with other departments and stakeholders. Manage the diary of the General Manager. Coordinate meetings & perform administrative duties. Make travel arrangements for the General Manager.
<b><u>ENQUIRIES</u></b>	:	Mrs. A. Ntlantsana 040 608 1842

<b><u>POST 48/236</u></b>	:	<b><u>PERSONAL ASSISTANT: CHIEF DIRECTORATE REFERENCE NO: BHO/PA/053/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate experience. Good computer skills in Ms Word, Excel, email and internet. Experience in Office Administration. Knowledge of systems such as Logis/ Beca. This position will suit a person with good interpersonal skills and work under pressure to meet deadlines. Must be innovative. Team work orientated and adaptable to change and improvement.
<b><u>DUTIES</u></b>	:	Arrange and co-ordinate meetings for the Chief Director. Request agenda items and takes minutes and distribute. Manage the Chief Director's diary and remind him of engagements. Arrange traveling and accommodation bookings for the Chief Director. To provide efficient and reliable office management. Will be responsible for preparing routine correspondence on behalf of the Chief Director and prepare reports as required. Maintain and enhance the image of the Chief Directorate by providing professional, pleasant and efficient verbal and written communication with all points of contact. Organize refreshments and meals for the visitors. Receive visitors and re-direct if necessary to the relevant officials. Respond to visitors on behalf of the Chief Director. Will be responsible for the handling of the budget and handling the procurement process of the directorate.
<b><u>ENQUIRIES</u></b>	:	Ms GT. Masinga, 040 6008 121
<b><u>POST 48/237</u></b>	:	<b><u>PERSONAL ASSISTANT: CHIEF OPERATIONS OFFICER REFERENCE NO: BHO /PA/054/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or equivalent qualification. Relevant administrative experience in rendering support functions to senior management. Advanced knowledge of relevant software packages. A pleasant disposition and the ability to work under pressure. Competencies: Professional attitude, friendliness and expression to conform to corporate image and sound secretarial principles. Sound communication and interpersonal skills. Knowledge of the relevant legislation/policies/ prescripts and procedures. Basic financial administration. High Sense of confidentiality. Report writing and minutes taking skills. Ability to act with discretion and tact is essential.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Executive Manager. Manage the Executive Manager's diary. Provide administrative support to the Executive Manager regarding meetings. Maintain a proper filing system. Analyze and interpret the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Ms GT. Masinga, 040 608 1216
<b><u>POST 48/238</u></b>	:	<b><u>GRADE 1 - PROFESSIONAL NURSE GRADE X 3POSTS REFERENCE NO: TBH/PN/069/08</u></b>
<b><u>SALARY</u></b>	:	R117 225 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in general nursing or four (4) year Comprehensive Nursing Course. Certificate of registration with SANC as general nurse. Current SANC Receipt (2008). Knowledge, Skills and Competences: Knowledge of nursing care processes and procedures. Basic knowledge of public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Work as part of a multi-disciplinary team to ensure good care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Execute duties and function with proficiency within prescripts of applicable legislation. To provide nursing care that leads to improved service delivery by Upholding Batho Pele principles. Monitor

	:	patient activities. Perform standard procedures in terms of policies and procedures. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Supervision of subordinate in executing of their duties.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/239</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REFERENCE NO: TBH/HRP/070/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Mtatiele)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma in Human Resource Management with 2 years experience OR grade 12 with 3 years experience in a Human Resource component. Broad knowledge and understanding of Labour Relations and disciplinary procedures and processes and a good verbal and written communication skill. Computer literacy and good knowledge of Personnel and Salary System (PERSAL). A driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensures sound Staff Relations in the institution. Facilitate the implementation of Disciplinary and Grievance Procedures. Participate in Recruitment and Selection process. Process persal transactions such as leaves, allowances, deductions, IOD etc. Process all staff exit benefits. Gather and interpret statistics to facilitate managerial decision. Provide in-service training to subordinates and mentor activities to achieve the desired quality and speed of work
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/240</u></b>	:	<b><u>ARTISAN FOREMAN REFERENCE NO: TH/AF/108/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	A completed apprenticeship and proof of passing a trade test in terms of the provision of section 13(2) (h) of the manpower training act of 1981. 10 Years appropriate post Qualification experience. Physical experience of steam and boilers is a necessity. A valid driver's license. Experience in a hospital environment and knowledge of tractors will be an added advantage.
<b><u>DUTIES</u></b>	:	The assembly installation maintenance and repair to boilers, steam lines, steam equipment. Maintenance of tractors. Grass cutting machines and laundry and kitchen equipment. In service training and supervision of, as well as advice to skilled and unskilled workers. Standby duties are compulsory.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/241</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REFERENCE NO: MBH/HRP/115/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Mbashe Sub-District
<b><u>REQUIREMENTS</u></b>	:	Diploma in HR Management/equivalent qualifications or Grade 12 with 2-3 years experience in relevant field. Execute knowledge of PERSAL. Computer literacy is essential. A valid driver's license.
<b><u>DUTIES</u></b>	:	Render remuneration services, prepare and process service benefits. Deal with termination of services. Provide HR Management information system / PERSAL. While reporting to the Manager oversees the payrolls. Supervise HR clerks. Assist the Persal Controller, capture and approve all HR Persal transactions timeously and accurately and provide PERSAL reports. Manage exception reports. Process the leave gratuities and other relevant exit benefits. Coordinate the capturing of all HR salaries. Control Persal transactions such as leave, benefits update, update of personnel data, injury on duty, transfers, promotions etc. Resolve Sub District HR salary administration issues. Provide recruitment selection and appointment services for Sub District. Implement and manage Persal Transactions. Provide HR registry services.
<b><u>ENQUIRIES</u></b>	:	X. Bushula on 047 489 2410/16/17
<b><u>POST 48/242</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REFERENCE NO HCH/HRP/124/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with 3 yrs experience in Human Resource practices. Knowledge of post establishment and the code of remuneration (CORE), PERSAL, PSA, PSR, Financial Manual, PSCBC Resolutions, Basic Conditions of Employment Act, Government Employees Pension Law and other relevant legislation. Good interpersonal and communication skills. Good report writing skills. A valid driver's licence will be an added advantage.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/243</u></b>	:	<b><u>ARTISAN FOREMAN REFERENCE NO: HCH/AF/125/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Std 10 certificate or equivalent qualification. Any formal trade qualification e.g. plumbing, electricity or carpentry. Driver's License is recommended. Experience in Hospital workshop environment. Supervisory skills. Problem solving skills. Ability to work without supervision. Assertiveness.
<b><u>DUTIES</u></b>	:	Supervise and manage performance and development of maintenance staff. Manage health and safety. Develop market and implement maintenance policies. Attend to employees queries. Manage the hospital resources effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/244</u></b>	:	<b><u>DIETICIAN REFERENCE NO: ANH/DI/153/08</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Aliwal North Hospital
<b><u>REQUIREMENTS</u></b>	:	A recognized BSC Degree/ Diploma in Dietician. Current registration with HPCHSA. Sound knowledge of clinical practice and issues relating to the delivery of dietic services. A minimum of three yrs relevant experience. Ability to work as a member of a multi-disciplinary team. Written and verbal communication skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide dietic advice and plan nutritional care for individual or group of patients to meet their specific nutritional needs. Analyze data to formulate dietary prescriptions. Implement DOH policies. Provide specialized nutrition support. Evaluate, interpret and apply current nutritional research for the maintenance and improvement of the nutritional status of the patients.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/245</u></b>	:	<b><u>GRADE 1 - PROFESSIONAL NURSES X 37 POSTS GRADE 2 - PROFESSIONAL NURSES X 53 POSTS REFERENCE NO: SUC/PN/162/08</u></b>
<b><u>SALARY</u></b>	:	Grade I – Grade II
<b><u>CENTRE</u></b>	:	Sunduza Clinic
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse & Midwifery. Degree / Diploma with three years in both clinical and administrative work. Ability to lead and work in a multidisciplinary team. Quality Assurance skills. Computer Literacy. Valid Driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide quality Nursing Services. Implement policies and protocols within the clinic. Assist in efficient and effect management of resources. Formulate and evaluate nursing care plans. Implement quality improvement Programmes in the clinic. Rendering of optimal nursing services and the implementation of Patient's Right's Charter and Batho Pele Principles at all times. Conduct efficient supervision to subordinates and the full packages of Primary Health Care.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127
<b><u>POST 48/246</u></b>	:	<b><u>GRADE 1 - PROFESSIONAL NURSE x 37 POSTS REFERENCE NO: SE/PN/173/08</u></b>
<b><u>SALARY</u></b>	:	Grade 1
<b><u>CENTRE</u></b>	:	Senqu Sub- District
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse & Midwifery. Ability to lead and work in a multidisciplinary team. Quality Assurance skills. Computer literacy. Valid Driver's Licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide quality Nursing Services. Implement policies and protocols within the clinic. Assist in efficient and effect management of resources. Formulate and

		evaluate nursing care plans. Implement quality improvement Programmes in the clinic. Rendering of optimal nursing services and the implementation of Patient's Rights charter and Batho Pele Principles at all times. Conduct efficient supervision to subordinates. Implement the full package of Primary Health Care.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127
<b><u>POST 48/247</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REFERENCE NO: EDH/AO/175/08</u></b>
<b><u>SALARY</u></b>	:	R117 501-R137 976 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Elizabeth Donkin Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification with a minimum of 3 yrs experience and/or a senior certificate (grade 12) or equivalent qualification with a minimum of 5 yrs experience.
<b><u>DUTIES</u></b>	:	Supervise & monitor the provision of Patient Administration within the care units. Rendering of advice to clerical personnel. Interpreting of statutes / provisions, budgeting & planning actions & special projects.
<b><u>ENQUIRIES</u></b>	:	Mrs. PP Ketshegane, on (041) 585 2323
<b><u>POST 48/248</u></b>	:	<b><u>PROFESSIONAL NURSES X 4 POSTS REFERENCE NO: PHC/PN/185/08</u></b>
<b><u>SALARY</u></b>	:	R117 318 per annum ( <i>plus competitive benefits</i> )
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	SANC registration as a Professional Nurse Diploma / Degree in Nursing OR equivalent qualification that allows registration with SANC as a Professional Nurse
<b><u>DUTIES</u></b>	:	Provide Direction & Supervision for the implementation of clinical practice / quality patient care. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations, relevant nursing and health care. Maintain a constructive relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively
<b><u>POST 48/249</u></b>	:	<b><u>GRADE 1 - PROFESSIONAL NURSE REFERENCE NO: PHC/PN/186/08</u></b>
<b><u>SALARY</u></b>	:	R117 225 per annum ( <i>plus competitive benefits</i> )
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	SANC registration as a professional nurse Diploma/ Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse.
<b><u>DUTIES</u></b>	:	Provide Direction & Supervision for the implementation of clinical practice / quality patient care. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations, relevant nursing and health care. Maintain a constructive relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively
<b><u>POST 48/250</u></b>	:	<b><u>CHIEF HUMAN RESOURCE CLERK REFERENCE NO: UPH /CHRC/189/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 pa per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 2 years relevant experience_Grade 8 with 5 years Relevant experience_Supervisory experience will be an added advantage_Driver's licence Computer literacy Knowledge of PERSAL
<b><u>DUTIES</u></b>	:	Assist with Work Skills Development portfolio. Perform other relevant HR duties
<b><u>ENQUIRIES</u></b>	:	Mr P. Oosthuizen on 041 9951129
<b><u>POST 48/251</u></b>	:	<b><u>CHIEF HUMAN RESOURCE CLERK REFERENCE NO: UPH /CHRC/191/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 2 years relevant experience. Grade 8 with 5 years relevant experience. Supervisory experience will be an added advantage. Driver's licence. Computer literacy. Knowledge of PERSAL.
<b><u>DUTIES</u></b>	:	Assist with Work Skills Development portfolio. Perform other relevant HR duties.
<b><u>ENQUIRIES</u></b>	:	Mr P. Oosthuizen on 041 9951129

<b><u>POST 48/252</u></b>	:	<b><u>RADIOGRAPHER REFERENCE NO: UPH /RG/192/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate degree / National diploma in diagnostic Radiography. To assist with the HPC (SA). Knowledge of radiation control.
<b><u>DUTIES</u></b>	:	Provide 24-hour service. To assist in radiographic procedures. To implement of radiation control.
<b><u>ENQUIRIES</u></b>	:	Dr Ruiters Tel: 041 995 1111 / 083 3781820
<b><u>POST 48/253</u></b>	:	<b><u>SAFETY OFFICER REFERENCE NO: UPH /SO/193/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification in Occupational Health and Safety (OCHSA) and / or Relevant exposure to Occupational Health and Safety processes. Good presentation and report writing. Computer Literacy.
<b><u>DUTIES</u></b>	:	Grade 10 or equivalent qualification. Ability recommendations where appropriate. Develop induction training for staff. Conducting drills and debriefings to ensure emergency preparedness. Participate in safety meetings and risk assessments.
<b><u>ENQUIRIES</u></b>	:	Dr Ruiters Tel: 041 995 1111 / 083 3781820
<b><u>POST 48/254</u></b>	:	<b><u>FINANCIAL CONTROLLER REFERENCE NO: FRONT FC/198/08</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/ equivalent qualification in Finance or Cost and Management Accounting as a major or a Senior Certificate with 5 years experience in Financial Administration. Computer literacy. Knowledge of PFMA.
<b><u>DUTIES</u></b>	:	Process payments of departmental liabilities. Reconcile creditor's accounts. Ensure the effective, efficient and economic administration of Finance within the office as regulated by PFMA. Prepare, analyze and produce reports on expenditure. Ensure that internal procedures and measures are in place for payments, approval and processing. Ensure that payments due to creditors are settled within 30 days of date of invoice. Check, verify and approve as per delegation and limitation by ensuring that payments are approved by a proper delegated person. Ensure proper filing of payment vouchers by managing the document storage centre. Ensure that the Budget Finance Committee functions correctly. Prepare budget review report. Assist with drawing up of the budget of the institution.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/255</u></b>	:	<b><u>ARTISAN FOREMAN REFERENCE NO: FRONT /AF/ 199/08</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	A complete apprenticeship and proof of trade test in terms of the provisions by the Department of Labour with at least 3 years appropriate qualified service and at least 4 years in a Hospital environment. A valid driver's licence. An Electrical Test in terms of the Manpower Trading Act of 1981. Knowledge of the OHS Act. Computer literacy. Management and Leadership Skills.
<b><u>DUTIES</u></b>	:	Supervise staff and perform administrative duties. Ensure maintenance of facilities in the Frontier Hospital (boilers, laundry equipment, steam autoclaves conditioning plants and all Electrical and plumbing repairs). Order goods for the workshop according to prescribed guidelines. Inspect work done by contractors. Compile tender specifications. Responsible for maintenance procedures on a computerized system. Liaise with PWD and consultants. Perform stand-by and after hours services. Implement performance management services. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272



<b><u>POST 48/256</u></b>	:	<b><u>PROFESSIONAL NURSES X 23</u></b>
<b><u>SALARY</u></b>	:	R117 318 – 135 894 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital Ref:STLH/PN/236/08 Taylor Bequest (Matatiele) Ref:TBMH/PN/237/08 Settlers Hospital Ref:SETLH/PN/238/08 Canzibe Hospital Ref:CH/PN/239/08 Nompumelelo Hospital x2 Ref:NH/PN/240/08 Taylor Bequest (Mt Fletcher) x2 Ref:TBMF/PN/241/08 Victoria Hospital Ref:VH/PN/242/08 Burgersdorp Hospital Ref:BURG-H/PN/243/08 Andries Vosloo Hospital Ref:AVH/PN/244/08 Mount Ayliff Hospital Ref:MAH/PN/245/08 Wilhem Stahl Ref:WSH/PN/246/08 Madwaleni Hospital Ref:MH/PN/247/08 Marjorie Parrish TB Hospital x 9 Ref:MPTBH/PN/248/08.
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional nurse. Communication skills. Ability to work in a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Assessment and screening of patients for Anti Retroviral Treatment. .Manage patients on ART. Ensure implementation of HIV&AIDS, STIs and TB activities and programs at the facility level. Develop strong linkages between PMTCT and ART programs. Collaboration with health care workers in developing and strengthening the referral systems and linkages between the different services within the health facilities. Facilitate training of staff at facility level to implement high quality adult and paediatric care and treatment services including clinical mentoring. Collaboration other service providers at facility level, hospital and community to ensure follow up of patients enrolled in the care treatment program. Ensure compliance to policies, protocols and guidelines. Ensure compilation, collation and documentation of reliable data by all staff. Write and submit reports timeously.
<b><u>POST 48/257</u></b>	:	<b><u>QUALITY ASSISTANCE OFFICE REFERENCE NO: GDH/QAO/300/08</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate B Degree or Diploma. Alternatively grade 12/Std 10 with at least 3-5 yrs in the public service. Knowledge of the health sector. Good organizing, communication, leadership and computer skills.
<b><u>DUTIES</u></b>	:	Visit and support all sections of the hospital on quality adherence to set standards. Ensure maximum customer satisfaction by doing client satisfaction surveys. Compiling and management of exit questionnaire. Assistant in handling and management of complaints.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/258</u></b>	:	<b><u>SENIOR LOGISTICS OFFICER REFERENCE NO: SLH/SLO/329/08</u></b>
<b><u>SALARY</u></b>	:	R117 501per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification or Grade 12 with 5 years experience in Financial Management/ Procurement & Provisioning Administration in public sector. Knowledge of BAS, Logis, PPPF and PFMA.
<b><u>DUTIES</u></b>	:	Manage stores administration. Control procurement services. Monitor implementation of stores procedures. Monitor inventory levels. Ensure that best practice procurement standards for goods and services are realized thereby ensuring that goods and services are obtained economically and efficiently and to the best advantage of the department. Ensure that the prescribed provisioning and procurement policy are correctly applied
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/259</u></b>	:	<b><u>GRADE 3 - ENROLLED NURSE X3 REFERENCE NO: FRONT /EN/203/08</u></b>
<b><u>SALARY</u></b>	:	R 110 496 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as an Enrolled Nurse with a minimum of 20 years experience. Proof of current registration with SANC. Proof of previous experience

		will be taken into consideration. Willing to work night duty on rotation basis. Willing to work after hours and over weekends. Good written and verbal communication. Ability to work in cultural diverse environment.
<b><u>DUTIES</u></b>	:	Perform basic nursing duties in accordance with the scope of practice of nursing. Work as part of the multidisciplinary team to ensure quality nursing care. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirement and expectations. Demonstrate basic communication skills with patients, supervisors and other clinicians. Ensure the implementation of Patients Right Charter as well as Batho Pele Principles
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/260</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REFERENCE NO: BHO /AO/049/08</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree / Diploma in Public Administration (RVQ 13) or matric with a minimum of 5 years experience as an administrator. General and fair understanding of Professional Secretariat process. Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills , organizational skills, a high level of computer literacy, basic numeracy, good planning and writing skills, pays attention to detail and quality, ability to work under pressure and a valid driver's license is a pre-requisite.
<b><u>DUTIES</u></b>	:	To render logistical and administrative support to the professional secretariat unit responsible for professional secretariat services to the Head of Department, including all the clusters of the Department. Compilation (typing) of the notices for all meetings that require the involvement of and or the direction of the MEC and SG. Ensure timeous photocopying and distribution of notices, agendas and minutes to all relevant stakeholders. Communicate with the relevant stakeholders for purposes of confirmation. Ensure inspection of the venue prior to the meeting to ensure that it is conducive to holding such a meeting. Circulation of minutes prior to the sitting of the following meeting. To provide general administration work to the Professional Secretariat Unit, i.e. processing of orders and procurement. Ensure good management practice and governance within the unit with particular reference to the following: Planning, Budget and Expenditure Control, Ensure effective communication within unit and with clients, Quality and timely reporting. Be able to work under pressure
<b><u>ENQUIRIES</u></b>	:	Ms N. Simuku on 083 3378 0922
<b><u>POST 48/261</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER REFERENCE NO: BHO/PPO/058/08</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bisho Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with three years experience in HR/Diploma in the relevant field. Computer literacy in Ms Word, Excel and Power-Point Good interpersonal relations and communication skills. Ability to work under pressure. Sound knowledge of PERSAL.
<b><u>DUTIES</u></b>	:	Deal with recruitment, advertising and appointments. Implement and manage PERSAL transactions. Render remuneration services. Prepare and process service benefits. Ensure salary benefits for the college and campus staff are done timeously. Deal with termination of services. Provide HR management system/PERSAL. Ensure the implementation of PMDS for the section.
<b><u>ENQUIRIES</u></b>	:	Mrs N. Thiso on: 040 609 3813/ 36328 / 083 378 1233
<b><u>POST 48/262</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REFERENCE NO: BHO/AO/059/08</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bhisho Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant experience or appropriate Diploma and a valid code 08 driver's licence. Skills Business acumen, problem solving, conflict management, communication, negotiation and computer skills. Good interpersonal relations. Ability to work under pressure. Knowledge: Report writing, managing staff, client relationship management, procurement processes and policies, PFMA, Treasury regulations.

<b><u>DUTIES</u></b>	:	Manage the Supply Chain Management process. Manage the procurement of goods and services in conformity with the delegated powers and other related prescripts. Execute effective internal control for Supply Chain management and training of the staff, including their performance evaluations. Ensure proper recording and safe keeping of Supply Chain Management. Documentation for audit purposes.
<b><u>ENQUIRIES</u></b>	:	Mr M.Vanda on 040 609 3628
<b><u>POST 48/263</u></b>	:	<b><u>PROFESSIONAL NURSE REFERENCE NO: TH/PN/106/08</u></b>
<b><u>SALARY</u></b>	:	R106 806-R203 280 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Registered with SANC as Professional Nurse in General Nursing and Psychiatric Nursing. Salary will be determined in accordance with relevant experience after registration with SANC as a Professional Nurse
<b><u>DUTIES</u></b>	:	Provide nursing care in hospital. Drawing of nursing care plans. Supervision and performance management of lower categories of staff. Ensure implementation of Patients Right Charter and Batho Pele Principles. Play the leading role in ward programmes. Display a concern for health care users by promoting advocating and facilitate proper treatment and care. Work as part of the multi disciplinary team to ensure food nursing care.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/264</u></b>	:	<b><u>PROFESSIONAL NURSE X5 REFERENCE NO: GDH/PN/301/08</u></b>
<b><u>SALARY</u></b>	:	R106 086-R122 982 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General Nursing Science. Grade 12/ Std 10. Proof of registration with SANC. Good writing and verbal communication skills. Knowledge of PFMA. Leadership skills. Willingness to work under pressure.
<b><u>DUTIES</u></b>	:	Plan implement and evaluate nursing care programme. Work night shift on rotation basis. Coordinate patient care. Be a member of the Multi-disciplinary team. Supervise subordinates. Performance management (PMDS) of subordinates. Implement good problem solving skills.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/265</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER REFERENCE NO: HRP/MM/003/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or 10 approximately three or five year's relevant experience. Good written and verbal communication skills. Computer literacy. Ability to operate general office equipment. Experience in PERSAL essential. Valid code 8 driver licence.
<b><u>DUTIES</u></b>	:	Render HR support services to line function manager. Perform general HR queries such as leave, pension and Salaries. Maintain legislations relating directly to HR functions. Must be willing to travel.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/266</u></b>	:	<b><u>COMMUNITY LIAISON OFFICERS X 2 POSTS REFERENCE NO: CLO/MM/004/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or diploma in Health Promotions or equivalent qualifications. A minimum of three years relevant experience. Computer literacy. Excellent personal relations. Good verbal and written communication skills. Ability to work under pressure and meet deadlines. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Establish, analyse and communicate the community perspective of the health levels of service delivery. Assess what information and communication mediums are required to influence perceptions. Establish and monitor the levels of access to health information. In the community. Promoting and campaign health promotions. Distribute departmental publications. Make presentations to community services organisations to enhance the public image and goals of the health district. Manage the Community Liaison Component.

<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/267</u></b>	:	<b><u>ADMIN CLERK (OFFICE OF THE MIDDLE MANAGER HEALTH) REFERENCE NO: MAH/AC/027/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Senior Certificate/ a relevant qualification. Appropriate experience in Secretarial duties. Public sector experience. Computer experience. Knowledge of BAS, Registry duties and statistical information (data capturing).
<b><u>DUTIES</u></b>	:	Delivery of secretarial support services in terms of: Personal secretarial support. Requests for travel and accommodation arrangements Booking of venues for promotions, functions, events and meetings. Arrangements for suitable catering for functions, events and meetings when applicable. Distribution of information. Arranging meetings and taking minutes. Typing of correspondence, minutes and any other related documents as requested. Compliance with the service standards for the provision of secretarial support services. Continuous quality assurance improvements to ensure an acceptable standard of secretarial support. Review transactions, documents, records, reports and methods for accuracy and effectiveness and investigations and writing of reports. Compliance with records management and other relevant legislation. Compliance with all secretarial support services related standards, policies and procedures. Compilation of monthly reports for the CSC.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/268</u></b>	:	<b><u>SENIOR PROVISIONING CLERK REFERENCE NO: MAH/SPC/028/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification or senior certificate plus appropriate Procurement/ Provisioning administration experience. Public sector experience. Logis training and knowledge of BAS.
<b><u>DUTIES</u></b>	:	Ensure that all purchases are done according to existing State contracts and delegations. Adherence to contents contained on PFMA Act of 1999 with its amendments. Invite price quotations for Provisioning Administration. Placing of Orders. Communicate with suppliers. Communicate with end users for placement and replenishments.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/269</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK REFERENCE NO: KH /SAC/043/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum ( <i>Level 6, plus competitive benefits</i> )
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 2-3 years experience in finance. Knowledge of BAS. Sound knowledge of PFMA.
<b><u>DUTIES</u></b>	:	Manage accounts payments. Monitor recurrent expenditure. Reconciliation of accounts. Monitoring and management of accruals.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/270</u></b>	:	<b><u>PRINCIPAL CLIENT INFORMATION CLERK REFERENCE NO: TH/PCIC/110/08</u></b>
<b><u>SALARY</u></b>	:	R 94 326 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent, computer literacy. Excellent verbal and communication skills.
<b><u>DUTIES</u></b>	:	Render internal and external public, patient and personnel telecommunication services. Take minutes at hospital meetings. Reporting of faulty telephone extensions. Follow-up on billing of private and official calls.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/271</u></b>	:	<b><u>HUMAN RESOURCE CLERK REFERENCE NO: TH/HRC/111/08</u></b>
<b><u>SALARY</u></b>	:	R 94 326 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent, computer literacy with at least 3 years relevant experience in HR. Ability to take minutes.
<b><u>DUTIES</u></b>	:	Render general HR Support Services. Including updating of PERSAL information and updating of all HR records. Prepare correspondence and other documentation.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/172</u></b>	:	<b><u>SENIOR MORTUARY ATTENDANT REFERENCE NO: NKH/SMA/137/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Std 10/Grade 12 with 3 years experience. Mortuary services experience will be an added advantage. The incumbent should be committed and a hard worker. Strong and healthy. Ability to read and write.
<b><u>DUTIES</u></b>	:	Render administration of pauper burials. Prepare police statements when applicable. Open case files. Observe service levels agreements concluded with the institutions. Implement continuous quality assurance improvement plans to ensure an acceptable standard of mortuary services. Assist managers in preparing reports when required. Advise supervisor/manager on irregularities noticed.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/273</u></b>	:	<b><u>PROFESSIONAL NURSE ARV UNIT REFERENCE NO: ISL/PNAU/150/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse. Service Certificate for appropriate experience in the Nursing category, communication skills, ability to work in a multidisciplinary team. One year experience.
<b><u>DUTIES</u></b>	:	Perform clinical nursing practise in accordance with the scope of practise and nursing standards as determined by the hospital. Promote Quality of Nursing Care.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima on 039-253 7923
<b><u>POST 48/274</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK REFERENCE NO: ISL/SAC/151/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. A minimum of two years of Office Administration. Computer literacy. Ability to take minutes. Excellent verbal and communication skills. Ability work under pressure.
<b><u>DUTIES</u></b>	:	Render high quality support and administration service to the relevant management and teams or respective components within the hospital. Develop, implement and maintain an efficient and effective management system. Manage patient records. Attend to patients enquiries. Render 24 hour service.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima on 039-253 7923
<b><u>POST 48/275</u></b>	:	<b><u>CLO- HEALTH PROMOTION REFERENCE NO: CHB/UKH/164/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Barkley East CHC
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Health Promotion/Health Education or Equivalent qualification in Community Health. Sound knowledge and experience of community outreach projects. Computer Literacy. Sound knowledge and experience of PFMA. A valid driver's licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Implement community perspectives of the health levels of service delivery. Plan campaigns and promotions for the health institution on health promotion. Facilitate attendance of community forum meetings. Manage the health institution notice board and display areas. Collaborate with other community health providers to develop health information systems.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127

<b><u>POST 48/276</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER REFERENCE NO: CHB/EHP/165/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Barkley East CHC
<b><u>REQUIREMENTS</u></b>	:	B-Tech/National Diploma in Environmental Health. Current registration with the HPCSA. Experience in Environmental Impact Assessment and waste management field. Experience in the rendering of Port Health Services and Hazardous Substance Control will be an added advantage. Ability to work in a team, good communication and interpersonal skills. Computer Literacy, a valid driver's licence.
<b><u>DUTIES</u></b>	:	Execute all duties and functions effectively. Pre-plan and organize work effectively so that the total well being of communities could be enhanced. Rendering of Environmental Health Services. Manage the rendering of Port Health Services. Participate in food control, Hazardous Substances and Communicable disease Control Activities. Execute policies and procedures as advocate by the ECDOH.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127
<b><u>POST 48/277</u></b>	:	<b><u>ENVIRONMENT HEALTH PRACTITIONER REFERENCE NO: CHS/EHP/166/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Sterkspruit CHC
<b><u>REQUIREMENTS</u></b>	:	B-Tech/National Diploma in Environmental Health. Current registration with the HPCSA. Experience in Environmental Impact Assessment and waste management field. Experience in the rendering of Port Health Services and Hazardous Substance Control will be an added advantage. Ability to work in a team, good communication and interpersonal skills. Computer Literacy, a valid driver's licence.
<b><u>DUTIES</u></b>	:	Execute all duties and functions effectively. Pre-plan and organize work effectively so that the total well being of communities could be enhanced. Rendering of Environmental Health Services. Manage the rendering of Port Health Services. Participate in food control, Hazardous Substances and Communicable disease Control Activities. Execute policies and procedures as advocate by the ECDOH.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127
<b><u>POST 48/278</u></b>	:	<b><u>PROCUREMENT OFFICER REFERENCE: EDH/PO/176/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Elizabeth Donkin Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or relevant formal post matric qualification. Knowledge of PFMA, treasury Regulations, Public Service Act and Regulations and other relevant legislation and prescripts. Computer Literacy. Understanding of procurement processes and procedures.
<b><u>DUTIES</u></b>	:	Execute procurement activities for the hospital and ensure that proper processes and procedures are followed in the hospital. Ensure efficient and effective control of hospital stock. Ensure proper maintenance of hospital inventory book or register. Ensure compliance to inventory policies within the hospital
<b><u>ENQUIRIES</u></b>	:	Mrs. PP Ketshengane, on (041) 585 2323
<b><u>POST 48/279</u></b>	:	<b><u>SENIOR CLIENT INFORMATION CLERK REFERENCE NO: UPH /SCIO/194/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 pa per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Ability to communicate effectively in at least two of the official local languages of which one must be English. Relevant supervisory experience. Legislation knowledge of disciplinary and grievance procedures and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Manage the switchboard and make relief arrangements. Keep telephone diary up to date. Good interpersonal relationship. To participate in policy making and planning for service improvement. Assessment of personnel performance using PMDS. To supervise, train and develop sub-ordinates and other staff categories in all aspects of service delivery in line with Batho Pele Principles.

<b><u>ENQUIRIES</u></b>	:	Dr Ruiters Tel: 041 995 1111 / 083 3781820
<b><u>POST 48/280</u></b>	:	<b><u>PRINCIPAL AUXILIARY WORKER REFERENCE NO: GDH/PAW/303/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	One year training as a Physiotherapist Assistant with a recognized Institution. Registration with HPCSA. Relevant experience. Computer literacy recommended. Service innovation.
<b><u>DUTIES</u></b>	:	To work under the direct supervision of a qualified Physiotherapist. To provide quality occupational physiotherapy services to patients. Execute administration tasks relating to patient care. Adhere to quality improvement programs. Ensure further personal development.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/281</u></b>	:	<b><u>SENIOR PROVISIONING CLERK REFERENCE NO: SLH/SPC/321/08</u></b>
<b><u>SALARY</u></b>	:	R 94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification and/ or 3 years experience in Financial Management, Procurement & Provisioning. Administration in public sector. Knowledge of BAS, Logis, PPPF and PFMA
<b><u>DUTIES</u></b>	:	Manage stores administration. Control procurement services. Monitor implementation of stores procedures. Monitor inventory levels. Ensure that best practice procurement standards for goods and services are realized thereby ensuring that goods and services are obtained economically and efficiently and to the best advantage of the department. Ensure that stock levels are maintained. Manage and maintain records of all orders/ purchases. Ensure that the prescribed provisioning and procurement policy are correctly applied.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/282</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK REFERENCE NO: SLH/SAC/330/08</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 3-5 years relevant experience in Financial Management, Procurement and Salary Administration. Computer Literacy. Knowledge of BAS/ Logis and PERSAL system. Conversant with Public Service Legislation, Policies and PFMA. Flexible and change orientated.
<b><u>DUTIES</u></b>	:	Receive batches from Procurement section on daily basis and ensure such documents are completed to meet national minimum information requirements. Maintain government financial systems for record management purposes. Capturing of creditor payments on BAS. Completion of BAS reporting and monitoring tools. Management of cash flow. Salary payments and deductions administration. PERSAL suspense and control accounts monitoring and clearance. Distribution of PERSAL month end reports. Payroll Management. Rendering of Tax Administration. Scanning of financial records.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/283</u></b>	:	<b><u>GRADE 2 - PROFESSIONAL NURSES X 53 POSTS REFERENCE NO: SE/PN/172/08</u></b>
<b><u>SALARY</u></b>	:	Grade II
<b><u>CENTRE</u></b>	:	Senqu Sub- District
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse & Midwifery. Degree / Diploma with a minimum experience of three yrs in both clinical and administrative workability to lead and work in a multidisciplinary team. Quality Assurance skills. Computer literacy. Valid Driver's Licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide quality Nursing Services. Implement policies and protocols within the clinic. Assist in efficient and effect management of resources. Formulate and evaluate nursing care plans. Implement quality improvement Programmes in the clinic. Rendering of optimal nursing services and the implementation of Patient's Rights charter and Batho Pele Principles at all times. Conduct efficient supervision to subordinates. Implement the full package of Primary Health Care.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127

<b><u>POST 48/284</u></b>	:	<b><u>ENROLLED NURSES X 2 POSTS REFERENCE NO: ISIL/SEN/149/08</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum ( plus competitive benefits)
<b><u>CENTRE</u></b>	:	Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the SANC as enrolled nurse. Service Certificate. One year experience.
<b><u>DUTIES</u></b>	:	Assist with client management with various activities. Assist in treatment movement. Knowledge of dispensing drugs. Assist in pharmaceutical stock control, diagnostic making and production.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima on 039-253 7923
<b><u>POST 48/285</u></b>	:	<b><u>GRADE 2 - ENROLLED NURSES X 5 POSTS REFERENCE NO: TB/EN/078/08</u></b>
<b><u>SALARY</u></b>	:	R79 830 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC. Registration with SANC as an enrolled nurse. Skills, knowledge, training and competence in Public Service Policies, Acts and regulations. In-depth knowledge of Patients Rights Charter and Batho Pele Principles. Experience of two years.
<b><u>DUTIES</u></b>	:	Receive and implement procedural instructions from the professional nurses and medical officers. Assist professional nurses in providing a safe and therapeutic environment that allows for the practice of safe nursing. Note and report complaints and feedback from clients to supervisor. Implement and uphold Batho Pele Principles, health and human rights. Uphold/Maintain professional standards. Supervise junior colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/286</u></b>	:	<b><u>STAFF NURSE REFERENCE NO: TH/SN/109/08</u></b>
<b><u>SALARY</u></b>	:	R 77 505 per annum(plus competitive benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent certificate. Registration with SANC as an Enrolled Nurse. Salary will be determined in accordance with relevant experience after registration with SANC as a Professional Nurse
<b><u>DUTIES</u></b>	:	Participate in all ward activities (ward programmes). Demonstrate basic understanding of legislation and related legal and ethical nursing practice. Perform a basic clinical nursing practice in accordance with the scope of practices and nursing standards, as determined by the hospital. Demonstrate basic communication with health care users, promoting and advocating basic care including awareness and willingness to respond to the needs. Understanding Batho Pele principles. Assist the professional nurse in providing a safe and therapeutic environment. Maintain health care user's record and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/287</u></b>	:	<b><u>STAFF NURSE X 3 POSTS REFERENCE NO: PHC/SN/188/08</u></b>
<b><u>SALARY</u></b>	:	R77 505 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Port Elizabeth Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with SANC as staff nurse (enrolled nurse).
<b><u>DUTIES</u></b>	:	Develop and implement basic patient care plans Provide basic clinic nursing care. Utilize resources effectively. Maintain professional growth, ethical standards and self development. Effective utilization of human & material resources.
<b><u>POST 48/288</u></b>	:	<b><u>GRADE 1- ENROLLED NURSE REFERENCE NO: FRONT /EN/204/08</u></b>
<b><u>SALARY</u></b>	:	R 77 505 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	1 year experience. Registration with SANC as an Enrolled Nurse. Proof of current registration with SANC. Willing to work night duty on rotation basis. Willing to work after hours and over weekends. Good written and verbal communication. Ability to work in culturally diverse environment.



<b><u>DUTIES</u></b>	:	Perform basic nursing duties in accordance with the scope of practice of nursing. Work as part of the multidisciplinary team to ensure quality nursing care. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirement and expectations. Demonstrate basic communication skills with patients, supervisors and other clinicians.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/289</u></b>	:	<b><u>STAFF NURSE REFERENCE NO: NKH/SN/139/08</u></b>
<b><u>SALARY</u></b>	:	R77 505 per annum ( plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent qualifications. Registration with SANC as an Enrolled Nurse. Good written and verbal communication skills and quality assurance, skills
<b><u>DUTIES</u></b>	:	Assist with client management for various activities, Assist in treatment movement, knowledge of dispensing drugs, Assist in Pharmaceutical stock control, Diagnostic making and production.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/290</u></b>	:	<b><u>FINANCIAL CLERK REFERENCE NO: ANH/FC/158/08</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum plus competitive benefits)
<b><u>CENTRE</u></b>	:	Aliwal North Hospital
<b><u>REQUIREMENTS</u></b>	:	A relevant diploma from an accredited institution coupled at least with one year experience in the field of financial management / senior Certificate with at least two yrs experience in the field of Financial Management. Knowledge of the procurement systems, PERSAL, BAS, PSA and Supply chain management. A driver's license will be an advantage.
<b><u>DUTIES</u></b>	:	Procure and provide goods for the institution. Monitor and track submissions tenders. Provide logistic support and monitor budget expenditure patterns and month projections.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/291</u></b>	:	<b><u>DATA CAPTURER REFERENCE NO: SE/DC/170/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Senqu Sub- District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric certificate or equivalent certificate. Computer Literacy. Speed and Accuracy. Good interpersonal relations. Knowledge of the DHIS will be a recommendation.
<b><u>DUTIES</u></b>	:	Capturing and analyzing of data and producing reports. Identify computer breakdown and liaise with IT section for computer repairs. Physical operation of computers and peripheral equipment.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 6110127
<b><u>POST 48/292</u></b>	:	<b><u>ADMIN CLERK REFERENCE NO: COH /AC/209/08</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate with experience in Financial Administration understanding of PFMA and good organization skills. Verbal and written communication skills. Computer literacy. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Proper filling of patient records and registration of patients. Ensure safe keeping of patient records. To manage patient administration. Patient transfers and discharges. Ensure collection of revenue.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/293</u></b>	:	<b><u>DATA CAPTURER REFERENCE NO: COH /DC/210/08</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent plus Computer Literacy. Good interpersonal relations. Verbal and written communication skills. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Capture patients' data into computer from source documents. Check data return sheets. Prepare and maintain registers for data return sheets. Do data verification after capturing. Design data capturing templates. Input information on applicable databases. Recognize and identify problems and report to the supervisor. Ensure proper safekeeping of confidential information.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/294</u></b>	:	<b><u>ARTISAN ELECTRICAL/ PLUMBING REFERENCE NO: COH /AEP/211/08</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent certificate. A completed apprenticeship and proof of passing a trade test in terms of the provisions by the Department of Labour with two years appropriate post qualification experience. Verbal and written communication skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	The assembly, installation, maintenance and repair of mainly electrical equipment and plumbing, with relatively current caring capacity (e.g. wiring, electromechanical switching and control and electronical motors). Set records performance measures and standards for the unit functions. Identify training and skills development courses for subordinates. Develop and maintain an inventory control system. Provide feedback to health institution management.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/295</u></b>	:	<b><u>SENIOR DIETICIAN REFERENCE NO: GDH/SD/304/08</u></b>
<b><u>SALARY</u></b>	:	R76 194- R78 939 (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	Relevant B Degree or Diploma in Dietics:2-3 yrs experience as a Dietician Registration with HPCSA. Computer Literacy. Experience in teaching/Training others.
<b><u>DUTIES</u></b>	:	Provide nutrition care. Education of individuals about nutrition. Implementation of quality assurance measures. Be a member of the Multi-disciplinary team. Control of nutrition budget. Sound knowledge of Hospital patient practices.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/296</u></b>	:	<b><u>ADMIN CLERK: WARD REFERENCE NO: SLH/ACW/322/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Certificate in Public Administration will be as added advantage. 1-2 years experience in the Public Hospital.
<b><u>DUTIES</u></b>	:	Capture data onto computer systems for further processing and analysis. Handle less complicated routine correspondence or enquiries. Maintain a filing system to record information and allow for ease of retrieval. Maintain a clean and tidy office environment to facilitate access to information and to maintain a professional image to the organization.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/297</u></b>	:	<b><u>DATA CAPTURER X2 POSTS REFERENCE NO: DC/NMM/005/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or 12 with at least five or three year's appropriate experience. Excellent Computer skills. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	To capture data. Provide support to Information and Facility managers Executing policies and procedures as advocated by the ECDOH.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/298</u></b>	:	<b><u>HUMAN RESOURCES CLERK REFERENCE NO: HRC/NMM/006/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or 10 At least one year experience in an HR environment Good written and verbal communication skills. Computer literacy. Ability to operate general

	:	office equipment. PERSAL knowledge and experience an added advantage. Valid code 8 drivers licence.
<b><u>DUTIES</u></b>	:	Render HR support services to line function manager. Perform general HR queries such as leave, pension and Salaries. Maintain legislations relating directly to HR functions. Must be willing to travel.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/299</u></b>	:	<b><u>DATA CAPTURER REFERENCE NO: KL/DC/018/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Kouga Local Service Area
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and 2-3 yrs experience working in data capturing. Knowledge of the functioning of the health institutions. Computer literacy (Word, Excel, Power Point). The ability to rapidly capture data.
<b><u>DUTIES</u></b>	:	Safe keeping and filing of data. Capture data and check for accuracy and amend where necessary. Design data capturing templates. Input information on applicable data basis.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/300</u></b>	:	<b><u>PERSONNEL PRACTITIONER REFERENCE NO: CL/PP/019/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Camdeboo LSA
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification in HR Management with 1 year appropriate experience or Grade 12 with 2 yrs appropriate experience. Sound knowledge of PERSAL.
<b><u>DUTIES</u></b>	:	Deal with recruitment, advertising and appointments. Capture and approve data on PERSAL. Facilitate the implementation of HR plan. Provide HR registry services. Process remuneration for personnel. Prepare and process service benefits. Prepare and capture salary transaction on PERSAL. Deal with termination of services. Provide HR management information system.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/301</u></b>	:	<b><u>AUXILIARY WORKER-PHARMACY REFERENCE NO: AVH/AWP/020/08</u></b>
<b><u>SALARY</u></b>	:	R76 959 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Andries Vosloo Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Dispensing Certificate. Good verbal and written communication skills. Ability to work in a team. Computer Literacy will be a strong recommendation. Experience to work in a hospital pharmacy is highly recommended.
<b><u>DUTIES</u></b>	:	Assist with the issuing of medicines. Assist with the preparation of medicines in non sterile areas according to formula in the Eastern Cape Province standard operating procedures. Provisions of instructions and information regarding the correct use of supplied medicines to patients. Re-packing of medicines according to the Eastern Cape Province standard operating procedures. Stock management including ordering, receipt and distribution of pharmaceutical supplies.
<b><u>ENQUIRIES</u></b>	:	Mrs. V Kolweni, (041) 408 8531/8171
<b><u>POST 48/302</u></b>	:	<b><u>LAUNDRY SUPERVISOR REFERENCE NO: KH /LS/044/08</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12, 2-3 years experience in Laundering experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage laundry services within the hospital. Ensure the compliance with Occupational Health and Safety Act 85/1993 as amended. Implement performance management for staff. Deal with grievance and procedure with policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/303</u></b>	:	<b><u>ACCOUNTING CLERK – DEBT MANAGEMENT REFERENCE NO: BH /AC/055/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)

<b><u>CENTRE</u></b>	:	Bisho Head Office
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year degree/diploma or a senior certificate (Grade 12) plus 3. Years working experience in finance. Excellent computer skills (Ms Office package especially Word, Excel and Access). Knowledge of government accounting systems is essential (BAS & Persal) Extensive knowledge of PFMA, Treasury regulations and other legislations. Ability to function independently, problem solving skills and good presentation skill.
<b><u>DUTIES</u></b>	:	Maintenance of proper accounts and records for all debtors. Processes of recovery of debts. Performance of reconciliation.
<b><u>ENQUIRIES</u></b>	:	Mrs NP. Gaika 040 609 3829 / 040 608 9721
<b><u>POST 48/304</u></b>	:	<b><u>DATA CAPTURER: INFORMATION SERVICES REFERENCE NO: TBH/DC/071/08</u></b>
<b><u>SALARY</u></b>	:	R76194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Grade12 plus a minimum of two years administrative experience. Computer Literacy in particular Microsoft word, excel and power point. Verbal and written communication skills. Ability to work under pressure. A person must be in a possession valid South African driver's license.
<b><u>DUTIES</u></b>	:	Organize and sort unprocessed data capturing documentation for processing. Capture data and check or accuracy and amend where necessary. Safe, store and maintain capture data. Design data capturing templates. Input information on applicable databases. Deal with queries regarding work performed. Keep data capturing equipment in good working order by ensuring regular services and also report defects. Ensure proper safekeeping of confidential information.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/305</u></b>	:	<b><u>PHARMACIST ASSISTANT Ref No: NH/PA/080/08</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nompumelelo Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration as Basic Pharmacist Assistant with the SAPC. Minimum of 3 yrs in a Hospital Pharmacy
<b><u>DUTIES</u></b>	:	Assist with delivery of a good Pharmaceutical service to patients. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile medicine. Assist with the preparation of prescriptions. Assist with the control of pharmacy stock, checking of shelves, monitoring of temperature, checking of expired stock and stock taking. Receiving and unpacking of received stock.
<b><u>POST 48/306</u></b>	:	<b><u>AUXILARY WORKERS (PHYSIO) X3 POSTS REFERENCE NO: AWP/NMM/001/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or 12 or equivalent. Qualifications as a Physiotherapist Assistant. Current registration with HPCSA as a Physiotherapist Assistant. Good written and verbal communication skills. Ability to operate basic equipment / machines. Drivers licence is an added advantage.
<b><u>DUTIES</u></b>	:	Assist with the rendering of Physiotherapy services in accordance to rules and regulations of the HPCSA. Treat individuals and groups under supervision of Occupational Therapist. Manufacture and repair basic assistive devices for patients i.e. wash mitts and aids for client with cerebral palsy. Participate in health promotion activities in the community. Assist with CBR projects and do community outreach and home visits where necessary.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/307</u></b>	:	<b><u>HOUSE KEEPING SUPERVISOR REFERENCE NO: MAH/HKS/030/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. Experience as a cleaner, physically firm to handle the physical demands of a cleaner in a large institution. Must display an ability to supervise.

<b><u>DUTIES</u></b>	:	Co-ordinate and provide cleaning services. Be able to work under pressure, operate equipment and machinery in accordance with standing instructions. Supervise general cleanliness of wards, Admin offices and the hospital surroundings.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/308</u></b>	:	<b><u>HEAVY DUTY DRIVER REFERENCE NO: KH /HDD/045/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	A valid driver licence, Code 14 with PDP, Driver's permit. Appropriate extensive experience as a driver preferable 3-4 years. Good communication skills, interpersonal and writing skills. Willingness to work overtime and drive long distances.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/309</u></b>	:	<b><u>AUXILIARY WORKER PHARMACY REFERENCE NO: HCH/AWP/126/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Std 10. Some experience of working in a pharmacy environment is highly recommended. Willingness to undergo training towards qualification as a basic level Pharmacist Assistant.
<b><u>DUTIES</u></b>	:	Unpack received stock from the Depot. Assist the pharmacist in stock control (using bin card system). Organize the stock and pack ward orders. Maintain cold and housekeeping in the pharmacy.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/310</u></b>	:	<b><u>AUXILIARY WORKER OCCUPATIONAL REFERENCE NO: HCH/AWO/127/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Std 10. Some experience of working in Occupational environment will be recommended. Willingness to undergo training towards qualification as an OT Assistant.
<b><u>DUTIES</u></b>	:	Unpack received stock. Assist in stock control and stock taking of the unit. Maintain good housekeeping. Work hand in hand with Occupational Therapist. Maintain and update patient's records with regard to OT.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/311</u></b>	:	<b><u>LOGISTICAL SUPPORT CLERK REFERENCE NO: HCH/LSC/128/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with 2 yrs experience in relevant field. Computer literacy and knowledge of BAS and PFMA will be an advantage. Good communication skills written and verbal.
<b><u>DUTIES</u></b>	:	Ordering and receiving of supplies. Issuing of supplies. Balancing of stock and inventory. Marking of equipment and linen. Stock taking. Adherence to all government legislations.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/312</u></b>	:	<b><u>FINANCIAL CLERK REFERENCE NO: HCH/FC/129/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with 2 yrs experience in relevant field. Computer literacy and knowledge of BAS<LOGIS and PFMA will be an added advantage. Good communication skills verbal and written.
<b><u>DUTIES</u></b>	:	Deliver quality finance administration to line manager. Draw BAS reports. Responsible for capturing and payment of suppliers (Creditor and Sundry payments). Compilation of monitoring tool. Completion and capturing of journals. Record Keeping and safe keeping of face value forms.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1

<b><u>POST48/313</u></b>	:	<b><u>AUXILIARY WORKERS X 8 REFERENCE NO: SE/AW/171/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Senqu Sub- District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12.
<b><u>DUTIES</u></b>	:	Give support to Health Promoters in implementing Health Promotion Programs. Support in planning campaigns and Community Outreach Programs. Support and facilitate attendance of communication forum meetings. Collaborate with other community health providers to develop health information systems.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa, on (051) 6110127
<b><u>POST 48/314</u></b>	:	<b><u>ADMINISTRATIVE CLERK REFERENCE NO: FRONT /AC/200/08</u></b>
<b><u>SALARY</u></b>	:	R 64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior or (equivalent) Certificate. Computer literacy. Excellent verbal and communication skills.
<b><u>DUTIES</u></b>	:	Opening of patients folders, admitting and discharging of Patients. Administration and medical record keeping. Ensure the implementation of Patients Rights Charter as well as Batho Pele Principle.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/315</u></b>	:	<b><u>HOUSE KEEPER REFERENCE NO: COH /HK/212/08</u></b>
<b><u>SALARY</u></b>	:	R 64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent certificate. Verbal and written communication skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Plan and organize house keeping operations. Set records performance measures and standards for the unit functions. Identify training and skills development courses for subordinates. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Provide regular feedback to health institution management. Identify alternate methods of service delivery and continuously stimulate the minds of sub-ordinates to innovation and creativity.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/316</u></b>	:	<b><u>NURSING ASSISTANTS X24 REFERENCE NO: SLH/NA/323/08</u></b>
<b><u>SALARY</u></b>	:	R 64 410 (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Registration with the SANC as Enrolled Nursing Assistant. Good communication skills, sound interpersonal relations. Will be expected to work weekends, night duty, after hours and public holidays. Ability to provide good customer care. Knowledge of the scientific nursing process.
<b><u>DUTIES</u></b>	:	Monitor vital signs; stabilize patients, wash, dress and feed patients, give medication to patients. Assist doctors when following medical procedures. Accompany patient to different wards.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/317</u></b>	:	<b><u>FOOD SERVICE SUPERVISOR REFERENCE NO: SLH/FSS/324/08</u></b>
<b><u>SALARY</u></b>	:	R 64 410 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 OR equivalent qualification, 1-2 years experience in hospital sector/environment.
<b><u>DUTIES</u></b>	:	Monitor supplies and stock levels and arrange top-ups. Perform regular stock takes of food processing equipment, machinery and appliances. Inspect food processing equipment for condition reports thus enabling the replacement of damaged and broken equipment. Formulate work schedules for the section, Seek, prepare and evaluate new dishes/meals. Formulate and standardise new recipes. Formulate cleaning assignments to maintain levels of cleanliness
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580

<b><u>POST 48/318</u></b>	:	<b><u>GRADE 1 - NURSING ASSISTANT X2 POSTS REFERENCE NO: FRONT /NA1/205/08</u></b>
<b><u>SALARY</u></b>	:	R 59 400 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as an Auxiliary Nursing Assistant.
<b><u>DUTIES</u></b>	:	Execute duties and functions with proficiency within the prescripts of applicable legislation and to support the objectives of the institution. Perform all duties/ functions within an established framework under the direct supervision of the Professional Nurse/ Staff Nurse. Receive and implement procedural instructions from Professional Nurse and Medical Officer. Provide elementary assistance to medical and nursing profession. Maintain appropriate stock level of provision for the unit. Dismantle, clean and assemble patient related equipment e.g. ventilators. Ensure the implementation of Patient Rights Charter as well as Batho Pele Principle.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/319</u></b>	:	<b><u>ENROLLED NURSING ASSISTANTS X 2 POSTS REFERENCE NO: ETH/ENA/022/08</u></b>
<b><u>SALARY</u></b>	:	R59 400 - R104 151 per annum ( plus competitive benefits, notch determined by experience as an Enrolled Nursing Assistant)
<b><u>CENTRE</u></b>	:	Empilweni TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Paid up registration with South African Nursing Council (SANC) as an Enrolled Nursing Assistant. Good written and verbal communications skills.
<b><u>DUTIES</u></b>	:	Delivery of basic and holistic nursing care and counseling of Patients, families, an community. Execution of the relevant procedures. Implementation of the Batho Pele and Patients Right Charter at all times.
<b><u>ENQUIRIES</u></b>	:	Ms V Kolweni, Tel No. (041) 420088531
<b><u>POST 48/320</u></b>	:	<b><u>EXAMINATION TYPIST REFERENCE NO: BHO/ET/060/08</u></b>
<b><u>SALARY</u></b>	:	R58 290 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bhisho Central Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior Certificate / Grade 12 with typing as a fully passed subject or any Typing/Secretarial qualification/training or relevant experience which will enable the successful candidates to perform the duties attached to the post. Computer literacy (Word, Excel).
<b><u>DUTIES</u></b>	:	Typing examination question papers, statements of results, declarations, certificates, diplomas and other documents as required. Arrange and co-ordinate meetings take minutes of meetings, deal with telephonic queries and distribution of circulars. Maintain good filing system, making copies and faxing of documents. Ensure a safe working environment where confidential documentation is secure. Typing skill is also essential for this post therefore short listed candidates will be required to undergo a typing test. Minimum typing speed required for this post is 40 w.p.m.
<b><u>ENQUIRIES</u></b>	:	Mrs N. Thiso on: 040 609 3813/ 36328 / 083 378 1233
<b><u>POST 48/321</u></b>	:	<b><u>GRADE 1 - ENROLLED NURSING ASSISTANT REFERENCE NO: TB/EN/079/08</u></b>
<b><u>SALARY</u></b>	:	R58 847 per annum (Plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC. Registration with SANC as an enrolled nursing assistant. Skills, knowledge, training and competences required. Knowledge and experience in public service policies. Acts and regulations. Problem solving and communication skills. Good verbal, interpersonal and written skills. In-depth knowledge of Patients Rights and Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Receive and implement procedural instructions from the professional nurses and medical offices. Assist the professional nurse or enrolled nurse in providing a safe and therapeutic environment that allows for the practice of safe nursing care. Maintain patient records and statistics. Render effective and effective and efficient health care services in different department of the hospital.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 310

<b><u>POST 48/322</u></b>	:	<b><u>DRIVERS X 3 POSTS REFERENCE NO: DRV/NMM/007/08</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Grade 8 or Basic ABET. Three years driving experience. Valid code 08 driver's licence. Knowledge of the required steps to perform primary. Maintenance of a motor vehicle. Literacy (must be able to read and write). Must be of sober habits. A Valid public driving permit an added advantage.
<b><u>DUTIES</u></b>	:	To transport patients safely. To ensure safe and dignified transportation of staff management whenever necessary. Must be able to maintain a high degree of confidentiality when transporting sensitive documents. Must be prepared to work shifts and weekends and public holidays. Must be prepared to travel outside Port Elizabeth on official trips.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/323</u></b>	:	<b><u>DRIVER REFERENCE NO: ETH/DR/021/08</u></b>
<b><u>SALARY</u></b>	:	R54 879 - R63 717 per annum plus competitive benefits)
<b><u>CENTRE</u></b>	:	Empilweni TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET/ Literacy and Innumeracy. Good interpersonal relations. Valid code EB driver's license plus PDP. Good verbal communication skills.
<b><u>DUTIES</u></b>	:	Transporting patients, goods and passengers. Routine maintenance and garaging of vehicles. Timely reports defects of the vehicles to Transport officer. Responsible for prescribed records and logs with regards to the vehicle. Delivery and collection of mail, documents and goods to and from institution.
<b><u>ENQUIRIES</u></b>	:	Ms V Kolweni, Tel No. (041) 420088531
<b><u>POST 48/324</u></b>	:	<b><u>DARKROOM ATTENDANT REFERENCE NO: MAH/DA/031/08</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Certificate in Darkroom Operator Course or Grade 10. The incumbent must have potential to be trained.
<b><u>DUTIES</u></b>	:	Produce quality radiographs through correct processing. Proper darkroom maintenance. Mix chemicals properly, cleaning of X-ray Cassettes. Collect, record and maintain the necessary records, statistics and information. Ensure proper film storage. Cleaning the overall X-ray department when there is no cleaner allocated.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/325</u></b>	:	<b><u>GENERAL WORKER REFERENCE NO: GH /GW/057/08</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Grey Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 8 or Std 6 certificate. Hard working and committed person. Oversee the smooth running of the cleaning services. Minimum supervision of other General Workers. Ability to work under pressure. Interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Ensure cleanliness of Offices/Wards and the hospital as a whole. Ensure proper packing of clean lined and ward stock.
<b><u>ENQUIRIES</u></b>	:	Ms T.E. Mkwana. Cc N.W. Phillip
<b><u>POST 48/326</u></b>	:	<b><u>CLIENT INFORMATION CLERK REFERENCE NO: FRONT /CIC/201/08</u></b>
<b><u>SALARY</u></b>	:	R 54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 plus 2 years experience as a switchboard operator. Computer literacy. Be prepared to work shifts.
<b><u>DUTIES</u></b>	:	Deliver client information services accurately. Effective answering of incoming and outgoing calls. Maintain directory of internal and external phone numbers
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272
<b><u>POST 48/327</u></b>	:	<b><u>TRADE LABOURER REFERENCE NO: TH/TL/112/08</u></b>
<b><u>SALARY</u></b>	:	R 54 879 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital



<b><u>REQUIREMENTS</u></b>	:	Grade 10/Grade 12 certificate. The ability to operate elementary equipment and machinery.
<b><u>DUTIES</u></b>	:	Assist artisans with elementary tasks, by using workshop equipment and machinery.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/328</u></b>	:	<b><u>GENERAL WORKERS X 3 REFERENCE NO: NKH/GW/140/08</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Ability to operate elementary equipment and machines. Basic numeracy and literacy.
<b><u>DUTIES</u></b>	:	Perform cleaning services of a routine nature by utilizing a variety of Aids.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/329</u></b>	:	<b><u>GENERAL ASSISTANTS: STORES AND WAREHOUSE REFERENCE NO: EDH/GA/179/08</u></b>
<b><u>SALARY</u></b>	:	R54 879-R63 717 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Elizabeth Donkin Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic literacy / ABET, ability to read and write. Committed and hardworking. Experience will be an added advantage. Ability to perform routine tasks and operate cleaning machines.
<b><u>DUTIES</u></b>	:	Offload delivered goods from the suppliers. Assist in packing the delivered items to the warehouse and offices. Assist in handling of goods. Any other duties related to General Assistant work that may arise.
<b><u>ENQUIRIES</u></b>	:	Mrs. PP Ketshengane, on (041) 585 2323
<b><u>POST 48/330</u></b>	:	<b><u>DRIVER REFERENCE NO: MLSA/DRV/326/08</u></b>
<b><u>SALARY</u></b>	:	R 54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mhlontlo LSA
<b><u>REQUIREMENTS</u></b>	:	3 years driving experience with valid code 8 driver's license with PDP. Code 10 driver's license will be an added advantage. Vehicle maintenance knowledge, sober habits and be able to read and write.
<b><u>DUTIES</u></b>	:	To ensure safe and dignified transportation of staff management wherever necessary, transport patients safely. Must be able to maintain a high degree of confidentiality when transporting sensitive documents. Must be prepared to work shifts, weekends and public holidays when necessary.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580
<b><u>POST 48/331</u></b>	:	<b><u>GRADE 1 &amp; 2 NURSING ASSISTANTS X 6POSTS REFERENCE NO: TH/NA/107/08</u></b>
<b><u>SALARY</u></b>	:	R 53 757: 0-1 year exp; R 64 188-R 77 505:3 years exp (R 83 745: 6 years exp)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Registered with SANC. Necessary competencies as required by the scope of practice for nursing assistants
<b><u>DUTIES</u></b>	:	Provision of basic nursing care under supervision of the registered nurse. Execute tasks allocated to her/his scope of practice in health education of patients and support staff, assist with escorting of patients both internal and external.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/332</u></b>	:	<b><u>NURSING ASSISTANT X8 REFERENCE NO: GDH/NA/302/08</u></b>
<b><u>SALARY</u></b>	:	R53 757 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Greenville District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10-12.Registration with SANC as an Enrolled Nursing Assistant. Communication and Interpersonal Skills.
<b><u>DUTIES</u></b>	:	Render quality nursing care within the scope of practices. Good management of ward resources.
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528

<b><u>POST 48/333</u></b>	:	<b><u>MESSENGER REFERENCE NO: BHO/MESS/061/08</u></b>
<b><u>SALARY</u></b>	:	R49 665 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Bhisho Central Office
<b><u>REQUIREMENTS</u></b>	:	Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience as a messenger. A valid driver's license with at least one year driving experience. Skills and competencies: Basic Communication skills; the ability to read and write clearly; Sound interpersonal relations; Ability to liaise with team members and members of the public.
<b><u>DUTIES</u></b>	:	Collect and deliver mail; Distribute mail to various offices; Collect post-bag from the Post Office.
<b><u>ENQUIRIES</u></b>	:	Mrs N. Thiso on: 040 609 3813/ 36328 / 083 378 1233
<b><u>POST 48/334</u></b>	:	<b><u>GRADE 11 - GENERAL WORKER REFERENCE NO: GW/NMM/008/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metropolitan District
<b><u>REQUIREMENTS</u></b>	:	Basic ABET. Knowledge of basic health and safety measures.
<b><u>DUTIES</u></b>	:	Maintain a clean working environment in order to promote the ethos of hygiene and cleanliness. Clean and maintain equipment used in the daily working activities. Safeguard and maintain stock levels of consumables that support the daily work activities. Identify potential problems and report these to the supervisor. Must be prepared to work shifts.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Loutz @ 041 391 8166
<b><u>POST 48/335</u></b>	:	<b><u>FOOD SERVICE AID REFERENCE NO: MAH/FSA/032/08</u></b>
<b><u>SALARY</u></b>	:	R47 787per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification.
<b><u>DUTIES</u></b>	:	Prepares and cook food. Ensures that dishes are prepared according to special diets. Ensure that food is served at correct times. Dish for patients. Cater for functions and meetings.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/336</u></b>	:	<b><u>LAUNDRY WORKER REFERENCE NO: MAH/LW/039/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	The incumbent should be committed and hard working. Basic literacy and ability to read and write. Relevant experience will be an added advantage. Ability to perform routine tasks as allocated.
<b><u>DUTIES</u></b>	:	Perform specific cleaning duties daily. Report to household supervisor on a daily basis. Maintain cleanliness at all times. Manage own performance. Do all other duties as allocated by the supervisor. Also perform functions within laundry section.
<b><u>ENQUIRIES</u></b>	:	Mr Manakele, on 039 254 0230/7
<b><u>POST 48/337</u></b>	:	<b><u>DRIVERS X 2 POSTS REFERENCE NO: DRV/KH/046/08</u></b>
<b><u>SALARY</u></b>	:	R 47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Khotsong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	A valid code 10 Drivers Licence with PDP. Appropriate extensive experience as a driver preferably 3-4 years. Good communication skills, interpersonal skills and writing skills. Willingness to work overtime and drive long distances.
<b><u>ENQUIRIES</u></b>	:	Mrs C.N. Novuka, on 039 737 3801
<b><u>POST 48/338</u></b>	:	<b><u>CLEANER X 4 POSTS REFERENCE NO: TBH/CLN/075/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Abet and two years experience in manual labour. Ability to operate cleaning equipment. Grade 12 certificates and drivers license will be an added advantage.
<b><u>DUTIES</u></b>	:	Maintain overall cleanliness and hygienic environment within hospital and allocated areas. Count and pack linen in laundry bags. Sluice soiled linen

		according to policy. Clean and disinfect cleaning equipment after use as per policy. Report faults of cleaning equipment to the supervisor. Perform any other duties as may be required
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/339</u></b>	:	<b><u>FOOD SERVICE AID – CATERING REFERENCE NO: TBH/FSA/076/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent level of education experience in food services will be an added advantage. Relevant Tertiary qualification will be an added advantage.
<b><u>DUTIES</u></b>	:	Prepare and cook food according to the required standards. Dish out for patients according to diet sheets specification and the menu. Dish out food in an appetizing manner. Clean and sanitize food preparation utensil, knives and dish cloths. Load and collect goods when necessary. Clean bill of health. Perform any other duties as may be required.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/340</u></b>	:	<b><u>MORTUARY ATTENDANT: MORTUARY &amp; PORTER SERVICES REFERENCE NO: TBH/MAT/077/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate or equivalent with a minimum experience of two years in a hospital environment. Good interpersonal relations. Grade 12 certificate and drivers license will added advantage.
<b><u>DUTIES</u></b>	:	Receive corpses at mortuary and ensure that they are stored in a fridge. Keep register up to date. Release the correct corpses to the undertakers by correct identification. Oversee completion of all relevant documentation. Cleaning of mortuary and the fridges and ensuring a high hygiene standard is kept. Checking of storage temperatures as per policy.
<b><u>ENQUIRIES</u></b>	:	Mr. SS Mbatha on 039 737 3107
<b><u>POST 48/341</u></b>	:	<b><u>PROPERTY CARETAKER REFERENCE NO: TH/PC/113/08</u></b>
<b><u>SALARY</u></b>	:	R 47 787 per annum (plus competitive Benefits)
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Grade 12 certificate. Ability to operate elementary equipment Basic numeracy and literacy.
<b><u>DUTIES</u></b>	:	Provide cleaning services outside patient care units.
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/342</u></b>	:	<b><u>GENERAL WORKER REFERENCE NO: TH/GA/114/08</u></b>
<b><u>SALARY</u></b>	:	R 47 787 – R53 316 per annum
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic numeracy and literacy. Ability to operate elementary equipment and machines.
<b><u>DUTIES</u></b>	:	Perform cleaning services of a routine nature by utilizing a variety of aids (duster, vacuum, cleaner etc.)
<b><u>ENQUIRIES</u></b>	:	Ms N.E. Ngcume, on 046 645 1122
<b><u>POST 48/343</u></b>	:	<b><u>LAUNDRY AID REFERENCE NO: HCH/LA/130/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/8. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Collect dirty linen from wards. Dry clean, iron, fold and sort linen accordingly. Distribute linen to the wards. Do stock control of laundry items.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/344</u></b>	:	<b><u>GENERAL WORKER REFERENCE NO: HCH/GW/131/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital

<b><u>REQUIREMENTS</u></b>	:	Std 7/8. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Perform routine cleaning. Ensure the general cleaning of wards, administration offices and hospital surroundings.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/345</u></b>	:	<b><u>OPERATOR REFERENCE NO: HCH/OP/132/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Holly Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8. Knowledge in engine operation. Willingness to work shifts and overtime.
<b><u>DUTIES</u></b>	:	Day to day checking of the engine operation. Ensure that the engine room is clean and locked at all times. Render cleaning services in the engine room and the surroundings.
<b><u>ENQUIRIES</u></b>	:	Mrs V. Vapi on 039 252 3000/1
<b><u>POST 48/346</u></b>	:	<b><u>PORTER REFERENCE NO: NKH/PO/141/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	Std 8/ Grade 10. The incumbent should be committed and a hard worker. Strong and healthy. Ability to read and write.
<b><u>DUTIES</u></b>	:	Wheel parties to and from the entrance to the wards. Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to the various service areas e.g. Operating Theatre, Pharmacy, X-Ray, Physio or Occupational Therapy. Assist nurses to transfer corps from the wards to Mortuary. May be required to assist at the information desk. May be required to deliver equipment or documentation to wards.
<b><u>ENQUIRIES</u></b>	:	Ms CN Xhoseni on 047 557 0722
<b><u>POST 48/347</u></b>	:	<b><u>PROPERTY CARE TAKERS X 4 POSTS REFERENCE NO: SUC/PCT/161/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Senqu Sub-district
<b><u>REQUIREMENTS</u></b>	:	Grade 8 or equivalent ABET qualification. Relevant experience in facilities management. Verbal and non- verbal communication skills. Ability to work under pressure. Ability to operate elementary equipment and machine.
<b><u>DUTIES</u></b>	:	Safe keeping of clinic keys. Maintenance of grounds and report faults / defects on premises. Operate machinery e.g. Lawn Mowers and grass cutters. Keep clinic grounds and buildings at all times.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwa on (051) 611 0 152/141
<b><u>POST 48/348</u></b>	:	<b><u>PROPERTY CARE TAKER REFERENCE NO: SUC/PCT/163/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Sunduza Clinic
<b><u>REQUIREMENTS</u></b>	:	Grade 8 or equivalent qualification. Relevant experience in facilities management. Verbal and non-n verbal communication skills. Ability to work under pressure. Ability to operate elementary equipment and machine.
<b><u>DUTIES</u></b>	:	Safe keeping of clinic keys. Maintenance of grounds and report faults/ defects on premises. Operate machinery e.g. Lawn Mowers and grass cutters. Keep clinic grounds and building clean at all times.
<b><u>ENQUIRIES</u></b>	:	Mrs NL Mbolekwam on (051) 6110127
<b><u>POST 48/349</u></b>	:	<b><u>GENERAL ASSISTANT REFERENCE NO: FRONT /GA/206/08</u></b>
<b><u>SALARY</u></b>	:	R 47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 8. Ability to read and write. Excellent communication skills. Self motivated and willingness to work under pressure.
<b><u>DUTIES</u></b>	:	Cleaning and take care of cleaning equipment and machinery used daily. Clean work areas such as floors, walls, windows, furniture according to a clean schedule. Litter dust and contaminants so as to further proper health care in a clean environment. Damp dusting.
<b><u>ENQUIRIES</u></b>	:	Mr S.W. Ndabambi on 045 808 4272

<b><u>POST 48/350</u></b>	:	<b><u>CLEANERS: SAVING MOTHERS SAVING BABIES REFERENCE NO: BH/SMSB/275/08</u></b>
<b><u>SALARY</u></b>	:	R47 787 (with competitive benefits)
<b><u>CENTRE</u></b>	:	Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	The incumbent should be committed and hardworking, basic literacy and ABET. Ability to read and write. Ability to perform routine tasks and to operate cleaning machines.
<b><u>DUTIES</u></b>	:	Perform specific cleaning duties daily. Clean the dustbin in all offices and waiting area. Dust and polish the desks and wash the floors and walls in all offices and the waiting area. Wash cups, saucers after meetings. Sweep the floors twice a day. Request cleaning material in advance. Report to the manager on a monthly basis. Manage your own performance. Clean the water cooler; ensure that there is sufficient water all the time. Ensure that there are sufficient chairs in the waiting rooms for visitors.
<b><u>ENQUIRIES</u></b>	:	Mrs Silwana-Kwadjo @ 040 608 1553
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to Mrs Silwana-Kwadjo @ Unathi House Room No.25, or posted to Department of Health, Private Bag x 0038, BISHO, 5605
<b><u>ENQUIRIES</u></b>	:	Ms Livi on 043 642 6528
<b><u>POST 48/351</u></b>	:	<b><u>MESSENGERS X2 REFERENCE NO: SLH/MESS/325/08</u></b>
<b><u>SALARY</u></b>	:	R 47 787 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 8, Public hospital experience. 1-2 years office Administration. K53 driver's license and or Occupation Health and Safety would be an added advantage.
<b><u>DUTIES</u></b>	:	Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed parcels, mail, correspondence and circulars that are delivered.
<b><u>ENQUIRIES</u></b>	:	Ms N Moyo @ 047 5530 580

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

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

**CLOSING DATE** : 12 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 48/352** : **BUYER/ADMINISTRATOR: PROFESSIONAL SERVICES MANAGEMENT REF NO: 70054793**  
Directorate: Procurement

**SALARY** : R94 326 – R109 515 per annum (Plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Grade 12, 1 Year of Procurement related administrative experience in the tendering environment. Ability to work in teams, Record Keeping and filing ability, Compilation of RFP status report, Quality orientated, Customer focused, Ability to work well under pressure. Credible, trustworthy, loyal with good Administrative and communication skills.

**DUTIES** : To provide administrative support to the Senior Buyers / Team leaders in the Professional services commodity. Check that all the relevant and updated versions of documents are in the RFP packs. Correctly filing information in the RFP files. Keep proper records of all received. Ensure the safety and confidentiality of all tender documents during the evaluation process. Ensure the proper filing / storage of all tenders after tender awarded. Assist with compilation of RFP status reports. Typing of correspondence. Photo-coping of evaluation documents for bid evaluation committees. Arrange the BEC meetings. Send letters of award to successful and unsuccessful bidders.

**ENQUIRIES** : Yvonne Machaba, Tel No: (011) 689-8249

**POST 48/353** : **PRACTITIONER: CONTENT AND REF NO: 70054794**  
Directorate: Procurement

**SALARY** : R94 326 – R109 515 per annum (Plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Minimum of grade 12 of equivalent qualification. Ms Office certificate will be advantageous. Catalogue certificate. 1 – 2 years catalogue experience. At least two years experience on a procurement system i.e.SAP/R3. Data capture experience. Knowledge of customer relationship management in a shared service environment. Interpersonal skills, independent worker, attention to detail and accuracy, strong ethics, self starter, listening skills, team player, diligent, efficient, reliable, hard worker and methodical.

**DUTIES** : Create new material numbers using the eCats cataloguing tool and the associated processes, Conduct research to obtain information / specifications on all new items to be catalogued Analyze the material to be captured for additional information required based on requisitions and/ or contracts. Communicate with the End – User to update requisitions in case material masters do exist and were not utilized Do research/ obtain information from Strategic Sourcing/ Vendor/ End User on the outstanding / additional information required to correctly catalogue an item. Search for images to add to the material on eCats Determine if a SAP or eCats material exists, to prevent duplicate records from being created. Determine if a format exists for the particular material. Create and amend formats for materials that do not have relevant formats. If material is complex/ very technical, verify with End User/ Strategic Sourcing what the description of the material will be according to the information researched. Catalogue the material on eCats

according to the MRC's. Refer to Team Leader to verify and export the material to SAP for use by the entities and cockpit.

**ENQUIRIES** : Jaco Smit, Tel No: (011 689-6058)

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

**POST 48/354** : **DEPUTY MANAGER NURSING (PN – A9) REF NO: 70055077**  
Chief Directorate: Ekurhuleni – Sedibeng Health Region

**SALARY** : R445 509 per annum (All inclusive remuneration package))  
**CENTRE** : Natalspruit Hospital  
**REQUIREMENTS** : Degree in Nursing Administration. Registration with the South African Nursing Council as a Professional Nurse. A minimum of 3 years appropriate / recognizable experience at management level. Knowledge and Skills: Understanding the application of the relevant statutes and policies governing public service and nursing profession, corporate governance. Understanding of Performance Management Development System. Understanding or strategic planning. Knowledge of PFMA and Treasury Regulations. Understanding the application of Batho Pele principles, Patients' rights charter and quality assurance system. Understanding of managing workplace discipline. Well-developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.

**DUTIES** : Provide leadership in nursing services in inpatient care, outpatient care, chronic inpatient, outpatient services. Implement Batho-Pele principles, Patient Rights Charter and quality assurance programme. Manage development, implementation and updating of policy guidelines in the nursing section. Ensure effective management of resources. Promote care for ethics and professionalism.

**ENQUIRIES** : Dr. M.J. Manamela, Tel No: (011) 389 - 0518  
**CLOSING DATE** : 15 December 2008

**POST 48/355** : **SENIOR SOCIAL WORKER REF NO: 70054800**  
Directorate: Hast

**SALARY** : R145 920 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Registration with the SA Council for Social Worker Plus relevant experience, Computer literacy, Knowledge of legislation pertaining to HIV/ AIDS and other social worker issues networking skills, good written and verbal communication skills. Ability to work in a team.

**DUTIES** : Work as part of a team to provide comprehensive HIV/ AIDS/TB/STI care in a facility. Provide support and mentoring to lay counsellors. Conduct intake and interviews investigation into home Circumstances. Preparation and compilation of reports. Keep accurate data and compile reports according To recommended indicators. Monitor the implementation of the programme and provide reports to facility manager and district office. Supportive counselling, Victim empowerment, disclosure, partner/family and adherence (to treatment) counseling. Assistant with patient tracing in cases of treatment default. Encourage family treatment programmes through counseling. Crisis intervention group work. Ensure involvement of communities in the area by providing information education in workshops and civics organisations. Ensure effective referrals to NGO's and liaise with lobby groups. Identify HIV/ AIDS/TB/STI patients who are eligible for social support(food security and grants).Liaise with relevant departments and

NGO service to provide a comprehensive care for people with HIV/AIDS/TB/STI.  
Work closely with Community Health Workers to address social issues.

**ENQUIRIES** : Ms EM Tshabalala Tel: (016) 428 -7155  
**CLOSING DATE** : 05 December 2008

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

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

**CLOSING DATE** : 12 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 48/356** : **DEPUTY DIRECTOR REF NO: 70054771**  
Directorate: Stakeholder Management

**SALARY** : R407 745 – R 472 758 per annum ( all inclusive packages)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : B- Degree in Marketing or equivalent qualification or experience. Relevant Experience of working with Corporate Social Investment. Knowledge of recent trends in corporate social investment discipline. Knowledge in sponsorships and public-private partnerships, Computer literate, able to write reports and project proposals. Have Project Management Skills. Must be willing to work under pressure.

**DUTIES** : Ensure that the private sector and business is informed about the programmes, projects activities of the department. Liaise and build partnerships with the private sector and business in the delivery of public works services. Develop appropriate forums and platforms to enable business and the private sector to access departmental services and opportunities. Acknowledge and monitor the concerns of the private sector and business as it relates to the departmental programmes, projects and activities. Assist the department in identifying and communicating effectively with business and private sector. Manage the sub-directorate Corporate partnerships. Report to the Director: Stakeholder Management.

**ENQUIRIES** : Ms Lehlogonolo Ngwenya, Tel No:(011) 355 7583

**POST 48/357** : **CHIEF TRANSPORT ECONOMIST REF NO: 70054772**  
Directorate: Public Transport Operations

**SALARY** : R174 243 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree/Diploma in Transport Management or related field. Relevant Experience, Computer literacy, strategic and financial management, Interpersonal and communication skills, Project Management.

**DUTIES** : Assist with research and development of effective monitoring system services. Assist with development of public transport contracts. Assist with policy guidelines concerning public transportation. Liaise with National and International transport research institutions. Implement and monitor strategic issues in directorate. Manage and monitor legislation, policy guidelines concerning public transportation.

**ENQUIRIES** : Ms M Ntoele Tel No: (011) 355 7322

**POST 48/358** : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT SUBSIDIES REF NO: 70054773**  
Directorate: Public Transport Operations

**SALARY** : R174 243 per annum (plus benefits)  
**CENTRE** : Johannesburg



<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Financial Management or related field. 2-3 years experience in Financial Management. Knowledge of governmental public transport subsidies scheme will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage and administer public transport contracts. Assist with the Management of contracts and capturing of Subsidy Management System. Ensure correct application of SUMS in line with DoT directives and ensuring maintenance of SUMS. Assist in management of disputes between contracted service providers and the department. Oversee the verification of claims received from operators against SUMS and Electronic Monitoring System against reports received from monitors of actual Services. Monitor all public transport contracts. Compile reports. Manage Commuter queries. Manage staff within the sub-directorate: Public Transport Subsidies.
<b><u>ENQUIRIES</u></b>	:	Ms S Chelane Tel No: (011) 355 7476
<b><u>POST 48/359</u></b>	:	<b><u>ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 70054774</u></b> Directorate: Public Transport Operations
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Transport Management or Human Resource Development. 2 – 3 years experience in Public Transport Operations, Project Management, Presentation skills. Knowledge of Public Transport Industry will be an added advantage.
<b><u>DUTIES</u></b>	:	Develop and maintain an updated database of all road based public transport operators. Conduct a skills audit for public transport. Develop and implement a training plan. Monitor training and development of public transport industry. Compile weekly, monthly and quarterly reports. Liaise with relevant stakeholders. Provide technical support to work teams. Supervise personnel within the sub-directorate: Capacity Building. Conduct workshops and awareness sessions with all road based public transport operators.
<b><u>ENQUIRIES</u></b>	:	Mr. R S Mkhathshwa , Tel No:(011) 355 7363
<b><u>POST 48/360</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO: 70054770</u></b> Directorate: Research and Analysis
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree plus 3 years relevant experience, Computer literacy Computer skills. Sound knowledge of the PFMA and related Acts. Able to Work independently and under pressure.
<b><u>DUTIES</u></b>	:	Render financial support service to the directorate. Manage and update asset register of the Directorate. Render provisioning and procurement services to the Directorate. Represent the Directorate in finance, procurement and transport officer's meetings. Compile regular financial reports. Prepare directorate budget and monthly cash flow projections. Assist the Directorate to comply with PFMA, Public Service Act and Regulations as well as Treasury Regulations. Perform duties of Transport Officer.
<b><u>ENQUIRIES</u></b>	:	Mr M M Rabothata, Tel No: (011) 355 7028
<b><u>POST 48/361</u></b>	:	<b><u>RESEARCH EDITOR REF NO: 70054762</u></b> Directorate: Research and Analysis
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Honours Degree, Masters would be advantageous and training courses in language editing and publishing will be an added advantage. At least 5 years working experience. Experience in writing, editing and publishing is essential. Experience and exposure in transport, public works or social science research.
<b><u>DUTIES</u></b>	:	Provide and maintain research editorial and publishing support. Write summaries of discussion papers and reports for release as policies briefs. Serve as point person for receiving edits of other staff members on papers, reports and briefs. Provide substantive feedback and editing to authors on their papers. Provide periodic written updates and summaries of research findings and latest writings in defined policy issue areas. Write case studies for the department.
<b><u>ENQUIRIES</u></b>	:	Mr M M Rabothata Tel No: (011) 355 7028

<b><u>POST 48/362</u></b>	:	<b><u>RESEARCH ASSISTANT (2POSTS) REF NO: 70054763</u></b> Directorate: research and analysis
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	3 year Degree and training courses in research management and Governance will be an added advantage. At least 3 year working experience Experience in research management and administration is essential. Experience and exposure in transport, public works or social sciences research.
<b><u>DUTIES</u></b>	:	Identify new research techniques and how to access these. Maintain the database and records of all departmental research reports. Liaise with directorates, chief directorates and branches with regard to research. Assist with the compilation of research proposals. Support the assistant Director with the execution of his/her mandate. Undertake general administration duties in respect of research. Assist with the establishment of sound working relationship with key stakeholder within the research fraternity.
<b><u>ENQUIRIES</u></b>	:	Moses Rabothata Tel No; (011) 355 7028
<b><u>POST 48/363</u></b>	:	<b><u>ADMIN OFFICER REF NO: 70054764</u></b> Directorate: research and analysis
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or equivalent qualification, preferably in public Administration and relevant experience. At least 1-2 years working experience. Experience in writing submissions and human resource experience.
<b><u>DUTIES</u></b>	:	Undertake training needs analysis for the Directorate. Update Directorate leave register on a regular basis. Co-ordinate training. Ensure the dissemination of departmental information to all staff members. Compile regular administration reports for the Directorate. Assist in the co-ordination of directorate staff meetings Assist in the implementation of Performance Development and Management systems. Execute other admin functions assigned to from time to time.
<b><u>ENQUIRIES</u></b>	:	Moses Rabothata, Tel No: (011) 355 7028
<b><u>POST 48/364</u></b>	:	<b><u>RESOURCE CENTRE ASSISTANT REF NO: 70054765</u></b> Directorate: research and analysis
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	BA or BSC Honors degree would be an advantageous and training courses in library and information sciences will be an added advantage. At least 3 year working experience. Experience in library and knowledge Management is essential. Experience and exposure in transport, public works or social sciences research.
<b><u>DUTIES</u></b>	:	Identify new knowledge technologies and how to access these. Maintain the knowledge based data warehouse. Identify and source up dated books and reports for the Department. Identify and procure relevant knowledge networks.
<b><u>ENQUIRIES</u></b>	:	Moses Rabothata Tel No:011) 355 7028
<b><u>POST 48/365</u></b>	:	<b><u>MONITORING&amp;EVALUATION ASSISTANT (2POSTS) REF NO: 70054795</u></b> Directorate: Research and Analysis
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefis)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	3 year Degree/equivalent and training courses in monitoring and evaluations will be an added advantage. At least 3 year working experience. Experience in monitoring and evaluation is essential. Experience and exposure in transport, public works or social sciences research.
<b><u>DUTIES</u></b>	:	Identify new reporting formats and how to access these. Maintain the database and records of all departmental performance information reports. Liaise with directorate, chief directorate and branches with regard to Performance reports. Assist with the compilation of quarterly and annual reports. Collect portfolio of evidence from directorates. Support the Assistant Director with the execution of his/her mandate. Undertake general administration duties in respect of

**ENQUIRIES**

: monitoring and evaluation. Assist with the establishment of sound working relationship with key stakeholder within the monitoring and evaluation.  
Moses Rabothata Tel No: (011) 355 7028.

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

*This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of occupational categories in the department. Persons with disabilities should feel free to apply for the post.*

**NOTE** : Directions To Candidates The Following Documents Must Be Submitted: Application for employment form (Z83) which is obtainable at any Government Department. Certified copies of educational qualifications and registrations certificate plus proof of current registration Curriculum Vitae Certified copy of I.D. The reference number must be indicated in the column provided on the form Z83, e.g. MED 01/2006 NB: Failure To Comply With The Above Will Disqualify Applicants Please note due to the large numbers of applications received, applicants will not be acknowledged. However, every applicant will be advised of the outcome of their applications in due course.

**OTHER POST**

**POST 48/366** : **MEDICAL MANAGER REF: MM 1/2008**

**SALARY** : An all inclusive package of R407 745 per annum is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus Inhospitable Area Allowance of 18% - R55779.48 per annum (max) and Commuted Overtime of R164826.72 per annum (max)

**REQUIREMENTS** : Mbchb or equivalent degree qualification PLUS Full registration with Health professionals Council of South Africa for independent practice PLUS at least 1 years post community service with at least 2 years as a Chief Medical Officer or Manager Experience in a tertiary or regional institution as a Registrar/Manager/Independent Practitioner Code 8 (EB) drivers license (valid) Knowledge, Skills, Training And Competencies Required: Principal medical offer level clinical acumen in the major disciplines – obstetrics and gynaecology, surgery/orthopaedics, internal medicine and anaesthetics Familiarity with current relevant Health, Labour and other charters including Public Finance Management Act Ability to mediate and manage a senior staff compliment of diverse origins Familiarity with COHSASA, HPCSA intern training requirements Computer literacy

**DUTIES** : Key Performance Areas: Overall coordination of major medical disciplines as expected of a Regional Centre Ongoing project management in order to achieve the goals of the strategic plan To collate protocols from major discipline HOD's and organize these into an acceptable format for a regional hospital – including their regular updating Actively participate in after hours overtime duties in the candidates most comfortable discipline. This is mandatory and excludes management related after hours queries Co-ordinate outreach programmes between hospital and PHC/CHC/Clinics Regular oversight visits to all wards, outpatient departments, theatres and PHC Clinics with the view to corrective measures Overall medical legal representative of the institution Overall co-ordinate relationship between medical component and nursing/finance/systems components thus optimizing service delivery

**ENQUIRIES** : Mr DD Dumisa  
**APPLICATIONS** : All applications must be forwarded to: Hospital Manager: Applications, Private Bag X9928, Ladysmith, 3370

**CLOSING DATE** : 26 December 2008

**POST 48/367** : **SENIOR SPECIALISTS RADIOLOGY REFERENCE: RADIO/SS/11/2008**

**SALARY** : R407 745 per annum (All inclusive package) Other Benefits: Rural Allowance, Scarce Allowance

**CENTRE** : Prince Mshiyeni Memorial Hospital

**REQUIREMENTS** : Specialist qualification in Diagnostic Radiology Current registration with the Health Professions Council of South Africa as a Specialist Radiologist Two years experience in Radiology. Knowledge, Skills, Training and Competencies Sound knowledge and experience in Diagnostic Radiologist Ability to teach and

<b><u>DUTIES</u></b>	:	supervise junior staff Middle Management skills Research principles Good administrative, leadership, decision making and communication skills
<b><u>ENQUIRIES</u></b>	:	Key Performance Areas: Provide specialist radiology service to all departments at PMMH Control and management of these services as delegated Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies Provide after hour care in accordance with the commuted overtime contract Training and supervision of registrars in the department Provide expert opinion where required and consult with specialist on radiological procedures Participate in the quality Improvement Programmes of the department Maintain discipline of staff Attend to administrative matters as pertains to the unit Conduct, assist and stimulate research
<b><u>APPLICATIONS</u></b>	:	Dr Jajbhay Tel : 031-9078304 / 0845786730
<b><u>FOR ATTENTION</u></b>	:	Applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital Private Bag X07 Mobeneni 4060
<b><u>CLOSING DATE</u></b>	:	Mr K. Ankiah 5 December 2008
<b><u>POST 48/368</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER (FAMILY MEDICINE) REFERENCE: PMO/11/2008/FAM.MED</u></b>
<b><u>SALARY</u></b>	:	R344 052 pa (All inclusive package)
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital Other Benefits: Rural Allowance, Scarce Allowance
<b><u>REQUIREMENTS</u></b>	:	MBChb Degree or equivalent qualification plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner At least two years post registration experience as a Medical Practitioner at a local District level Hospital including Casualty and Emergency Medicine. Recommendation ACLS/ATLS Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competency and skills as a generalist at the District level Hospital including Psychiatry , Emergency Medicine and Anaesthetics. Good communication skills, leadership and decision making qualities. Sound teaching and supervisory abilities. Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Knowledge of current Health and Public Service Legislation, regulations and policy including : medical ethics , epidemiology and statistics.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Effective running of district level OPD/ Casualty /in-patients services. Maintain clinical, professional and ethical standards related to these services. Conduct clinics at an out-patient level, and provide expert opinion where required. Participate in training and supervision of junior staff Perform after hours clinical duties as per roster. Perform duties as delegated by supervisor in all domains of Family Medicine Department including support to Primary Health Care Services The incumbent to the post will be expected to participate in weekend, after hours and commuted overtime work. The incumbent will be required to provide Generalist Medical cover as and when the need arises( including rotation in all domains) The incumbent to the post will be accountable and responsible to the HOD–Department of Family Medicine, Prince Mshiyeni Memorial Hospital.
<b><u>ENQUIRIES</u></b>	:	Dr BH Janowski Tel : 031-9078507/0828526005
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital Private Bag X07 Mobeneni 4060
<b><u>FOR ATTENTION</u></b>	:	Mr K. Ankiah
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/369</u></b>	:	<b><u>OPERATIONAL MANAGER PHC (PN B-3) (LEVEL 10) (REF: MS/12/08)</u></b>
<b><u>SALARY</u></b>	:	R260 403 per annum
<b><u>CENTRE</u></b>	:	Mobile Clinic Team A and B, Mseleni Hospital, UMkhanyakude Health District
<b><u>REQUIREMENTS</u></b>	:	Diploma/ Degree in Nursing or equivalent and midwifery Registration with S.A.N.C as a professional Nurse plus Diploma in PHC: A minimum of nine (9) years appropriate recognizable Nursing experience after registration as a Professional Nurse with S.A.N.C in General Nursing, of which at least (5) years must be appropriate recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty i.e. Primary Health Care Course. 3 years supervisory experience in PHC. Valid Drivers License Understanding of

		Nursing legislation and related legal and ethical Nursing practices and how this impacts on service delivery. Ensure clinical Nursing practice by the Nursing team (unit) in accordance with the scope of practice and Nursing standard. Promote quality Nursing Care as directed by the scope of practice and standards as determined for a primary health facility. Basic understanding of HR and finance policies and practices Code of conduct.
<b><u>DUTIES</u></b>	:	To head mobile services To supervise out reach programmes To ensure preventative, promotive and rehabilitative health services at mobile clinic. Demonstrate effective communication with clients, supervisor other health professional and junior colleagues, including more complex report writing. Work as part of multi-disciplinary team in mobile to ensure good clients care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial; or religious differences Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the mobile. Display a concern for patients, promoting and advocating proper treatment and care and ensuring that mobile staff adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relationship in order to enhance service delivery. Provide a safe and therapeutic environment to practice safe nursing care. Manage and ensure that performance standards remain and responsibilities are adhered within budget limits. Monitor and evaluate staff performance on terms of EPMDS Ensure the effective management of complaints. Provide monthly reports and statistics timeously to relevant people. Ensure proper utilization of resource and exercise care over government property. Conduct research and plan for effective management of indicators.
<b><u>ENQUIRIES</u></b>	:	Mr ES Buthelezi, Telephone: 035 574 1004
<b><u>APPLICATIONS</u></b>	:	HR Manager: Department of Health, P.O. Sibhayi, 3967
<b><u>FOR ATTENTION</u></b>	:	Mr E.S. Buthelezi
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/370</u></b>	:	<b><u>OPERATIONAL MANAGER (PN B-3) – PHC (LEVEL 10) (REF: MS/13/08)</u></b>
<b><u>SALARY</u></b>	:	R260 403 PA
<b><u>CENTRE</u></b>	:	Gateway Clinic, Mseleni Hospital, UMkhanyakude health District
<b><u>REQUIREMENTS</u></b>	:	Diploma/ Degree in Nursing or equivalent and midwifery Registration with S.A.N.C as a professional Nurse plus Diploma in PHC A minimum of nine (9) years appropriate recognizable Nursing experience after registration as a Professional Nurse with S.A.N.C in General Nursing, of which at least (5) years must be appropriate recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty i.e. Primary Health Care Course. 3 years supervisory experience in PHC. Valid drivers license will be an additional advantage. Understanding of Nursing legislation and related legal and ethical Nursing practices and how this impacts on service delivery. Ensure clinical Nursing practice by the Nursing team (unit) in accordance with the scope of practice and Nursing standard. Promote quality Nursing Care as directed by the scope of practice and standards as determined for a primary health facility. Basic understanding of HR and finance policies and practices Code of conduct.
<b><u>DUTIES</u></b>	:	To head Gate Way services. To ensure preventative, promotive and rehabilitative health services at gate way clinic. Demonstrate effective communication with patients, supervisor, other health professional and junior colleagues, including more complex report writing. Work as part of multi-disciplinary team at unit level to ensure good patient care by the Nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial; or religious differences Able to manage own work, timeously and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting and advocating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relationship in order to enhance service delivery. Provide a safe and therapeutic environment to practice safe patient care. Manage and ensure that performance standards remain observed and responsibilities are adhered to within budget limits. Monitor and evaluate staff performance on terms of EPMDS Ensure the effective management of complaints. Provide monthly reports and statistics timeously to relevant people. Ensure proper utilization of resources and exercise care over government

		property. Conduct research and plan for effective management of indicators. Ensure staff development. Ensure that health promotion is done.
<b><u>ENQUIRIES</u></b>	:	Mr ES Buthelezi, Telephone: 035 574 1004
<b><u>APPLICATIONS</u></b>	:	HR Manager: Department of Health, P.O. Sibhayi, 3967
<b><u>FOR ATTENTION</u></b>	:	Mr E.S. Buthelezi
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/371</u></b>	:	<b><u>SNR MEDICAL OFFICER (PAEDIATRICS) REFERENCE: SMO/11/2008/PAEDS</u></b>
<b><u>SALARY</u></b>	:	R217 482 pa Other Benefits: Rural Allowance, Scarce Allowance, Commuted overtime
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner plus At least 2 years post registration experience as a Medical Practitioner. The incumbent of the post will be expected to participate in weekend, after hours and commuted overtime work. Knowledge, Skills, Training and Competencies: -Clinical knowledge, competency and skills in a clinical domain. -Good communication skills, leadership and decision making qualities. -Able to function within a District Level Hospital and District Health System. -Ability to diagnose common medical problems - Knowledge of current Health and Public Service Legislation, regulations and Policies including: medical ethics, epidemiology and statistics.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide Medical cover, examine, investigate, diagnose and treat patients. To evaluate, counsel, treat and follow up of patients who are HIV positive for preparation to enter ARV Program. Supervise and train junior staff to manage District Level cases. Ensure that the Essential Drug List is adhered to and supervise cost effective use of investigations. Ensure comprehensive record keeping and maintain statistics. Implement policies and protocols on referral of patients up and down the system. To assist PMO to do clinical Audits and investigate Disease Profile. Implement Batho Pele Principles and attend to complaints. Provide medical cover in other domains as and when the need arises. The incumbent will assume responsibility for the domain in the absence of the PMO.
<b><u>ENQUIRIES</u></b>	:	Dr S. Naidu Tel : 031-9078346 / 0823504282
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital Private Bag X07 Mobenj 4060
<b><u>FOR ATTENTION</u></b>	:	Mr K. Ankiah
<b><u>CLOSING DATE</u></b>	:	5 December 2008
<b><u>POST 48/372</u></b>	:	<b><u>FINANCE AND SYSTEMS MANAGER - LEVEL 9 (REF: MS/15/08)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Mseleni Hospital, UMkhanyakude Health District
<b><u>REQUIREMENTS</u></b>	:	Three(3) year Bachelor's Degree or National Diploma in State Finance / Accounting / Administration / Financial Management and Economics Plus At least 1 years Supervisory Experience in a Finance Component / Supply Chain Management OR Senior Certificate / Grade 12 Qualification Plus a minimum of 5 years experience in Finance Component / Supply Chain Management, 2 years of which must be Supervisory. Sound Knowledge of Finance as well as relevant Acts and Regulations. Sound Management, negotiations, inter-personal and problem solving skills. Knowledge of Basic Accounting Systems. Computer Literacy Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	The main function of this post will be to perform the duties and responsibilities as a Finance Manager of the Institution as required by the PFMA and also head the Systems component This will include:- Implementation of sound Financial Management controls. Give Management strategic directions on all aspects of Finance and systems to enable effective and efficient service delivery. Manage and control support services, i.e. Supply Chain Management, Linen Room, Catering, Security, Patient Administration, Revenue, Mortuary, IT Network, Transport, Switchboard, Cleaning Services Assets and Maintenance Divisions. Preparation and Motivation for the medium Term Expenditure Frameworks budget Ensure appropriate risk Management control. Ensure efficient and timeous financial reporting. Control the under and overspending of Institutional budget Develop and facilitate the implementation of Financial Reporting

Mechanisms, to promote financial accountability. Undertake management and control of systems in the Institution. Develop user friendly systems and procedures which will enhance quality, efficient and effective service delivery when rendering a support service. Evaluate the effectiveness of business processes (cost centres) to achieve cost-saving and other efficiencies.

**ENQUIRIES** : Mr ES Buthelezi, Telephone: 035 574 1004  
**APPLICATIONS** : HR Manager: Department of Health, P.O. Sibhayi, 3967  
**FOR ATTENTION** : Mr E.S. Buthelezi  
**CLOSING DATE** : 12 December 2008

**POST 48/373** : **RADIOGRAPHER- LEVEL 8 (REF: MS/14/08)**

**SALARY** : R145 920 per annum  
**CENTRE** : Mseleni Hospital, UMkhanyakude Health District  
**REQUIREMENTS** : An appropriate National three-year Diploma / Degree in Diagnostic Radiography Registration with Health Professions Council of South African for 2008 in Diagnostic Radiography Proof of 2008 registration Minimum of five years related experience in radiography Sound knowledge of radiography practice and Ethos Comprehensive knowledge of OHS Act and other Health Acts Financial and Human Resource Management Sound planning and organizing skills Knowledge of radiation control and safety regulation and legislation Sound communication and problem solving skills Knowledge of ultra sound investigation

**DUTIES** : To head Diagnostic Imaging Services Execute all clinical procedures competently to prevent complications Promote good health practice to all patients who need radiography Provide guidance and supervision to subordinates and support personnel Plan and organize work flow for effective and service delivery Inspect and use equipment professionally to ensure that they comply with safety standards Ensure implementation of quality assurance programme and execution thereof by subordinates Implement the financial management programme for the x-ray department Make recommendations in policy formulation and strategies for the effective functioning of the x-ray department Maintain optimum utilization of human resource in the department.

**ENQUIRIES** : Mr ES Buthelezi, Telephone: 035 574 1004  
**APPLICATIONS** : HR Manager: Department of Health, P.O. Sibhayi, 3967  
**FOR ATTENTION** : Mr E.S. Buthelezi  
**CLOSING DATE** : 12 December 2008

#### **DEPARTMENT OF TRANSPORT**

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

**APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

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



## MANAGEMENT ECHELON

<b><u>POST 48/374</u></b>	:	<b><u>GENERAL MANAGER: OPERATIONS (4 POSTS)</u></b> Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R635 874 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests
<b><u>CENTRE</u></b>	:	Ladysmith Region (Ref. No. P284/2008) Empangeni Region (Ref. No. P285/2008) Durban Region (Ref. No. P286/2008) Pietermaritzburg Region (Ref. No. P287/2008)
<b><u>REQUIREMENTS</u></b>	:	<p>*An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering / Professional Engineer; plus *Extensive management experience in a road infrastructure development, construction and the maintenance of the road network environment; plus *A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of Public Service Regulations, Acts, policies and procedures. *Knowledge of Treasury Regulations and Practice Notes. *Knowledge of technical policies on construction, contract management and engineering services. *Knowledge of BEE and BBBEE policies and implementation. *Knowledge of Departmental Strategic plan and goals. *Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. *Knowledge of Project management and Financial management. *Understanding of Departmental strategies and related business plans. *Expert knowledge of administrative policies, practices, budgeting and managerial functions. *Knowledge of Public Service reporting procedures and work environment. *Computer literacy. *Knowledge of construction and engineering environment, including traffic engineering. *Knowledge of the provincial road infrastructure and applicable standards. *Knowledge of surveying, structural design: road and rail. *Knowledge of staff development processes. *Expert design, construction and maintenance of roads knowledge. *Knowledge of codes and technical specifications. *Project and Financial management skills. *Strategic planning, presentation and facilitation skills. *Report writing skills. *Excellent communication skills (verbal and written). *Problem solving and conflict management skills. *Leadership / Managerial skills. *Research, policy formulation skills. *Influencing and motivational skills. *Diplomatic skills (visiting foreign countries – use of best practices). *Ability to interpret legislation and Departmental policies. *Research, policy formulation and management thereof. *Planning, organizing and negotiation skills. *The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.</p>
<b><u>DUTIES</u></b>	:	<p>*Provide strategic focus with regard to the effective provision of road infrastructure projects / developments within the Region. *Manage, plan, co-ordinate and ensure the performance of all functions attached to the region in line with best practices (Traffic Law Administration, Road Traffic Inspectorate, Road Safety, Public and Freight Transport, Financial, Corporate, Mechanical, Zibambele and Vukuzakhe services). *Responsibility Manager for Financial Administration and Human Resources within the Region. *Provide specialist advice and manage policy development and implementation with regard to technical, professional and contract management services within the Region. *Represent the Department's interest with stakeholders.</p>
<b><u>ENQUIRIES</u></b>	:	Mr S S Nkosi Tel. No.: 033 – 355 8897
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>NOTE</u></b>	:	It is the intension of this Department to consider equity targets when filling these posts. all short-listed candidates will be required to undergo competency-based assessments.

## OTHER POSTS

<b><u>POST 48/375</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN: MATERIAL TESTING (REF. NO. P283/2008)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Regional Office, Empangeni
<b><u>REQUIREMENTS</u></b>	:	<p>*An appropriate Bachelor's Degree / National Diploma in material testing/Civil Engineering; plus a minimum of 3 years technical/scientific experience. Knowledge, skills, Training and competencies required: *Knowledge of standards and procedures as per TMH/TRH/COLTO/SABS. *Knowledge of laboratory equipment. *Knowledge of safety, training, planning and co-ordination. *Computer literacy. *Knowledge of completion of materials as Built Data Sheets, materials reports and recommendations. *Knowledge of Human Resource matters. *Knowledge of general administrative functions. *Knowledge of engineering materials testing. *Design skills. *Communications skills (verbal and written). *Good interpersonal skills e.g. discipline, tack, conflict etc. *Problem solving skills. *Management skills. *Report writing skills. *Organising and planning skills. *The ideal candidate should be reliable, responsible, honest, loyal, dedicated, decisive, and have integrity and be neutral and culturally aware. He / she should also be able to work independently and as a team and believe in openness and transparency.</p>
<b><u>DUTIES</u></b>	:	<p>*Provide a materials investigation service. *Provide a materials process and acceptance control service. *Manage the materials component resources. *Provide a materials design and recommendation service. *Provide materials input on all Regional infrastructure planning.</p>
<b><u>ENQUIRIES</u></b>	:	Mr L X K Mtambo Tel. No.: 0357871442
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>FOR ATTENTION</u></b>	:	Mrs S M Nell
<b><u>NOTE</u></b>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African female.

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

- CLOSING DATE** : 5 December 2008 @ 12H00 Please take note that no applications received after the closing date will be considered
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the positions.

**OTHER POSTS**

- POST 48/376** : **DEPUTY DIRECTOR: TRADE DEVELOPMENT (REF.PR3/07/8-9)**
- SALARY** : R344 052 per annum (all-inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary or equivalent qualification in Business Management/ Economics field with a minimum of three years relevant work experience in trade development. Good functional knowledge of exports, trade and commerce development, PFMA and implementation of Economic Development Policies and Strategies in the Province. Good Communication & report writing skills. Computer literacy. A valid driver's licence. Good interpersonal and conflict handling skills.
- DUTIES** : Facilitate and stimulate sustainable economic development by developing trade in the province. Facilitate broad based black economic development, training and capacitating small exporters, assist small exporters to access national and international markets and become fully fledged exporters. Stimulate and facilitate growth and development of industrial trade and commerce. Drive the development and implementation of economic development policies and strategies in the province
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 48/377** : **BUSINESS ECONOMIST: FINANCIAL SUPPORT SERVICES (2 POSTS)**
- SALARY** : R145 920 per annum
- CENTRE** : Gert Sibande Region (Ref. PR2/10/8-9)  
Ehlanzeni Region (Ref. PR2/11/8-9)
- REQUIREMENTS** : A three year recognized tertiary or equivalent qualification in Economics/Business economics plus two years work experience. Understanding of relevant provincial and national legislation. Strong analytical, research and project management skills. Verbal and written communication skills. Ability and flexibility to perform in a complex and dynamic environment. A driver's licence.
- DUTIES** : Liaise with financial institutions to determine their lending Criteria. Implement the provincial small Business development strategy Facilitate training of Retail financial Institutions in the province. Facilitate the establishment of new RFIs in the seminars with all government funded institutions in the Province.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 48/378** : **BUSINESS ECONOMIST: COOPERATIVES (1 POST) (REF. PR2/15/8-9)**
- SALARY** : R145 920 per annum
- CENTRE** : Nkangala Region
- REQUIREMENTS** : A three-year recognized tertiary or equivalent qualification in Economics/ Business economics plus two years work experience. Understanding of relevant Provincial and National policies and strategies. Strong analytical, research and project management skills. Verbal and written communication skills. Ability to perform in a flexible and a dynamic environment. A valid driver's licence.

<b><u>DUTIES</u></b>	:	Assist the co-operatives unit to execute its task. Implement the co-operatives plan. Popularise the co-operatives bill. Liaise with co-operatives movement in the province.
<b><u>ENQUIRIES</u></b>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<b><u>POST 48/379</u></b>	:	<b><u>ADMINISTRATION OFFICER: AUXILIARY SERVICES (REF. PR1/34/8-9)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Head office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Matric certificate with extensive experience in auxiliary services. Computer literacy will serve as an advantage
<b><u>DUTIES</u></b>	:	receive incoming and deliver outgoing mail for the Department. Open the mail bag, sort letters and register such in the remittance register. Handle private/confidential postal articles. Assist with photocopying and faxing documents. Ensure proper record management. Supervise auxiliary services. Maintain registry services.
<b><u>ENQUIRIES</u></b>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<b><u>POST 48/380</u></b>	:	<b><u>SECRETARY X 2 CHIEF DIRECTOR: TRADE AND INDUSTRY DEVELOPMENT (REF: PR3/13/8-9) DIRECTOR: PLANNING &amp; COORDINATION (REF: PR1/37/8-9)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Nelspruit Head Office
<b><u>REQUIREMENTS</u></b>	:	Matric plus a Secretarial Certificate or equivalent qualification with one year relevant work experience. Computer literacy with high level of proficiency in using Microsoft Word, Outlook, PowerPoint and Excel. Excellent typing, verbal and written communication skills. Excellent administrative and organizational skills. Ability to handle work pressure, conflict and Work independently. Sound interpersonal relations.
<b><u>DUTIES</u></b>	:	The incumbent will be an Office Manager in the Chief/Director's office. Carry out general office management duties such as typing of letters, memos, reports and related correspondences, photocopying, facsimile, answering and screening of incoming calls, filing and records management. Make travel, accommodation, meeting and venue Arrangements. Receive visitors and diarise and confirm appointments for the Senior Manager. Uphold a positive image of the office. Taking of minutes during meetings. Prepare presentations on PowerPoint.
<b><u>ENQUIRIES</u></b>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<b><u>POST 48/381</u></b>	:	<b><u>DRIVER/ MESSANGER (REF. PR1/35/8-9)</u></b>
<b><u>SALARY</u></b>	:	R47 784 per annum
<b><u>CENTRE</u></b>	:	Head office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 10 and at least three years' driving experience and a valid Driver's licence. Good interpersonal relations. Ability to work under pressure and work abnormal hours.
<b><u>DUTIES</u></b>	:	Provide driving services for the MEC and his office. Collect and Deliver mail and documents on behalf of the MEC as and when required to do so. Ensure that the car is serviced and well maintained at all times. Keep record of trips undertaken as and perform duties as and when instructed to do so
<b><u>ENQUIRIES</u></b>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<b><u>POST 48/382</u></b>	:	<b><u>CLEANER (REF. PR1/36/8-9)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	KwaMhlanga Offices
<b><u>REQUIREMENTS</u></b>	:	An educational qualification at the level of grade 9 or 10. Ability To read and write. Ability to learn and work independently and under pressure. Duties: Clean all offices and empty dustbins. Clean walls, toilets and the kitchen. Serve water in the boardroom and tea when there are interviews and meetings. Assist wherever there is a need in the sections.
<b><u>ENQUIRIES</u></b>	:	Vusumuzi Hlatshwayo @ (013) 766 4164

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

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

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

**OTHER POSTS**

**POST 48/383** : **DEPUTY DIRECTOR: PHARMACEUTICAL SERVICES**  
Cape Winelands District

**SALARY** : Remuneration package: R407 745 per annum (a portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Cape Winelands District Office, Worcester

**REQUIREMENTS** : Registration with the South African Pharmacy Council as Pharmacist. Bachelor of Pharmacy degree (B. Pharm) or equivalent qualification. Appropriate experience of management in the district health (or similar) system. Thorough knowledge and experience of Pharmaceutical matters and the ability to address legislation. Good interpersonal and communication skills in at least two of the three official languages of the Western Cape. Valid driver's licence and willingness to travel. Experience in Drug Supply Management. In-depth knowledge of the Health Act, National Drug Policy, Pharmacy Act, World Health Organisation and relevant policies of the Department of Health. Recommendations: Strong leadership skills with regard to management, organisation, strategic thinking and planning. Presentation skills. Experience in Drug Supply Management and Cold Chain Management training. Project management skills. Computer literacy and knowledge of information management. The ability to work under pressure and on short deadline. Experience in recruitment and selection, Staff Performance Management System (SPMS) and disciplinary procedures.

**DUTIES** : Manage the overall provision of Pharmacy Services within the District boundaries in accordance with valid standards and indicators. Planning, implementation and maintenance of Provincial and District policies related to pharmacy service within the district. Evaluate Human Resource needs, for example staffing levels for provision of pharmacy services throughout the region according to FPML. Address training needs of Pharmacy staff and co-ordinate training programmes for the region. Facilitate the execution of statutory related and other inspections in terms of the Medicine and Related Substances Control Act at provincial as well as government subsidised institutions, e.g. homes for the aged, etc. Monitor the treatment, medicines usage and pharmaceutical expenditure by co ordinating the district Pharmacy and the Therapeutic Committee. Monitoring and evaluation of Financial Management of Pharmaceutical Service. Represent the Pharmacy Services of the district at various provincial and district meetings. Collect and analyse financial and statistical data in the district with regard to the evaluation of scientific, clinical, pharmacological and economic impacts of patient care practices, regional drug use and co-operation in conducting clinical trials.

**ENQUIRIES** : Dr L Phillips, tel. no. (023) 348-8111 or Ms E Meyer, tel. no. (023) 348-8112.

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

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

**CLOSING DATE** : 5 December 2008

**POST 48/384** : **PRINCIPAL MEDICAL OFFICER (ASSERTIVE COMMUNITY OUTREACH TEAM)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

<b><u>SALARY</u></b>	:	Remuneration package: R 344 052 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stikland Hospital, Bellville
	:	Unrestricted registration with the Health Professions Council of South Africa as Medical Practitioner. Appropriate post community service experience working in a supervised acute psychiatric hospital setting involved in the multi-disciplinary in- and outpatient management of clients with severe mental illness. Appropriate post community service supervised community mental health outreach experience including performing home visits and family interventions. Ability to adapt to a flexible working environment. Fluency in at least two of the three official languages of the Western Cape. Valid code B/EB driver's license. The following will serve as a recommendation: Advanced computer proficiency
<b><u>DUTIES</u></b>	:	Rendering of both on- and offsite clinical services (including performing of regular home visits) with regard to Stikland Hospital's integrated community outreach treatment initiatives. Acting as team leader of the multi-disciplinary assertive community treatment team. Clinical training and supervision as appropriate. Performing general and clinical administrative tasks associated with the appointment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr UA Botha, tel. no. (021) 940-4458
	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms B Hermes 19 December 2008
<b><u>POST 48/385</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST/LECTURER (ADOLESCENT PSYCHOSIS RECOVERY UNIT)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R174 243 (negotiable) per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lentegeur Hospital, Mitchell's Plain
	:	Registration with the Health Professions Council of South Africa as a Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and post-graduate teaching in the health sciences. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Appropriate experience, or a tertiary qualification in adolescent intervention. Experience in the management of acute psychotic disorders.
<b><u>DUTIES</u></b>	:	Develop and manage the clinical psychology service in the Adolescent Psychosis Recovery Unit at Lentegeur Hospital. Co-ordinate the Neuropsychological Assessment Service at Lentegeur Hospital. Diagnose and treat complicated first episode psychotic conditions in the service. Supervise clinical psychology interns, Registrars in Psychiatry and Clinical Psychologists. Teach selected modules at the Faculty of Health Sciences at the University of Cape Town. Perform clinical research and publish its findings.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Stanton, tel. no. (021) 370-1455.
	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms B Hermes 5 December 2008
<b><u>POST 48/386</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST/LECTURER (ADULT THERAPEUTIC WARD)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R174 243 (negotiable) per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lentegeur Hospital, Mitchell's Plain
	:	Registration with the Health Professions Council of South Africa as a Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and post-graduate teaching in the health sciences. Fluency in at least two of the three official languages of the

Western Cape. The following will serve as recommendations: Advanced experience, or a tertiary qualification in adult psychopathology and Psychotherapeutic intervention

**DUTIES** : Provision and co-ordination of optimal psychological services in the Adult Therapeutic Ward. Participate in the training of intern clinical psychologists and other health professionals. Supervision of intern clinical psychologists, registrars and Clinical psychologists. Participate in academic activities (teaching and research) at the associated universities, and engage in ongoing professional development. Provide a support service to the Principal Clinical Psychologist

**ENQUIRIES** : Ms L Stanton, tel. no. (021) 370-1455.

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

**FOR ATTENTION** : Ms B Hermes

**CLOSING DATE** : 5 December 2008

**POST 48/387** : **ASSISTANT DIRECTOR: LABOUR RELATIONS**

**SALARY** : R174 243 per annum

**CENTRE** : West Coast District Office, Malmesbury

**REQUIREMENTS** : Appropriate 3 year tertiary qualification (degree or diploma), preferably in Labour Relations/Labour Law. Extensive and appropriate experience in Labour Relations. A valid driver's licence. Willingness to travel when required. Recommendations: Computer literacy and good presentation skills.

**DUTIES** : The appointed candidate will ensure and promote sound labour relations within the West Coast District including, but not limited to the following functions: Implementation of applicable policies to regulate LR functions. Establish and maintain effective functioning of relevant collective labour relations structures eg. IMLC. Provision of expert advice regarding labour relations. Training and assistance on matters pertaining to labour relations. Conflict and dispute resolution. Case management in respect of individual and collective disputes. Co-ordinate individual and collective grievances. Interpretation of various labour relations statistics. Monitoring and co-ordination of functions relating to collective bargaining. Participate in management meetings. Supervision of Record Management section.

**ENQUIRIES** : Mr G Waneburg, tel. no. (022) 487-9213.

**APPLICATIONS** : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

**FOR ATTENTION** : Mr CJ Matshoza

**CLOSING DATE** : 19 December 2008

**POST 48/388** : **CHIEF HEALTH THERAPIST (ULTRASONOGRAPHER)**  
Chief Directorate: Metro District Health Services

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

**CENTRE** : Helderberg Hospital with secondment to Macassar CHC

**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a Health Therapist (Ultrasonographer). Degree in Ultrasound. Recommendations: Thorough knowledge of ante-natal, paediatric, gynaecology and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team. Willingness to work weekends as required. A valid driver's licence.

**DUTIES** : Conducting ante-natal ultrasound examinations. General care of patients. Maintenance of case records and statistics. Participation in CPD programmes. Responsible for research and training needs. Prepared to travel between Helderberg Hospital and CHC's to perform duties. Relief work at Helderberg Hospital.

**ENQUIRIES** : Ms C Uys, tel. no. (021) 850-4725.

**APPLICATIONS** : The Senior Medical Superintendent, Helderberg Hospital, Private Bag X02, Somerset West, 7129.

**FOR ATTENTION** : Dr E Erasmus

**CLOSING DATE** : 19 December 2008

<b><u>POST 48/389</u></b>	:	<b><u>CHIEF HEALTH THERAPIST (ULTRASONOGRAPHER)</u></b> Chief Directorate: Metro District Health Services
<b><u>SALARY</u></b>	:	R145 920 per annum plus a non-pensionable scarce skills allowance of 10% of annual basic salary.
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital with secondment to Kraaifontein CHC
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as a Health Therapist (Ultrasonographer). Degree in Ultrasound. Recommendations: Thorough knowledge of ante-natal, paediatric, gynaecology and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team. Willingness to work weekends as required. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Conducting ante-natal ultrasound examinations. General care of patients. Maintenance of case records and statistics. Participation in CPD programmes. Responsible for research and training needs. Prepared to travel between Karl Bremer Hospital and CHC's to perform duties. Relief work at Karl Bremer Hospital.
<b><u>ENQUIRIES</u></b>	:	Ms H van Zyl, tel. no. (021) 918-1267.
<b><u>APPLICATIONS</u></b>	:	The Senior Medical Superintendent, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
<b><u>FOR ATTENTION</u></b>	:	Ms EJ Jacobs
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 48/390</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R145 920 per annum.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior (or equivalent) Certificate with Accounting or Mathematics and relevant supervisory experience. Appropriate experience of bookkeeping as well as month and year-end closures. Sound understanding of Accounting and Annual Financial Statements. Valid Code B/EB driver's licence. Recommendations: A degree/diploma or part thereof with majors in one of Accounting, Mathematics, Auditing. Basic Accounting System (BAS) as well as Assets and Liabilities accounts. Be honest, responsible, reliable and diligent. Problem solving and lateral thinking skills. Ability to work both in a team context and independently. Ability to work under pressure and overtime if required. Above average computer literacy (Excel, Word). Note: Short listed candidates must be prepared to do a test as part of the evaluation process. A CV which indicates in sufficient detail that you meet the minimum requirements and that you possess the competencies to perform the duties above must be attached. Certified copies of all relevant documents with references to be included.
<b><u>DUTIES</u></b>	:	Administrative and supervisory support to Section: Bookkeeping and Institutions. Monitor all Asset and Liability suspense accounts on Head Office level. Assist with the compilation of Annual Financial Statements: Head Office inputs iro Receivables, Payables, Accruals and Commitments. Monitor and control of all Book Closure and Year-end Procedures. Verify and control all relevant Finance Instructions. Liaison with Provincial Treasury iro changes on SCOA, Annual Financial Statements and any other related matters. Assist with monthly month-closures. Compilation and co-ordination of inputs iro audit queries relating to Section: Bookkeeping and Section: Payments. Travelling to institutions when requested. On-the-job mentoring of junior staff members. Liaison with audit clients and institutions.
<b><u>ENQUIRIES</u></b>	:	Ms M Michaels, tel. no. (021) 483-6679.
<b><u>APPLICATIONS</u></b>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr RA Merton
<b><u>CLOSING DATE</u></b>	:	12 December 2008
<b><u>POST 48/391</u></b>	:	<b><u>PERSONAL ASSISTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R117 501 per annum.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Diploma or equivalent qualification. Computer literacy (MS Word, Excel and PowerPoint). Recommendations: Excellent verbal and written communication



skills. Strong interpersonal skills. Ability to function independently. Show ability to be innovative and creative. Responsible, reliable and diligent. Good time management skills. Be thorough in all work and pay attention to detail of work. Work with a spirit of excellence at all times. Note: A competency test will form part of the interview process.

**DUTIES** : Provide a receptionist support service, including compiling realistic schedules of appointments. Rendering a secretarial service to the manager, including advanced typing in Excel, Word and PowerPoint. Render administrative support services, for example manage the flow of documents to and from the office of the manager, file documents, scrutinise incoming documents for urgent issues, travel arrangements, maintain the asset register of the unit, respond to enquiries. Provide support to manager regarding meetings for example logistical arrangement regarding venue, etc, take minutes, communicate decisions to role-players and follow-up on progress. Support the manager with the administration of the manager's budget, including drawing supporting reports and maintaining workings for such budgets. Obtain inputs, collate and compile reports, summarise and interpret information relevant to an issue, collect information and data, distinguishing relevant and irrelevant data. Place orders on underlying systems, follow-up on payments, maintain telephone claims for the directorate and other expenditure claims and liaise with relevant roleplayers in this regard. Draft documents as required.

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

**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000

**FOR ATTENTION** : Mr RA Merton

**CLOSING DATE** : 19 December 2008

**POST 48/392** : **ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : R117 501 per annum

**CENTRE** : Mowbray Maternity Hospital, Mowbray

**REQUIREMENTS** : Senior (or equivalent) Certificate plus extensive appropriate experience. Appropriate personnel administration experience. Computer literacy. The following will serve as recommendations: Knowledge of PERSAL or any other HR Systems and practical experience. Ability to work under pressure. Ability to function as part of a team as well as independently. Ability to communicate in two of the three official languages of the Western Cape. Good interpersonal communication and organisational skills.

**DUTIES** : Management of all Human Resource related functions within the Human Resource Management Component in conjunction with the Senior Administrative Officer (HRM). Supervise Senior Administration Clerks to ensure effective functioning of the Personnel Administration Section. Provide administrative support services to the Institution with regards to processes related to staff development. Ensure timeous provision of correct statistics related to the Human Resource Management Component. Perform all administrative support functions related to the post. Perform all Persal functions related to the post. Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. Ensure the maintenance of all records and accurate filing system in line with existing prescripts of the Provincial Government: Western Cape. Provide training to the Senior Administration Clerks.

**ENQUIRIES** : Ms BA Barry, tel. no. (021) 659-5914.

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

**FOR ATTENTION** : Ms B Hermes

**CLOSING DATE** : 12 December 2008

## DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

*In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post 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** : 12 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 POST

**POST 48/393** : **ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING (REF NO L159/08)**  
Component: Directorate: Governance and Integration  
Sub-directorate: Integrated Development Planning

**SALARY** : R174 243 per annum

**CENTRE** : Cape Town

**REQUIREMENTS** : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) in Town Planning or Development Studies and/or appropriate experience in development planning or local government planning. The following will serve as recommendations: • knowledge of integrated development plan (IDP) policy, legislation and guiding manuals • knowledge of municipal IDP planning, people centred development and community based participation processes • experience of strategic management processes including strategic planning and performance management within government • knowledge of the constitutional, institutional and developmental circumstances of municipalities • knowledge of labour relations legislation and regulations • experience in project and performance management • good organising, problem solving, analytical thinking, conflict management and interpersonal skills • must be creative, assertive, pragmatic, innovative and self motivated • human resources and financial management experience • a valid code B (manual) drivers licence • computer literacy (MS Office) • good verbal and written communication skills in at least two of the official languages of the Western Cape.

**DUTIES** : The successful candidate will be responsible for the following duties: • ensure assistance to municipalities with drafting, review and implementation of IDP's, including securing funding and resources for IDP processes • responsible for municipal capacity building on IDP planning • responsible for monitoring municipal IDP progress and implementation • participate and assist in the strategic planning and management of the Department, including the responsibility to ensure mechanism for alignment and integration of municipal, provincial and national programmes.

**ENQUIRIES** : Ms J Fortuin at (021) 483-2857.