



DATE OF ISSUE: 05 DECEMBER 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 49 OF 2008**

**Introduction**

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

**Directions to candidates**

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

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

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **05 JANUARY 2009**

**AMENDMENT** : **Department of Water Affairs and Forestry:** Kindly note that the post of Senior Accounting Clerk Grade III, advertised on PSVC 35 of 2008 (post 35/128), it was supposed to be Senior Accounting Clerk Grade II.

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## DEPARTMENT OF AGRICULTURE

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

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

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 19 December 2008

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

## OTHER POSTS

**POST 49/01** : **CHIEF WORK STUDY OFFICER (2 POSTS) (REF 528/2008)**  
Directorate: Human Resources Management

**SALARY** : R217 482 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidates must be in possession of a National diploma in Management Services (Organisation and Work-Study) or a B. degree plus a Certificate in Management Services (Organisation and Work-Study). Applicants must have sufficient appropriate experience in the Organisation and Work-Study field. Candidates must have knowledge of the Public Service Act, Public Services Regulations and prescripts. Well developed skills in organisation and job design, problem-solving, facilitation, interviewing and research. Good communication skills (verbal and written) and the candidates must be innovative and creative thinkers. Computer literacy (MS Office) and a valid driver's licence.

**DUTIES** : The incumbent's responsibility will be to review and re-design organisational structures, compile job descriptions and determine post establishment requirements. The candidates will also be responsible for making proposals to management on work efficiency by means of the applications for work-study techniques. The development of policies and guidelines on work efficiency will also be required. It will also be expected from the candidate to supervise and train staff in his/her section.

**ENQUIRIES** : Ms H. Marais, Tel. 012 3196674

**NOTE** : Short-listed candidates will be required to undergo a pre-interview test to evaluate the required skills and knowledge.

**POST 49/02** : **ASSISTANT DIRECTOR: ACCOMMODATION (FACILITIES AND PROJECTS) (REF 535/2008)**  
Unit: Corporate Support  
This is a re-advertisement of Ref. 430/2008. Candidates who previously applied must not re-apply.

**SALARY** : R174 243 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate must be in possession of a Grade 12 Certificate or National diploma. Relevant experience in project management, facility management and maintenance (planned and unplanned). Knowledge of building environment. Proficient in at least two official languages. Valid driver's licence. Computer literacy. Knowledge and understanding of the Government procurement system as well as the Public Finance Management Act. Knowledge of relevant legislation such as the Public Service Act, Labour Relations Act,

		Occupational Health and Safety Act. Good verbal and written communication skills. Ability to work under pressure. Negotiation skills.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to administer Financial, Human Resources and Supply Chain Management related matters. Handle correspondence in respect of enquiries and leases. Attend meetings and site inspections. Monitoring of project management processes. Supervision of building improvements and alterations. Conduct regular building inspections. Provide administrative support/feedback to the Deputy Director pertaining to section activities. Supervision of employees. Interaction between clients, staff and other role players.
<b><u>ENQUIRIES</u></b>	:	Ms G.M. Van As, Tel. 012 3196960
<b><u>POST 49/03</u></b>	:	<b><u>SENIOR PROJECT CO-ORDINATOR (REF 537/2008)</u></b> Directorate: Land Settlement
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Free State, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate Bachelor's degree in Agricultural Sciences or related discipline plus appropriate experience. Valid driver's licence and must be prepared to travel. Must have sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations skills.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to assist Provincial departments and farmers with the planning and implementation of land settlement projects. Managing the provision of information to the executing authority with regard to the Agrarian Reform Projects. Assessment of the impact of Agrarian Reform Projects. Rendering advisory services to clients and the management of the Directorate and the National Department of Agriculture. Ensure fair application of the land grant processes during committee meetings (from an agricultural point of view). Attending/presenting line function workshops, processes, meetings and task teams regarding the impact of Agrarian Reform on the development of farmers. Develop Agrarian Reform Project databases. Keep track of information on LRAD projects. Keep track of assistance rendered to LRAD projects. Supervising Project Co-ordinators.
<b><u>ENQUIRIES</u></b>	:	Ms P N Z Mpangane, Tel. 012 3198230
<b><u>POST 49/04</u></b>	:	<b><u>PROJECT CO-ORDINATOR (REF 534/2008)</u></b> Directorate: Land Settlement
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate Bachelor's degree in Agricultural Sciences or related discipline plus appropriate experience. Valid driver's licence and must be prepared to travel. Must have sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations skills.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to assist and support Provincial departments in the planning and implementation of CASP and Land and Agrarian reform programmes in the Provinces through participation at relevant forums. Collection of data for a database of CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Co-ordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Ms P N Z Mpangane, Tel. 012 3198230
<b><u>POST 49/05</u></b>	:	<b><u>PROJECT CO-ORDINATOR (REF 377/2008)</u></b> Directorate: Land Settlement This is a re-advertisement of Ref. 71/2008. Candidates who previously applied must re-apply
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate Bachelor's degree in Agricultural Sciences or related discipline plus appropriate experience. Valid driver's licence and must be prepared to travel. Must have sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to assist and support Provincial departments in the planning and implementation of CASP and Land and Agrarian reform programmes in the Provinces through participation at relevant

		forums. Collection of data for a database of CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Co-ordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Mr P N Z Mpangane, Tel . 012 3198230
<b><u>POST 49/06</u></b>	:	<b><u>PROJECT CO-ORDINATOR (REF 536/2008)</u></b> Directorate: Land Settlement
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate Bachelor's degree in Agricultural Sciences or related discipline plus appropriate experience. Valid driver's licence and must be prepared to travel. Must have sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to assist and support Provincial departments in the planning and implementation of CASP and Land and Agrarian reform programmes in the Provinces through participation at relevant forums. Collection of data for a database of CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Co-ordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Ms P N Z Mpangane, Tel. 012 3198230
<b><u>POST 49/07</u></b>	:	<b><u>SENIOR WORK STUDY OFFICER (2 POSTS) (REF 526/2008)</u></b> Directorate: Human Resources Management This is a re-advertisement of Ref. 294/2008. Candidates who previously applied must re-apply.
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate B. degree or diploma and a Certificate in Organisation and Work-Study (Management Services) or a National Diploma in Organisation and Work Study (Management Services) or Operations/Production Management. The candidate must have appropriate experience in the Organisation and Work-Study field and knowledge of Job Evaluation (EQUATE System). Well developed skills in organisation and job design, problem-solving, facilitation, interviewing and research. Good communication skills (verbal and written) and the candidate must be creative and an analytical thinker. The candidate must be computer literate (MS Office).
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to review and re-design organisational structures, compile job descriptions, determine post establishment requirements, conduct analysis and job evaluation and render a support service with regard to the administration of Job Evaluation. The candidate will also be responsible for making proposals to management on work efficiency by means of the applications of work-study techniques.
<b><u>ENQUIRIES</u></b>	:	Ms M Malope, Tel. 012 3197931
<b><u>NOTE</u></b>	:	Short-listed candidates will be required to undergo a pre-interview test to evaluate the required skills and knowledge.
<b><u>POST 49/08</u></b>	:	<b><u>ANIMAL HEALTH TECHNICIAN (REF 539/2008)</u></b> Directorate: Veterinary Services
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a National diploma or degree in Animal Health. Extensive experience in inspection and auditing of Veterinary approved establishments. Experience in import procedures at ports of entry. Registration with South African Veterinary Council. Valid driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for inspection of animals and animal products. Procedures for imports at ports of entry. Registration and maintenance of Veterinary approved facilities. Veterinary procedural notices for approval of facilities. Registration and maintenance of diseases free compartments. Illegal importation prevention and investigation. Inspection and control of imported animals and animal products. Handle approval of Veterinary approved establishments for animal Quarantine Stations, Tanneries, Taxidermies, Semen and Embryo Centres, etc. as well as Disease free compartments. Follow-up information received concerning illegal importation and irregularities at ports of entry. Evaluation and inspection of procedures at ports of entry. Relief duties at different ports of entry when Animal Health Technicians or Meat Inspectors are on leave.
<b><u>ENQUIRIES</u></b>	:	Ms E Viviers, Tel. 012 3197700

<b><u>POST 49/09</u></b>	:	<b><u>MEAT INSPECTOR (REF 538/2008)</u></b> Directorate: Veterinary Services
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a National diploma in Environmental Health. Valid driver's licence. Extensive experience in inspection and auditing of Veterinary approved establishments. Experience in import procedures at ports of entry.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for inspection and control of meat and meat products. Procedures for import at ports of entry. Registration and maintenance of food producing Veterinary approved facilities. Veterinary procedural notices for approval of food producing facilities. Illegal importation prevention and investigation. Inspection and control of imported meat and meat products. Follow-up on information received concerning illegal importation and irregularities at port of entry. Evaluation and inspection of procedures at ports of entry. Relief duties at different ports of entry when Animal Health Technicians and Meat Inspectors are on leave.
<b><u>ENQUIRIES</u></b>	:	Ms E Viviers, Tel. 012 3197700
<b><u>POST 49/10</u></b>	:	<b><u>PRINCIPAL HUMAN RESOURCES OFFICER (REF 525/2008)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate plus extensive practical experience within a Human Resources environment. Proof of PERSAL training and knowledge of the Senior Management Service (SMS) dispensation. Knowledge and experience in HR administration dealing with appointments, transfers, conditions of service, termination of services and Performance Management (PMDS) of SMS members. Proven written and verbal communication skills. Good interpersonal relations and supervisory skills. The incumbent must have a good understanding of Public Service legislation and must be computer literate.
<b><u>DUTIES</u></b>	:	The incumbent will be required to administer the service benefits, conditions of service, recruitment and selection and Performance Management and Development of the members of the Senior Management Services (SMS). It will be expected from the successful candidate to capture applications on PANDA, to conduct suitability checks of all short listed SMS members, to respond to all administrative enquiries of SMS members and to keep record thereof. The incumbent will also be responsible to keep and maintain work registers and status reports on all HR matters related to the SMS members. It will further be expected from the successful candidate to supervise a subordinate and be able to compile minutes of identified meetings, attend all required meetings and make valuable inputs during meetings. Further duties will entail the capturing of and approving of transactions on the PERSAL system.
<b><u>ENQUIRIES</u></b>	:	Mr S Mahlangu, Tel. 012 3196774
<b><u>NOTE</u></b>	:	A pre-interview test will be conducted to assess the required skills and knowledge.
<b><u>POST 49/11</u></b>	:	<b><u>REGISTRY CLERK (REF 531/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate. Knowledge of Records Management.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for application of an approved filing system. Proper filing of records. Receipt and opening of post. Recording of money and all negotiable instruments. Make files available as per request. Tracing and pending of files. Dispatching of outgoing mail. Safe custody and protection of files. Keeping of records. Control of access to all records. Proper placing of documents in files. Distribution of salary slips. Update filing system.
<b><u>ENQUIRIES</u></b>	:	Mr P Khumalo, Tel. 012 3197896/6698
<b><u>POST 49/12</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 511/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting as a passed subject towards obtainment of a degree or diploma will also be acceptable). Computer literacy (Excel spreadsheets). Knowledge and experience of PERSAL/PERSOL and

		Government financial systems. Good interpersonal and communication skills. Problem solving skills, ability to meet deadlines and to accept responsibility.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for capturing PERSAL deductions, allowances and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribution of salary advices and salary reports, as well as the subsequent follow up work. Reconciliation of salary records. Administration of Garnish orders and distribution of monthly statements. Payment of periodical workers and fuel claims pertaining to subsidised vehicles. Administration of leave without pay. Administrative service terminations, transfers to and from the department and new appointments. Handling of salary enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms A Willms, Tel. 012 3196929
<b><u>NOTE</u></b>	:	Candidates will be assessed on his/her knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, Persal and general accounting principles.
<b><u>POST 49/13</u></b>	:	<b><u>ADMINISTRATION CLERK (REF 529/2008)</u></b> Directorate: Agricultural Information Services
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate plus experience in administration. Knowledge of procurement procedures. Knowledge of filing systems. Planning and organising skills. Communication skills (both verbal and written). Good interpersonal relations.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to procure goods and services for the directorate; request quotations, fill in requisition folios and arrange for orders to be issued for the directorate. Write letters/memorandums for external/internal clients. Verify subsistence and travel advances and claims of officials in the directorate. Prepare reports and take minutes. Perform secretarial duties for Deputy Directors and stand in as Personal Assistant for Director. Arrange accommodation, flight and transport for officials in the directorate. Keep file index up to date and maintain files. Manage the archiving of documents.
<b><u>ENQUIRIES</u></b>	:	Mr J Lekgatlle, Tel. 012 3196651
<b><u>POST 49/14</u></b>	:	<b><u>ADMINISTRATION CLERK (REF 530/2008)</u></b> Directorate: Veterinary Services
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate. Appropriate experience.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to arrange training payments. Handle telephone enquiries. Check overtime claims and S&T claims. Arrangement of accommodation and travelling requirements. Checking departmental and service providers invoices. Drafting of memorandums and letters to DoA officials and relevant abattoir management. Arranging internal meetings of sub-directorate VPH and typing minutes. Record keeping of leave forms (data capturing). Managing of incoming mail and communication with outside offices. Liaison with all role players in the establishment. Office administration.
<b><u>ENQUIRIES</u></b>	:	Dr T. Bergh, Tel. 012 3197688
<b><u>POST 49/15</u></b>	:	<b><u>OFFICE ASSISTANT (REF 532/2008)</u></b> Directorate: Bio-safety
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 Certificate. General office administration experience relating to photocopying, faxing, mail, inventory, filing, etc. Good communication skills (written and verbal). Basic typing and computer literacy. Basic knowledge of departmental policies and procurement procedures.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to render administrative office support to the directorate by photocopying and distributing documents. Receive, transmit and distribute fax messages. Preparation of official document packages for distribution to relevant committees. Assist with procurement of stationary and other goods and services. Render messenger services by collecting and delivering official documents. Render food services aid.
<b><u>ENQUIRIES</u></b>	:	Mr T. Sethlare, Tel. 012 3196249
<b><u>POST 49/16</u></b>	:	<b><u>DRIVER (REF 533/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Pretoria

- REQUIREMENTS** : The successful candidate must be in possession of a Grade 10 or 12 Certificate. Valid driver's licence (Code B).
- DUTIES** : The incumbent's responsibility will be to fetch and deliver post documents and parcels from the Post Office. Transport staff members. Deliver and collect post.
- ENQUIRIES** : Mr P. Khumalo, Tel. 012 3197896



## DEPARTMENT OF DEFENCE

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

- CLOSING DATE** : 05 January 2009 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

- POST 49/17** : **ASSISTANT DIRECTOR INTERNAL AUDIT**  
The post is advertised in the DOD and broader Public Service.  
Defence Inspectorate Directorate Regulatory Audit
- SALARY** : R217 482 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Degree/Diploma in Auditing and Accounting (NQF Level 6/8) Preferable. Applicable experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational- and good inter personal relations skills. Must be able to obtain confidential security clearance within a year. Be in possession or obtain a valid military license.
- DUTIES** : Provide inputs into the enhancement of audit methodologies and technologies. Conduct preliminary surveys. Identify issues relevant to the specific audit plan. Formulate and audit program based on the outcome of the preliminary survey. Review audit progress on an ongoing basis and provide guidance to subordinates where necessary. Coach, lead, evaluate and monitor progress on audit projects. Liaise with the auditors and keep them informed on an ongoing basis. Draft reports on the internal audit work. Monitor implementation and adherence to audit recommendations. Act as Audit Manager when required.
- ENQUIRIES** : WO J.M. Motsepe, Tel: (012) 312 4872  
**APPLICATIONS** : Department of Defence, Inspector General Division, Private Bag X671, Pretoria, 0001
- NOTE** : National travelling will be required.
- POST 49/18** : **SENIOR INTERNAL AUDITOR (REGULATORY AUDIT)**  
Defence Inspectorate Division  
The post is advertised in the DOD and broader Public Service
- SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : NQF Level 6: Preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Experience wrt Log, Fin, Pers and IT audit will be a recommendation. Special requirements (skills needed): Knowledge of reporting procedures and research/computer etc. Problem solving-, research-, analytical thinking-, communication- (verbal & written) and creativity skills. Must be able to obtain a secret security clearance and valid military driver's license within a year.
- DUTIES** : Conduct and co-ordinate audits at corporate level. Obtain relevant policies and instructions wrt the various audits. Develop audit questionnaire papers wrt

		identified risks pertaining the various audits. Conducts audit. Report writing. Compilation of working paper file.
<b><u>ENQUIRIES</u></b>	:	Lt Col B Mbatha, Tel: (012) 312 4725
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Inspector General Division, Private Bag X671, Pretoria, 0001
<b><u>NOTE</u></b>	:	National travelling will be required.
<b><u>POST 49/19</u></b>	:	<b><u>SENIOR SECRETARY GR II</u></b> The post is advertised in the DOD and broader Public Service. Defence Legal Services Division, Legsato Thaba Tshwane, (GOiC LEG TT)
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	NQF Level 4 preferable. Secretarial diploma will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to work under pressure. Must be able to obtain Secret security clearance within a year.
<b><u>DUTIES</u></b>	:	Write/Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitor's authorization and parking.
<b><u>ENQUIRIES</u></b>	:	Col G S Soldaat, Tel: (012) 355 5383
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Legal Service Division, Private Bag X161, Pretoria, 0001.
<b><u>POST 49/20</u></b>	:	<b><u>SENIOR TYPIST GR I</u></b> This post is advertised in the DOD and the broader Public Service.
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Defence Legal Services Division, Leg BFN (Legal Office Lohatla)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (Word/Excel/ Presentations). Good interpersonal relations. Have detailed knowledge of the operation, utilisation of specific software packages. Communication-, reasoning ability, mathematical ability, problem solving-, initiative-, inter personal proficiency- and language proficiency skills. Must be able to obtain a Confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Plan, depend on the kind of typing, the lay-out thereof according to the standards as specified. Type letters etc from manuscripts with a word processor. Check typing and correct if necessary. Control the work flow to and from the typing office. Ensure that all designated computer hardware and software are maintained according to the specified instructions and receive and transmit messages with a fax machine.
<b><u>ENQUIRIES</u></b>	:	Col G.S. Soldaat, Tel: (012) 355 5383.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Legal Service Division, Private Bag X161, Pretoria, 0001.

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** : To the Deputy Director-General, Department of Environmental Affairs and Tourism, Branch: Marine and Coastal Management, Private Bag X 2, Roggebaai, 8012, Cape Town.
- FOR ATTENTION** : 6<sup>th</sup> Floor Registry: Integrated Human Resources
- CLOSING DATE** : 22 December 2008
- 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 POST

- POST 49/21** : **DEPUTY DIRECTOR: LARGE CRUSTACEAN FISHERIES MANAGEMENT (58/2008)**
- SALARY** : R407 745 per annum (All inclusive flexible remuneration flexible package conditions apply. The flexible portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate degree or equivalent qualification in Natural Sciences and/or Natural Resource Management, Natural Resource Economics, Development Economics. A post graduate qualification will be an advantage. Relevant Experience in natural resource management (e.g. Fisheries Management). Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Knowledge of the respective fisheries. Proven management skills, conflict resolution, financial, project management, communications and analytical skills. Must be computer literate and be able to work under pressure.
- DUTIES** : To provide overall management and direction within the Sub-Directorate. Manage, communicate and co-ordinate the administrative and regulatory processes with regard to West Coast Rock Lobster, South Coast Rock Lobster, KwaZulu-Natal Prawn Trawl fishing sectors by applying the Marine Living Resources Act, 1998 (Act No. 18 of 1998) ("the act), the Regulations promulgated thereunder and departmental policies. Manage the respective fishery sectors. Contribute towards development of policies applicable to the fishery sectors. Compile Total Allowable Catch (TAC) and / or Total Allowable Effort (TAE) submissions to Minister. Compile inter-area schedules for the respective commercial fishing sectors. Manage and facilitate requests for information in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act from public and stakeholders internally and externally. Maintain and manage stakeholder participation. Provide and facilitate advice to decision-makers and to some extent to stakeholders regarding permit conditions, issuing of permits and procedures thereof. Manage the administrative activities including budgeting and financial management within the sub-directorate. Inform the development and contribute in implementation of Strategic and Business Plans. Manage all functions of the sub-directorate including risk management.
- ENQUIRIES** : Mr. N Bacela: Tel. +27(21) 402 3577
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement
- POST 49/22** : **DEPUTY DIRECTOR: LINE AND NET FISHERIES MANAGEMENT (MCM 60/2008)**
- SALARY** : R407 745 per annum (All inclusive flexible remuneration flexible package conditions apply. The flexible portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate degree or equivalent qualification in Natural Sciences and/or Natural Resource Management, Natural Resource Economics, Development Economics. A post graduate qualification will be an advantage. Relevant Experience in natural resource management (e.g. Fisheries Management).

Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Knowledge of the respective fisheries. Proven management skills, conflict resolution, financial, project management, communications and analytical skills. Must be computer literate and be able to work under pressure.

**DUTIES**

: To provide overall management and direction within the Sub-Directorate. Manage, communicate and co-ordinate the administrative and regulatory processes with regard to Traditional line fish, Squid, Net fish (Small nets/Gill nets & Beach-seine/trek nets) and KwaZulu-Natal Beach-seine fishing sectors. by applying the Marine Living Resources Act, 1998 (Act No. 18 of 1998) ("the Act), the Regulations promulgated thereunder and departmental policies. Manage the respective fishery sectors. Contribute towards development of policies applicable to the fishery sectors. Initiate Total Allowable Catch (TAC) and / or Total Allowable Effort (TAE) submissions to decision makers. Manage and facilitate requests for information in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act from public and stakeholders internally and externally. Maintain and manage stakeholder participation. Provide and facilitate advice to decision-makers and to some extent to stakeholders regarding permit conditions, issuing of permits and procedures thereof. Manage the administrative activities within the sub-directorate. Compile budgets and ensure effective financial management. Inform the development and contribute in implementation of Strategic and Business Plans. Manage all functions of the sub-directorate.

**ENQUIRIES**  
**NOTE**

: Mr. Ntobeko Bacela: Tel. +27(21) – 402 3577  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.

## 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.
- CLOSING DATE** : 22 December 2008 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

## OTHER POSTS

- POST 49/23** : **ASSISTANT DIRECTOR: NON-NATURAL DEATHS (REF NO: NDOH 261/2008)**  
Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services
- SALARY** : R217 482 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised Bachelor's degree in Health or Social Sciences with appropriate experience in the related field (Social Science will be preferred). Three to five years management experience. Knowledge of and experience in effective communication skills (written and verbal) with National and International Stakeholders. Knowledge of and experience in policy development and implementation process. Good skills in negotiation, interpersonal relations. Be able to function independently. Knowledge of human behavioural science (change models) and analysis of research results/statistics. Model development and project planning will be added advantages. A valid code 08 (Code B) driver's licence.
- DUTIES** : \*General management of the unit \*Development of policy and strategies to prevent injuries and non- natural deaths \*Participate in legal framework formulation on prevention of injuries and non-natural deaths \*National, international, departmental and inter-departmental liaison and activity coordination \*Facilitate implementation, monitoring and evaluation of policy and strategies \*Support to the national focal point for injury and violence prevention.
- ENQUIRIES** : Ms CC Kotzenberg at tel. (012)312 0218.
- POST 49/24** : **ASSISTANT DIRECTOR: LOGISTICS ADMINISTRATOR (REF NO: NDOH 249/2008)**  
Cluster: HIV and AIDS and STI: Directorate: Prevention Strategies
- SALARY** : R174 243 per annum (plus competitive benefits)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification in Information and Technology. Knowledge and experience in information technology system and Data Management. Any Clarion experience would be an advantage. Supervisory, planning and technical skills. Good communication skills (written and verbal). Training skills. A valid code 08 (Code 08) driver's licence.
- DUTIES** : \*Provide guidance, maintenance and management of Logistics Management Information System (LMIS) for condom procurement and distribution \*Facilitate the alignment of LMIS with broader departmental strategy by utilising the computerised delivery manager in the LMIS \*Ensure that all primary delivery sites receive the right quantities of stock at the right time and forward monthly reports \*Control and monitor systems including maintaining the supply manager and effective management of information and information technology \*Provide ongoing support and feedback to provinces on deliveries \*Facilitate LMIS training of staff members on the use of information systems and information management \*Monitor the LMIS condom procurement, budget and expenditure.
- ENQUIRIES** : Ms E Marumo at tel. (012) 4019670.

INDEPENDENT COMPLAINTS DIRECTORATE

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

**CLOSING DATE** : 19 December 2008  
**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POSTS

**POST 49/25** : **DEPUTY PROVINCIAL HEAD**  
**SALARY** : R344 052 per annum  
**CENTRE** : Nelspruit Mpumalanga  
**REQUIREMENTS** : A three-year degree/Diploma in Law or Policing or equivalent qualification coupled with proven managerial experience, knowledge of Criminal Justice System, Human Rights, Criminal Law, knowledge of Government's broad transformation initiatives with regard to policing and crime prevention, Valid driver's licence, Computer literacy, Managerial experience is essential.  
**DUTIES** : Assist the Provincial Head in the management of the budget in accordance with the imperatives of the PFMA, effectively and efficiently manage the provincial office, Financial, human and asset management, establish links between the Department and key stakeholders in the province, take the lead in high-profile investigations, oversee the operations of investigations, monitor administration and complaints registry in the province.  
**ENQUIRIES** : Mr P Kgobe@ 013 754 1000  
**APPLICATIONS** : Independent Complaints Directorate Private Bag X 11325 Nelspruit 1200 or 2<sup>nd</sup> Floor Nedbank Centre, 48 Brown Street, Nelspruit, 1200  
**FOR ATTENTION** : Mr P Kgobe  
**NOTE** : The successful candidate will be required to undergo a preliminary security vetting. His/ her character should be beyond reproach

**POST 49/26** : **SENIOR INVESTIGATOR**  
**SALARY** : R145 920 per annum  
**CENTRE** : (Nelspruit) Mpumalanga  
**REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.  
**DUTIES** : His/her duties will entail amongst others, supervision of investigator and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.  
**ENQUIRIES** : Mr P Kgobe@ 013 754 1000  
**APPLICATIONS** : Independent Complaints Directorate Private Bag X 11325 Nelspruit 1200 or 2<sup>nd</sup> Floor Nedbank Centre, 48 Brown Street, Nelspruit, 1200  
**FOR ATTENTION** : Mr P Kgobe  
**NOTE** : The successful candidate will be required to undergo a preliminary security vetting. His/ her character should be beyond reproach.

<b><u>POST 49/27</u></b>	:	<b><u>CASE ANALYST</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric plus at least six months legal experience. Knowledge of Criminal Law, Criminal Procedure, Law of Evidence, Human Rights and SAPS investigative systems and procedures will count in the candidates favour. Ability to conduct research electronically and manually, as well as computer literacy. Knowledge of government's broad transformation objectives and initiatives is essential. A relevant degree or diploma will count in the candidates favour. Applicants must be willing to work irregular hours and under extreme pressure.
<b><u>DUTIES</u></b>	:	Key competencies include: Consultations with complaints; Receipt and registration of complaints from members of the public; Analyse such complaints and classify them according to the relevant classification structure; Assist with the monitoring of cases and compilation of statistics; The candidate will also assist with administrative tasks and typing; Capturing of cases into the database and administration of manual registers.
<b><u>ENQUIRIES</u></b>	:	Ms N Thulo @ (051) 406 6800
<b><u>APPLICATIONS</u></b>	:	Independent Complaints Directorate Private Bag X 20708 Bloemfontein 9300 or Hand Delivery @15 Cnr Andrew & Westburger Streets, Ground Floor, Standard Bank Building Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Ms N Thulo
<b><u>NOTE</u></b>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.
<b><u>POST 49/28</u></b>	:	<b><u>SECRETARY TO THE SENIOR MANAGER: LEGAL SERVICES</u></b>
<b><u>SALARY</u></b>	:	R 76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric certificate or equivalent qualification. A Secretarial or Office Administration diploma will serve as an added advantage. The candidate must be literate in at lease the following areas, Word, Excel, and Power-point. She/ he must be competent in taking minutes, provision of secretarial support and administrative support. She/he must be skilled in both verbal and written communication. She/he must be able to work under pressure and sometimes with little or no supervision.
<b><u>DUTIES</u></b>	:	Key competencies include: Rendering secretarial and administrative support services, including but not limited to making, receiving and scanning telephones and facsimiles; Scanning of correspondences(in-tray) of the Senior Manager and advising on the action to be taken; management of the diary; render assistance with monitoring of budget of the component; making travel arrangements; arrange meetings with stakeholders and take minutes, if necessary; keeping an up to date filing system and assisting with relief switchboard duties when required.
<b><u>ENQUIRIES</u></b>	:	Ms B Tukela @ 012 392 0465
<b><u>APPLICATIONS</u></b>	:	Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or Hand Delivery @ ICD House 388 Andries Street Pretoria or Old Mercedes Benz Building 47 Schoeman Street, Pretoria
<b><u>FOR ATTENTION</u></b>	:	Ms T Marumo
<b><u>NOTE</u></b>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.
<b><u>POST 49/29</u></b>	:	<b><u>DATA BASE CLERK</u></b>
<b><u>SALARY</u></b>	:	R 64 410 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric with typing as passed subject. Diploma in office management/assistant will be an added advantage. Knowledge of government's broad transformation objectives and initiatives, Sound interpersonal and strong communication skills and computer skills are essential. Be able to work under pressure.
<b><u>DUTIES</u></b>	:	Updating case files/development on the database system; typing documents; memos and reports; follow-up case developments from Investigators and Monitor; updating of registers.
<b><u>ENQUIRIES</u></b>	:	Ms N Thulo @ (051) 406 6800
<b><u>APPLICATIONS</u></b>	:	Independent Complaints Directorate Private Bag X 20708 Bloemfontein 9300 or Hand Delivery @15 Cnr Andrew & Westburger Streets, Ground Floor, Standard Bank Building Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Ms N Thulo
<b><u>NOTE</u></b>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA**

*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.*

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

**CLOSING DATE** : 22 December 2008

**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 49/30** : **COMMUNICATION OFFICER (GRAPHIC DESIGN) REF: 08/416/PEC**

**SALARY** : R117 501– R136 419 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office (Pretoria)

**REQUIREMENTS** : Degree/ Diploma in graphic design; One year design experience will be added advantage; Knowledge of software eg. Indesign, Illustrator, Photoshop, PageMaker, QuarkXPress, Dreamweaver; **SKILLS AND COMPETENCY:** Interpersonal skills; Advance computer skills; Good communication ( written and verbal ) skills; Good listening skills; Ability to work on multiple projects simultaneously.

**DUTIES** : Provide creative conceptualization layout, design and production of corporate publications including the newsletter and other deliverables; Redefine design briefs, applying innovativeness, flexibility and creativity; Develop draft concepts and preliminary designs; Creative produce new and unique ideas to represent an idea; Generate computer images; Modify, revise and edit projects as required; Ensure quality control on all design products.

**ENQUIRIES** : Ms. K. Ngomani ☎ 012 357 8661

**POST 49/31** : **LIBRARIAN REF: 08/417/LAS**

**SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Office of the Chief State Law Adviser, Cape Town

**REQUIREMENTS** : Bachelor's Degree or equivalent three years tertiary qualification in Library and Information Science; Knowledge of and experience in electronic information resources and online retrieval skills; A minimum of two years library experience; Experience in a legal library will be an advantage. Skills and Competencies: Communication skills (verbal and written); Report writing skills; Computer Literacy; Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer orientation.

**DUTIES** : Descriptive cataloguing and classification of books and serials; Manage the Library books and serial collections, including ordering, receiving, maintaining and storing of current serials; Responsible for the physical maintenance of the library books and serial collections; Loans management and subscription management; Conduct reactive/proactive research on clients requests; Maintain contacts with other institutions; Keep library statistics on a daily basis; Insert replacement pages in the loose – leaf publications and statutes of RSA; Bind and index Bills; Answer complicated enquiries; Conduct literature searches on internet, Sabinet, Jutastat, Lexis, Nexis, Citrix; Administer the library stock taking.

**ENQUIRIES** : Mr G. Masingi ☎ (012) 315 1164



<b><u>POST 49/32</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS REF: 08/421/HR</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>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three years tertiary qualification in Human Resource or equivalent qualification; At least one year relevant experience; Knowledge of PERSAL; Knowledge of service benefits will be an added advantage; Skills and Competencies: Computer literacy(MS Office), MS Excel; Communication (verbal and written)skills; Conceptualizing, analyzing; Innovation; Organizing, monitoring; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Research and study of facets of personnel administration with a view to solve problems and develop policies and/or make recommendations in this regard; Determine best practices with regard to service benefits processes; Monitor and ensure the correct application of regulatory measures; Evaluate applications in respect of service benefits aspects and recommend actions; Prepare submissions for consideration by delegated authority.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Ngomani ☎ 012 357 8661
<b><u>POST 49/33</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF: 08/422/DG</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>	:	Bachelors Degree or equivalent qualification; At least one year relevant experience. Skills and Competencies: Computer literacy ( Word, Excel, PowerPoint and Access); Good communication skills (verbal and written); Good interpersonal skills; Good understanding of admin systems; Financial Management Skills; Ability to work under pressure and independently.
<b><u>DUTIES</u></b>	:	Provide administrative and operational support for the Directorate; Provide support to strategy and cooperate governance work; Develop and maintain a sound filing system and record keeping system; Organise meetings; workshops and conferences for the Directorate; Manage archive system of strategy and Decisions Support Unit; Attend to administrative correspondences; Ensure proper procurement of equipment and stationery; Manage the assets and asset register of the Directorate; Handle travel and accommodation arrangements for the staff; Perform any other office administration as may be directed by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms A Xundu☎ 012 315 - 1781
<b><u>POST 49/34</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: PROMOTIONS AND PERFORMANCE REWARDS REF: 08/420/HR</u></b>
<b><u>SALARY</u></b>	:	R76 194- R 88 464 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent recognized qualification; Administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good organizing skills.
<b><u>DUTIES</u></b>	:	Implement Performance Bonus, Pay Progression and notches for all officials; Respond to general enquiries for Promotions and Performance Rewards; Assist Regional Offices with general enquiries regarding, merit awards , pay progression and notches and promotions;
<b><u>ENQUIRIES</u></b>	:	Ms K Ngomani ☎ 012 357 8661
<b><u>POST 49/35</u></b>	:	<b><u>LIBRARY ASSISTANT REF: 08/418/LAS</u></b> This is a re-advertisement candidates who previously applied are encourage to apply.
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of the Chief State Law Adviser, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Working experience in library; General knowledge of a legal library will be an advantage; Skills and competencies: Good Communication skills (written and verbal); Computer literacy; Good Interpersonal skills; Customer orientation; Research and planning skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Keep library statistics on a daily basis; insert replacement pages in the loose-leaf publications and statutes of RSA; stamp new publications and journals; bind and index bills; handle simple library inquiries; bind local journals; place publications back on the shelves; being and circulate government gazettes; assist with library stock taking.
<b><u>ENQUIRIES</u></b>	:	Mr G. Masingi ☎ (012) 315 1164

<b><u>POST 49/36</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: COURT PERFORMANCE REF: 08/419/CS</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Experience in collecting data and administration; Skills and Competencies: Excellent computer literacy (MS Office); Excel and Project; Communication (written and verbal) skills; The ability to plan and organize; Attention to detail.
<b><u>DUTIES</u></b>	:	Receive incoming statistical source documents from all offices in the Department; Enter incoming documents in the register; Keep records of correspondence regarding data; Follow up on source documents not received; Maintain electronic data files; Dispatch available data to user, as required from time to time; Communicate with relevant stakeholders on questionnaires; Perform the 1 <sup>st</sup> and 2 <sup>nd</sup> clean-up process of collected information; Compile a first level draft reports
<b><u>ENQUIRIES</u></b>	:	Ms M Kganyago ☎ (012) 315 1844

DEPARTMENT OF LAND AFFAIRS

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

<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: <a href="mailto:rhten@adcorp.co.za">rhten@adcorp.co.za</a> . Enquiries: Tel (011) 306 5202
<b><u>CLOSING DATE</u></b>	:	21 December 2008
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POSTS

<b><u>POST 49/37</u></b>	:	<b><u>ARTISAN SUPERINTENDENT (BEACONS DIVISION) (REFERENCE: S8/3/2008/1273)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Western Cape: Mowbray Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 (or equivalent) qualification. * 10 years experience in the building trade with at least 5 years experience in a supervisory role. * Good organising skills. * A valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will be required to manage, supervise and coordinate: the administration, logistics, resources and operations of the Beacon Building teams, operating in all parts of South Africa. * Prepare the maintenance programme for the inspection, building and repair of national control survey network monuments (trigonometrical beacons [located on elevated points such as the tops of mountains], TrigNet monuments, town survey marks and levelling bench marks) to prescribed standards and specifications. * The care, maintenance and repair of allocated equipment (vehicles, caravans, tents and beacon maintenance equipment) and materials. * Managing people and other resources
<b><u>NOTE</u></b>	:	Preference will be given to persons familiar with the maintenance of trigonometrical beacons
<b><u>POST 49/38</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: PAYMENT (REFERENCE: S8/3/2008/1274)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*An appropriate Diploma or equivalent qualification with extensive experience or Grade 12 with five years experience in Logistics Management: Payments *Sound knowledge of the public sector procurement processes, rules and regulations *Sound understanding of Public Finance Management Act, Treasury Regulations and other related prescripts *Extensive knowledge of Logis system and completion of Logis system courses *Excellent verbal and written communication skills *Analytical and innovative skills *Supervisory experience *Good computer literacy in Word, Excel and PowerPoint *Ability to work under pressure and deliver according to tight deadlines *Drivers license, code 8 would be an added advantage *BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	*Ensure that the Department maintains effective systems and procedures for the payment of invoices on the Logis system *Verify and approve transactions of payments on the Logis system *Manage the processing of payments on Logis system *Improve the turnaround times of payments and quality of services rendered *Assist with year end closure and preparation of working files for audit purposes *Ensure compliance with policies and procedures of the Department *Implement internal control measures to combat fraud and corruption *Provide

training to subordinates and decentralized offices \*Work closely with client offices and other components within the Supply Chain Management (SCM) units and service providers to ensure seamless service delivery \*Provide management information, statistics on Logistics Management to all relevant stakeholders

<b><u>POST 49/39</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: ORDERS (REFERENCE: S8/3/2008/1275)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma or equivalent qualification with extensive experience or Grade 12 with five years experience in Logistics Management: Orders *Sound knowledge of the public sector procurement processes, rules and regulations *Sound understanding of Public Finance Management Act, Treasury Regulations and other related prescripts *Extensive knowledge of Logis system and completion of Logis system courses *Excellent verbal and written communication skills *Analytical and innovative skills *Supervisory experience *Good computer literacy in Word, Excel and PowerPoint *Ability to work under pressure and deliver according to tight deadlines *Drivers license, code 8 would be an added advantage *BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure that the Department maintains effective systems and procedures for the orders on the Logis system *Verify and approve transactions of orders on the Logis system *Manage the processing of orders on Logis system *Improve the turnaround times of orders and quality of services rendered *Assist with year end closure and preparation of working files for audit purposes *Ensure compliance with policies and procedures of the Department *Implement internal control measures to combat fraud and corruption *Provide training to subordinates *Work closely with client offices and other components within the Supply Chain Management (SCM) units and service providers to ensure seamless service delivery *Provide management information, statistics on Logistics Management to all relevant stakeholders
<b><u>POST 49/40</u></b>	:	<b><u>ARTISAN FOREMAN (BEACONS DIVISION) (REFERENCE: S8/3/2008/1272)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	(Any Location In South Africa: Not Fixed)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 (or equivalent) qualification. * 10 years experience in the building trade with at least 5 years experience in a supervisory role. * Be able to work independently, without direct supervision. * A valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will be required to manage, supervise and coordinate: the administration, logistics, resources and operations of a Beacon Building team, consisting of 4 staff. * The inspection, building and repair of national control survey network monuments (trigonometrical beacons [located on elevated points such as the tops of mountains], TrigNet monuments, town survey marks and levelling bench marks) to prescribed standards and specifications. * The care, maintenance and repair of allocated equipment (vehicles, caravans, tents and beacon maintenance equipment) and materials
<b><u>NOTE</u></b>	:	Preference will be given to persons familiar with the maintenance of trigonometrical beacons. The successful applicant will be required to work anywhere within the Republic of South Africa and will be away from their place of residence for about 11 months of the year. Successful applicants will receive camping equipment, protective clothing and a camping allowance for day-to-day expenses
<b><u>POST 49/41</u></b>	:	<b><u>SENIOR REGISTRY CLERK (REFERENCE: S8/3/2008/1282)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Shared Service Center: Western Cape (Mowbray)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification. * Two years experience in a successful records management environment. * Excellent developed liaison and communication skills (both verbal and written). * Good interpersonal relations and organising skills. * Computer literacy (in particular MS Office). * Be familiar with different hardware accessories, eg scanning and the utilisation of electronic database. * Recommendations: Knowledge of public sector policies and procedures. * Knowledge of meeting procedures. * Understanding of the requirements and procedures of the National Archives. * Be familiar with an alphabetical lateral colour-coded filing system.
<b><u>DUTIES</u></b>	:	Manage a Professional and organised registry environment. * Monitor and track the utilisation of files from the Registry. * Develop a file plan and file all documents accordingly. * Ensure files are traceable at all times. * Ensure the safe custody of all records. * Dispose and transfer qualifying material according to National Archives Act. * Ensure the availability of Franking machine credits at all times. * Daily checking of all registers used in Registry and management of the flow of correspondence to different sections

<b><u>POST 49/42</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER (REFERENCE: S8/3/2008/1271)</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicants must be in the possession of a Grade 12 certificate and extensive practical experience in Human Resource Management. * Experience in Performance Management shall be considered firstly. * Successfully completed a course in Personnel Administration will be an added advantage. * The ability to deal with conflict and work with people of a diverse culture and to communicate and interact on high level is recommended, excellent computer literacy, good written and verbal communications skills. * The positions call for self motivated, assertive, innovative and reliable persons.
<b><u>DUTIES</u></b>	:	The successful candidates will ensure adherence to effective implementation of Employee Benefits, Persal Management and/or management of Performance Management. * Research and implement policies in line with the new regulatory framework. * Ensure proper dissemination of information on these policies to departmental staff through workshops and ensure that they are well informed of current issues related to policies. Provide support to employees on the implementation of Employee Benefits and/or Performance Management policies through advice and guidance. * Provide secretariat support to the Directorate Assessment and Moderating Committees and Performance Appraisal Appeal Committees (PAAC) Keep and update statistics for the Human Resource Plan

DEPARTMENT OF MINERALS AND ENERGY

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

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

**CLOSING DATE** : 19 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 49/43** : **DEPUTY DIRECTOR: COMMERCIAL COMPLIANCE**

**SALARY** : R344 052 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Accounting and/ or Economics PLUS the following key competencies: PLUS the following key competencies:   
☐ Knowledge of: Petroleum policies and regulations. Petroleum and energy industry in general In depth liquid fuels value chain. Ability to analyse market demand and supply for the liquid fuels industry. Ability to identify regulatory costs and their impact across the value chain. Understanding of co-ordinated economic development processes and the ability to initiate linkages between liquid fuels project and other economic development opportunities. Ability to evaluate business plans for liquid fuels projects☐ Skills: Analytical ability. Computer literacy. Project management. Presentation. Report writing. Interpersonal ☐ Communication: Communication and negotiation skills (verbal and written). Public speaking skills. ☐ Creativity: Creative thinking. Analytical ability.

**DUTIES** : KRA's: Provide economics support advice on pricing compliance and enforcement specifically with the enforcement of the regulatory framework. Advice on and verify NPV calculations and monitor economic viability of applicants or payable rehabilitation fees. Conduct compliance monitoring and enforcement on all liquid fuels operations with regard to economic requirements in line with the Act.

**ENQUIRIES** : Ms M Sephoti ☎012 317 8206

**POST 49/44** : **SENIOR ENVIRONMENTAL OFFICER**

**SALARY** : R145 920 per annum

**CENTRE** : Polokwane (Limpopo)

**REQUIREMENTS** : A recognised, appropriate Bachelor's degree or equivalent qualification in Environmental Science or any related field and appropriate experience PLUS the following key competencies: ☐ Knowledge of Environmental management and the function of ecological processes. Earths Sciences. Various mining and mineral processing methods and environmental impact thereof. Mitigation methods, goals, standards and actions, including rehabilitation and pollution control measures. Understanding of relevant legislations & Public service delivery documents. Balanced understanding of environmental management and conservation. Ability to interpret and apply provision of Mineral & Petroleum Resources Development Act of 2002, Minerals Act, 1991 and related legislation against the Practical observations made during field investigations and inspections. Manage Financial Provision of active mines operations ☐ Skills: Ability to interpret and analyse legislation requirements. Sound written and verbal communication Computer skills. Negotiation and conflict resolution. Presentation skills. ☐ Communication: Ability to interact with persons on various levels. Sound written and verbal communication. ☐ Creativity: A creative, assertive and confident approach Ability to analyse problems. Recommend innovatively corrective actions to exert vision. and foresight in dynamics of mining environmental. Management Recommendation/Note: A valid drivers licence and ability to work under pressure

**DUTIES** : KRA's: Evaluate , scoping, EIA, PAR and EMP reports of various mines. Inspect mine and evaluate closure documents. Assess and manage environmental degradation and control mine closure. Investigate and resolve problems, enquiries and complaints

**ENQUIRIES** : Mr A Mulaudzi ☎ 015 287 4700

<b><u>POST 49/45</u></b>	:	<b><u>SENIOR MINERAL LAWS ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Welkom
<b><u>REQUIREMENTS</u></b>	:	A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law contracts, interpretation of statutes, administrative law, etc. A valid Code 8 driver's licence is a must, as the incumbent will conduct field inspections / attend meeting throughout the region PLUS the following key competencies: <div> <div></div> Knowledge of Mineral and Petroleum Resources Development Act, 2002 and the now largely repealed Minerals Act, 50 of 1991. Public Finance Management Act, 1991. The Mineral and Petroleum Titles Registration, Act 24 of 2003. The Public Service Act, 1994 and other previous and current related statutes relevant to mining and the environment. </div> <div> <div></div> Skills: Ability to interpret the mineral and mining agreements, Legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister/ DG / DDG and other Departmental officials. Ability to mediate in and resolve conflict situations. Computer literacy. </div> <div> <div></div> Communication: Excellent verbal and written communication skills. Diplomacy and professional conduct. </div> <div> <div></div> Creativity: Dynamic individual and team player. Creative thinking. Easily adaptable to change. Ability to solve problems in a creative and constructive manner. Recommendation/Note: Valid drivers licence and ability to work under pressure. </div>
<b><u>DUTIES</u></b>	:	Process and evaluate applications for prospecting, mining and other related rights in terms of the Mineral and Petroleum Resources Development Act, 2002 Compile submissions for the Minister / Director-General /Deputy Director-General for the granting / refusal of applicable rights Render advice and assistance to clients and provide information service to them Attend to a wide spectrum of enquiries concerning rights applied for, etc. Supervision of junior officers.
<b><u>ENQUIRIES</u></b>	:	Mr N A Tshivhandekano ☎ 057-391 1300
<b><u>POST 49/46</u></b>	:	<b><u>MINERAL LAWS 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>	:	A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law coupled with appropriate experience. A valid Code 8 driver's licence is a must, as the incumbent will conduct field inspections/ attend meeting throughout the region PLUS the following key competencies. PLUS the following key competencies: <div> <div></div> Knowledge of :Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, 50 of 1991, Public Finance Management (Act 1991), The Mineral and Petroleum Titles Registration (Act 24 of 2003). The Public Services (Act 1994) and other previous and current related statutes relevant to mining. </div> <div> <div></div> Skills: Ability to interpret the mineral and mining agreements, Legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister /DG/DDG and other Departmental officials. Ability mediate in and resolve conflict situations. Computer literacy. </div> <div> <div></div> Communication: Excellent verbal and written communication skills Diplomacy and professional conduct </div> <div> <div></div> Creativity: Dynamic individual and team player creative and construction manner. Recommendation/Note: A valid driver's licence </div>
<b><u>DUTIES</u></b>	:	Process and evaluate applications for prospecting, mining permit, mining rights and other related rights in terms of the Mineral and Petroleum Resources Development (Act 28 of 2002). Compile submissions for the Minister/ Director-General/Deputy Director-General for the granting/ refusal of applicable rights. Render advice and assistance to clients and provide information service.
<b><u>ENQUIRIES</u></b>	:	Mr V. J. Mwelase ☎ 031 335 9608
<b><u>POST 49/47</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE I (PAYROLL &amp; ALLOWANCES) (12 MONTH CONTRACT)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	Degree/ diploma in financial related field or grade 12 certificate with Accounting and Mathematics as passed subjects with 3-5 related experience. Preference will be given to candidates with relevant experience in Salaries PLUS the following key competencies: <div> <div></div> Knowledge of: PERSAL System. BAS System, Treasury Regulations, Public Finance Management Act. </div> <div> <div></div> Skills: Computer Literate, Ability to work under pressure. </div> <div> <div></div> Communication: Good verbal and written communication skills. </div>
<b><u>DUTIES</u></b>	:	Processing various salary transactions on PERSAL and BAS system, Processing of out of service file (resignations, transfers, retirements and deceased), Opening, drawing, binding and filing of files, documents/advices and supplementary/ Permanent/ temporary/ month end reports. Capturing of journals, payments and the mapping of cheques, Recording and dispatching of pay

**ENQUIRIES**

sheets/IRP 5's and Reports/ documents to different pay points and outside institutions Handle enquiries.  
: Ms Tobias Matshika 📞 (012) 317 -8176



## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 22 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 POSTS

- POST 49/48** : **PRINCIPAL PERSONNEL OFFICER**  
(Conditions of Service)
- SALARY** : R117 501 per annum, Annual progression up to a maximum salary of R136 419 per annum is possible subject to satisfactory performance. per annum Annual progression up to maximum salary of per annum is possible subject to performance
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or equivalent qualification. Proven practical administrative experience in and knowledge of Conditions of Service (listed in the KPA's below) Knowledge of relevant legislation i.e. Public Service Act; Public Service Regulations; PSCBC Resolutions; Sound interpersonal skills; Computer literate (PERSAL and Ms Word); Team player; Good communication skills (written and verbal) Self-driven and results oriented; able to deliver under pressure.
- DUTIES** : Administration and advice on: Leave, Termination of Service, State Guarantee, Housing Allowance, Pensions, Acting Allowance, Injury on duty, Service bonus, advice management and employees on the above-mentioned practices; participate in unit wide projects (e.g. Job evaluation, Recruitment and Selection, Policy development, collaboration with other Departments).
- ENQUIRIES** : Ms P Harding Tel: (012) 336-1120
- POST 49/49** : **SENIOR CONTRACT OFFICER**
- SALARY** : R117 501 per annum, Annual progression up to a maximum salary of R136 419 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior certificate with relevant experience in areas of procurement and contract management. Excellent verbal and written communication skills and the ability to communicate with service providers. Sound knowledge and understanding of Bid Administration. Knowledge of the legislative framework regarding procurement i.e. PFMA, National Treasury regulations, PPPFA and BBBEE. Computer Literacy.
- DUTIES** : Receive approved DG submission from end-users and the recording thereof in the bid register. Opening of bid files per request. Advertisement of bids. Preparation of bid documents and the distribution thereof to interested bidders. Opening bid box on the closing date and registering the bids accordingly. Assist in the pre-evaluation of bids and submitting qualifying bids to the Project Manager. Updating of the bid register once bids are finalized.
- ENQUIRIES** : Ms L Masenya, tel (012) 336 1126 or Ms J Galane, tel (012) 336 1179

<b><u>POST 49/50</u></b>	:	<b><u>STORES OFFICER</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum, Annual progression up to a maximum salary of R109 515 per annum is possible subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate and relevant experience in areas of procurement. Sound knowledge and understanding of requisitions, LOGIS, PFMA, PPPFA, BBBEE and National Treasury regulations. Good interpersonal skills. Computer literacy within the MS Office packages.
<b><u>DUTIES</u></b>	:	Receive store requisitions and check for completeness thereof. Register requests in the stores requisition register. Check for availability of stock on the system and issue accordingly. Obtain quotations for stock not on hand and the procurement of such items. Manage to 0-9 file. Passing of journals for the issue of store items.
<b><u>ENQUIRIES</u></b>	:	Ms J Senosha, tel (012) 336 1083 or Ms J Galane, tel (012) 336 1179
<b><u>POST 49/51</u></b>	:	<b><u>ASSET OFFICER: ASSET MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum, Annual progression up to a maximum salary of R88 464 per annum is possible subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Experience in Asset Management. Good organisational, interpersonal and communication skills. Knowledge of public sector accounting systems such as LOGIS and BAS. Proven computer literacy within the MS Office packages, particularly on MS Excel. Knowledge of the legislative framework governing Asset Management will be an advantage (PFMA and Asset Management Guideline). Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Follow up on outstanding deliveries and the payment of invoices within 30 days. Bar-coding of assets, taking receipt on LOGIS and the issuing thereof. Manage the 0-9 file for asset orders and the appropriate registers. Book assets out for maintenance and back in on their return. Attend to amendments of the asset register and any other related asset activities.
<b><u>ENQUIRIES</u></b>	:	Mr M Jackson, tel (012) 336 1189

**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>	:	19 December 2008
<b><u>NOTE</u></b>	:	<p>□ A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. □ It will be required of the successful candidate to undergo an appropriate security clearance. □ An indication in this regard will facilitate the processing of applications. □ Applicants must please note that they will be required to show proof of original qualifications during the selection process. □ Correspondence will be limited to successful candidates only. □ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. □ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). □ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"</p>

**OTHER POSTS**

<b><u>POST 49/52</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY AND SYSTEMS</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R344 052 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>□ A three year bachelor's degree/ diploma or equivalent with credible experience in an internal control/ audit and finance environment. □ Sound understanding and knowledge of Public Finance Management Act and Treasury Regulations applicable Legislative framework, Government Regulatory Framework, processes. □ Knowledge of developing and drafting of policies. □ Good understanding of public service transformation and the learning process will be added advantages, Financial Systems, e.g. BAS, Logis and Persal. □ The candidate should also have the ability to take ownership of tasks, be pro-active and resourceful and display an awareness of customer cost and quality issues. Competencies needed: □ Financial management skills. □ Project management skills. □ Communication (written, verbal and presentation) and liaison skills. □ Planning and organising skills. □ Strategic capability and leadership skills. □ Time management skills. □ Analytical skills. □ Monitoring and evaluation skills. □ Policy development and implementation skills. □ Presentation and facilitation skills. □ Negotiation skills. □ Computer skills. □ Research skills. □ Problem solving skills. □ Coordination skills. □ Interpersonal skills, □ Compliance monitoring skills. Personal attributes: □ Assertiveness. □ Ability to work independently and as part of a team. □ Compliance. □ Diplomacy. □ Ability to work under pressure. □ Decisiveness. □ Adaptability. □ Confident. □ Accuracy. □ Compliant. □ Self-starter. □ Trustworthiness. □ Integrity. □ Cost consciousness. □ Ability to function independently and work under pressure.</p>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: □ Ensure that sound, effective and efficient internal controls are implemented, monitored and maintained. □ Assist in the design and review of financial policies, guidelines, processes and procedures. □ Provide advice on policy development issues. □ Manage the process for development of policies. □ Manage the monitoring for implementation of policies. □ Develop and maintain the financial policy database and register. □ Ensure compliance with PFMA, Treasury Regulations and other government prescripts. □ Manage the Loss Control Office to ensure that losses of departmental assets and resources are properly reported and proper action is taken to recover the losses. □ Involvement in the Loss Control Committee to ensure that appropriate recommendations and disciplinary actions are taken against those officials who have committed irregularities, fruitless/wasteful expenditure and other acts which undermines the financial management internal control systems of the department. □ Handle internal and external audit queries, coordinate management responses and monitor implementation of the agreed action plans. □ Act as a secretariat to the Audit Steering Committee. Participate in ad-hoc responsibilities for urgent issues affecting the sub-directorate and department. □ Training and development of staff and assessment of their performance. □ Manage and monitor the budget.</p>
<b><u>ENQUIRIES</u></b>	:	Ms K Phahlane Tel no: (012) 312-7138

**DEPARTMENT OF TRADE AND INDUSTRY**

*We are an affirmative action employer. Preference will be given candidates whose appointment will enhance representivity.*

**APPLICATIONS** : Forward your application, quoting the relevant Reference number, to: The Registry Office Department of Trade and Industry, Private Bag X84, Pretoria 0001. Alternatively, e mail your application to [recruitment@thedti.gov.za](mailto:recruitment@thedti.gov.za)

**FOR ATTENTION** : Central Recruitment Office

**CLOSING DATE** : 19 December 2008

**NOTE** : Application must be submitted on Form Z83, obtainable from any department or on <http://www.thedti.gov.za> and must be accompanied by a comprehensive CV. Failure to submit the Z83 form and the required supporting documents will result in your application not being considered. These appointments are subject to the preferred candidate obtaining the necessary security clearance and competency assessment. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application had been unsuccessful. This position is subject to the signing of a performance agreement.

**OTHER POSTS**

**POST 49/53** : **ASSISTANT DIRECTOR: CUSTOMER CONTACT CENTRE X2**  
Marketing Division

**SALARY CENTRE** : R174 234 per annum  
Ref. Mark/Brand Man 015  
Mark/Brand man 016

**REQUIREMENTS** : The applicant must be in possession of: Post matric qualification and advantage Customer Service qualifications Have a valid drivers licence At least 3 years experience in Customer Service management Basic understanding of key the dti programmes, will be added advantage Excellent interpersonal skills Ability to communicate clearly Have excellent computer literacy Work together with colleagues in a team Be passionate about meeting customer and taking responsibility for customer satisfaction

**DUTIES** : Reporting to Customer Contact Centre Manager. The successful applicant will be responsible to: Monitoring real time contact centre transactions Implementation of the dti Customer Service standards Adhere to the dti Customer Service charter Management of quality information dissemination tools Identification and management of possible problems areas and gaps Implement of contact centre management processes Effective utilization of technology data Motivate staff to reach targets Development of systems for effective communication with relevant division or Product specialists Implementation of Service level agreement between Contact Centre and the division

**ENQUIRIES** : Ms Eulaine Qwabe Telephone no.: 012-394 1754

**POST 49/54** : **MARKETING ASSISTANT X2**  
Marketing Division

**SALARY CENTRE** : R145 920 per annum  
(Ref. Mark/Extern Comm 007)  
(Mark/Extern Comm 008)

**REQUIREMENTS** : The applicant must be in possession of: A diploma or certificate in Marketing or Public Relations, Communications, Journalism. Excellent verbal and writing skills. Exceptional organisation and administrative skills. An ability to work independently and under pressure. A minimum of one to two years experience in a marketing/Communications environment. Ability to pay attention to detail. Sound ability to communicate well both verbal and in writing. Creative and innovation thinker

**DUTIES** : The successful applicant will be responsible to: Create and maintain a client database for both domestic and international events Assist in managing projects, related budget and evaluation analysis Co-ordinate internal and external events and exhibitions Keep records of promotional items Ensuring all received Marketing Briefs and completed according to specified requirement Compile monthly, quarterly and annual reports on all project handled. Liaise and build relations with officials in the dti Group Assist in the implementation of marketing plans to support all the dti internal and external activities as well as promotion of the dti brand, products and services Provided logistics and perform other administrative tasks as assigned

**ENQUIRIES** : Ms Omega Ndokweni, Telephone no.: 012-394 1793

**DEPARTMENT OF WATER AFFAIRS AND FORESTRY**

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

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

**MANAGEMENT ECHELON**

**POST 49/55** : **SENIOR SPECIALIST ENGINEER (5 YEAR CONTRACT)**  
(Sub-Directorate: Mechanical Design)

**SALARY** : R557 133 per annum (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized four-year Bachelors degree in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered as a professional engineer with appropriate experience, The ideal candidate will be fully conversant with the latest design techniques, maintenance techniques, cost estimating and budget procedures, quality control techniques, corrosion protection, project management, risk management, technical report writing, compilation of tender specifications, contract administration for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of Occupational Health and Safety Act and FIDIC Conditions of Contract is a requirement. A valid driver's licence and willingness to travel are required. The ability to work independently and to function as a production unit will be required. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.

**DUTIES** : Key performance areas: Formulate policies and guidelines relative to the sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Design of mechanical equipment required in dam outlet structures and bulk water transfer systems. Perform factory inspections and fabrications. Compilation of tender documents for the procurement of mechanical equipment, systems and installations and subsequently, the adjudication of tenders, Train young engineers and technicians in the sub-directorate.

**ENQUIRIES** : Ms C Fourie Tel (012) 336 8621  
**APPLICATIONS** : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001

**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 19 December 2008

**OTHER POSTS**

**POST 49/56** : **SENIOR INDUSTRIAL TECHNOLOGIST**  
(Sub-Directorate: Electrical Design)

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

**DUTIES** : Key performance areas: Formulate policies and guidelines relative to the sub-directorate's functions Render specialist, professional and technical service to

		the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. In addition, he/she will supervise the designs and drawings, compilation of tender documents for the procurement of electrical installations for pump stations, water purification works, dams, large civil construction sites, etc. Train young engineers and technicians in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms C. Fourie at Tel (012) 336 8621
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/57</u></b>	:	<b><u>CHIEF ENGINEER (2 POSTS)</u></b> (Directorate: Resource Protection and Waste)
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised four-year Bachelor's degree in any of the following field(s): Civil Engineering; Environmental Engineering or Water Resources Engineering or an equivalent qualification as recognised by the Engineering Professions Act (Act 46 of 2000). A postgraduate degree in a relevant field will be an added advantage. Registration as a Professional Engineer with the Engineering Council of SA (ECSA) or registration with any other Engineering professional body accredited by the Washington Accord and recognised by ECSA is required. Extensive relevant working experience applicable to fields such as: hydrology, geo-hydrology, geo-technical engineering, structures, hydraulics, hydraulic structures including canals, weirs and dams and their potential influence on water resources; excellent technical skills and knowledge related to best environmental management; water resource quality and protection; water pollution control at abandoned mines; protocols, assessment, planning and monitoring of water resources; thorough knowledge and understanding of the: principles of Integrated Water Resources Management (IWRM) and their application at catchment levels; approaches and best practices in water quality management; excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the and the Water Act (Act 54 of 1956); the National Environmental Management Act (Act 107 of 1998) – NEMA; the NEMA Amendment Bill (Bill 36 of 2007); the Minerals and Petroleum Resources Development Act (Act 28 of 2002) together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring; good knowledge and understanding of key departmental programmes such as: Water Allocation Reform (WAR); WC/WDM; Water for Growth and Development (WfGD) etc. Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications; proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement; excellent communication skills including: verbal, report writing, presentation and ICT skills; sound interpersonal skills as well ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence
<b><u>DUTIES</u></b>	:	Key performance areas: Providing guidance and expertise in formulation and implementation of policy documents, regulations, guidelines, systems, strategies, protocols, norms and standards regarding resource protection and waste water use authorisations, and waste disposal site permit applications. Providing guidance and expertise in formulation and implementation of policy documents, regulations, guidelines, systems, strategies, protocols, norms and standards, design and construction regarding water pollution control at abandoned mines. Reviewing/evaluating in terms of legal, technical, water resource management, and integrating socio-economic concerns with environmental and ecological priorities in evaluating of integrated WULAs submitted for approval. Studying, participating in discussions and providing comments on all reports and submissions in connection with WULAs. Involvement in the quality control and oversight to ensure consistency in the inclusion of appropriate conditions during the processing/evaluation/reviewing of WULAs. Carrying out technical evaluation of designs of landfills and waste containment in compliance with national standards in respect of permit applications received from the Department of Environment Affairs and Tourism (DEAT). Integrating key areas of work with priority departmental programmes such as: Water Allocation Reform (WAR); Water for Growth and Development (WfGD) etc. Capacity building (training and mentoring) in various aspects related to water use authorisation within DWAF and amongst external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr N.L Musekene Tel (012) 336- 7277
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008

<b><u>POST 49/58</u></b>	:	<b><u>DEPUTY DIRECTOR: MINES</u></b> (Directorate: Resource Protection and Waste)
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate and recognised three-year tertiary qualification in a relevant field such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geohydrology/ or an appropriate degree in Civil or Chemical Engineering. Extensive experience in water quality management. Sound knowledge of integrated water resource management and water resource protection. Clear understanding of Mining water use impact management and hazardous waste management. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998) – NWA and the and the Water Act (Act 54 of 1956); the National Environmental Management Act (Act 107 of 1998) – NEMA; the NEMA Amendment Bill (Bill 36 of 2007); the Minerals and Petroleum Resources Development Act (Act 28 of 2002) together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications. Sufficient human management skills and experience. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement. Excellent communication skills including: verbal, report writing, presentation and ICT skills. Sound interpersonal skills as well as ability to work in a multidisciplinary team. Clear understanding of human resources management and development policies. Knowledge of the budgeting process and transformation in the public sector. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver's licence.
<b><u>DUTIES</u></b>	:	Key performance areas: Lead and supervise the development of policies and strategies to manage Mining impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide guidance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Give guidance in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Provide specialist input into, and supervise the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.
<b><u>ENQUIRIES</u></b>	:	Mr N.L. Musekene Tel (012) 336-7277
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/59</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year Degree or Diploma in Commerce/Asset Management or equivalent. The incumbent should have extensive experience in financial management and asset management environment. Thorough knowledge of and application of PFMA, Treasury Regulation, Labour Legislative, Public Service Regulation and Basic Condition of Employment Act. Appropriate Managerial experience within the relevant environment. Knowledge, experience and application of International Accounting Standards (IAS). Knowledge of SAP will add an advantage. Knowledge of MS Word and EXCEL. A valid Driver's Licence. Knowledge of Risk Management, Financial Management & Systems, asset management framework, provisioning administration, Generally Accepted Accounting Principles (GAAP), SAP system knowledge and experience. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible to: Develop an Asset Management Strategy (Plan) that compliments the overall objectives of Water Trading Account and which integrates with other divisions

within the Water Trading Account. Coordinate implement Asset Management Strategies and ensure that such strategies comply with regulatory framework (PFMA, Treasury Regulations and GAAP). Coordinate and Consolidate preparation of Asset Management plan. Update asset acquisitions, additions, betterment, renewals. Manage both Finance and Operating Lease. Coordinate Asset management returns from different regions and prepare monthly reports. Update impairment and depreciation and conduct periodic revaluations. Ensure that the asset management policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance in that regard. Submit information as and when required for the preparation of both Interim and Annual Financial Statement. Migrate asset data to SAP. Monitor and conduct monthly reconciliation of assets. Address all Audit enquiries. Establish and Maintain the Asset Management accounting system. Develop and implement asset management policies, procedures and guidelines in line with PFMA, Treasury Regulations and GAAP. Ensure. Provide Training based on Asset management learner guide. Conduct bi-annual verification of assets and report losses to the Director Asset Management. Management of staff in line with HR principles.

**ENQUIRIES** : Mr TM Nevhutalu Tel (012) 336 8193  
**APPLICATIONS** : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.  
**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 19 December 2008

**POST 49/60** : **DEPUTY DIRECTOR: WATER RESOURCE MANAGEMENT (LOWER VAAL RIVER)**

**SALARY** : R407 745 per annum  
**CENTER** : Kimberley  
**REQUIREMENTS** : An Appropriate recognised degree in Engineering, Natural or Earth Science, or a National Technical Diploma or equivalent qualification. Appropriate Experience. A good understanding of principles of Integrated Water Resource Management. Proven Managerial and leadership abilities. Strategic Management skills. The following are recommended: Knowledge of the national water legislation and policies. Sound knowledge of water resource management. Knowledge of human resources. Clear understanding of transformation in the Public Services. Good communication skills (written and verbal). Initiative and innovative thinking skills.

**DUTIES** : The incumbent will be responsible for the implementation of Catchment Management in the Lower Vaal Management Areas. This will entail: Establishing and regulating Water Management Institutions. Building capacity for efficient water resource strategy for water management areas. Facilitating co-ordination of the training and career development of staff. Applicable budgeting and expenditure control in water management areas. Setting performance standards and reviewing work performance. Co-ordinating water conservation and demand management in the region. Actively participating in and supporting the transformation process, as well as the regional management.

**ENQUIRIES** : Mr. L. J. Snyders tel. (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300  
**FOR ATTENTION** : Ms. G. Newman  
**CLOSING DATE** : 19 December 2008

**POST 49/61** : **DEPUTY DIRECTOR: DISPOSAL MANAGEMENT**

**SALARY** : R407 745 per annum (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year Degree or Diploma in Commerce/Asset Management or equivalent. The incumbent should have extensive experience in financial management and asset management environment. Thorough knowledge of and application of PFMA, Treasury Regulation, Labour Legislative, Public Service Regulation and Basic Condition of Employment Act. Appropriate Managerial experience within the relevant environment. Knowledge, experience and application of International Accounting Standards (IAS). Knowledge of MS Word and EXCEL. A valid Driver's Licence. Financial Management Systems, asset management framework, risk management framework, provisioning administration, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.

**DUTIES** : Key performance areas: The successful candidate will be responsible to: Develop a disposal Strategy (Plan) that compliments the overall objectives of Water Trading Account and which integrates with other divisions within the Water Trading Account. Coordinate implement disposal strategies and ensure that such strategies comply with regulatory framework (PFMA, Treasury Regulations



		and GAAP). Coordinate and Consolidate preparation of Asset disposal plan. Ensure that asset disposals and losses are updated on SAP. Manage loss control administration. Coordinate Asset disposals and losses returns from different regions and prepare monthly reports. Assist in updating impairment and depreciation and conduct periodic revaluations. Ensure that the asset disposal policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance in that regard. Submit information as and when required for the preparation of both Interim and Annual Financial Statement. Assist in migrating asset data to SAP. Monitor and conduct monthly reconciliation on assets disposed and losses reported. Address all Audit enquiries. Establish and Maintain the Asset disposal system. Develop and implement Loss control and disposal policies, procedures and guidelines in line with PFMA, Treasury Regulations and GAAP. Ensure. Provide Training based on disposal management. Conduct bi-annual verification of assets and report losses to the Director Asset Management. Management of staff in line with HR principles.
<b><u>ENQUIRIES</u></b>	:	Mr Nevhutalu TM. Tel (012) 336 8193
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/62</u></b>	:	<b><u>DEPUTY DIRECTOR: REVENUE MANAGEMENT (STRATEGIC SUPPORT)</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>REQUIREMENTS</u></b>	:	A B.Com degree with Accounting as a major subject, Extensive experience in a Financial and Revenue management. Thorough knowledge of and application of PFMA, Treasury Regulations. Knowledge and application of International Accounting Standards (IAS). Knowledge of any ERP system with SAP as preferred one. Completed/incomplete articles of clerkship. MS Office experience. A valid Driver's licence. Appropriate Managerial exposure with reputable experience in all fields of management, HR, Labour relations, etc.
<b><u>DUTIES</u></b>	:	Key performance areas: Provide support to the Director: Revenue Management on all functions related to the directorate. Manage the customer relations desk of the directorate. Assist the D: RM with submissions, presentations and reports, respond to questions by Top Management, MANCO, Parliament, etc. Supporting the D: RM in the smooth operation of the directorate, by acting as a liaison between the director and other units and deputies. Ensure that Business policies, processes and procedures are implemented. Evaluate revenue reports. Assist in the implementation of financial controls nationally. Manage and train staff. Perform financial analysis. Assist in the preparation of Annual Financial Statements according to International Accounting and Financial Reporting Standards. Assist in resolving audit queries and preparation of responses to audit queries. Assist the D: RM to give support to all revenue management offices in all four cluster operations and nine regional offices.
<b><u>ENQUIRIES</u></b>	:	Mr Mothebe MMN. Tel (012) 336 8954
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/63</u></b>	:	<b><u>DEPUTY DIRECTOR: EXTERNAL AUDIT (WTE)</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bcom degree or equivalent qualifications with appropriate experience. Knowledge and understanding of: SAP, IFRS, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skill.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the following: Liaising with External auditors in financial and audit matters. Addressing audit queries. Drawing terms of reference in audit executions. Establishing an audit/management plan. Communicating to management on matters relating to External Auditors. Liaise with the internal audit function
<b><u>ENQUIRIES</u></b>	:	Ms TA Tladi Tel: (012) 336-6893
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/64</u></b>	:	<b><u>DEPUTY DIRECTOR: GENERAL LEDGER (WTE)</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bcom Accounting or equivalent qualifications with appropriate experience Knowledge and understanding of: SAP, IFRS, PFMA and Treasury Regulations.

		Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skill.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the following: Ensuring that business policies, processes and procedures are implemented. Ensuring that the General Ledger transactions are timely recorded. Ensure that internal controls are effective. Ensure that staff dept is managed properly. Contribute to the preparation of Annual Financial Statements. Cash Management. Ensuring compliance with IFRS.
<b><u>ENQUIRIES</u></b>	:	Ms TA Tladi Tel (012) 336-6893
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/65</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMERCIAL FORESTRY (5 YEAR CONTRACT (3 POSTS))</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum
<b><u>CENTRE</u></b>	:	Nelspruit (1) Mbazwana (1) Pietermaritzburg (1)
<b><u>REQUIREMENTS</u></b>	:	The minimum requirement is an appropriate recognised Bachelor degree in Forestry; experience in a similar role in Commercial Forestry management is a prerequisite. Further requirements are: experience in management and compilation of APOs; report writing and budget control; computer literacy (word processing, spreadsheets and an understanding of Growing Stock Management applications); ability to use own initiative; experience with contract management regarding marketing and contractors. An understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998) the National Veld and Forest Fire Act (No 101 of 1998) and Public Finance Management Act will be an added advantage. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the following: manage timber sales; control budget and expenditure; conduct internal and external audit to comply with PCIS principles' provide advise to colleagues where necessary; manage all technical activities on commercial plantations; co-ordinate the performance of silviculture operations in line with the APO; co-ordinate the performance of harvesting operations as per working plan; ensure that records of all timber and revenue collected are controlled according to the PFMA; manage and control all contract agreements and adhere strictly to terms agreed to; ensure fire protection operations, including tools and equipment care and maintenance; loss control management; financial management; environmental management; human resource management and development; safety management; participatory forestry management; protection management; commercial forestry transfer and restructuring management; regulatory functions in line with the Nfa and the NVFFA. Compilation of a budget and an APO.
<b><u>ENQUIRIES</u></b>	:	Nelspruit-Mr M Brundyn 082 809 2096 KwaZulu Natal-Mr K Weir 082 887 2098
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/66</u></b>	:	<b><u>DEPUTY DIRECTOR: FORESTRY REGULATION AND OVERSIGHT</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	The minimum requirement is an appropriate recognised Diploma in Forestry or an equivalent appropriate qualification in a similar field (candidates with a B Degree will however get preference) as well as appropriate experience, some of which will be within the management environment. A sound understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. The following skills are required: Programme and project management, personnel management, policy/strategy development and analysis, analytical and problem solving skills, excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills, excellent presentation skills. A proven ability to manage staff. Computer literacy, a valid code EB driver's license is also required. Knowledge of protected trees, institutional and community arrangements, woodlands, PCIS and conservation of environment is an added advantage.
<b><u>DUTIES</u></b>	:	Key performance areas: Provide leadership to the Forestry Regulation and Oversight Section in order to ensure that the National Forests Act and the National Veld and Forest Fire Act are properly complied with. This includes enforcement of the Acts, the setting up of Fire Protection Associations, liaison and cooperating with other relevant enforcement stakeholders. Ensure participation in the evaluation of environmental impact assessment (EIA). Ensure

		forestry resources and services are effective well managed, coordinated and aligned with the Strategic/Annual Business Planning processes and Forestry Policies. Compile and manage budget and expenditure control. Manage allocated assets. Promote transformation in the section and ensure human resource management and development. Raise awareness in terms of fires and protection of trees. Implement the Fire Danger Rating System, National Veld Fires Information System, protection strategies in terms of NFA.
<b><u>ENQUIRIES</u></b>	:	Mr S Masuku Tel 082 801 3179
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/67</u></b>	:	<b><u>ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (BUSINESS ECONOMICS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	King William's Town
<b><u>REQUIREMENTS</u></b>	:	The minimum requirement is an appropriate recognised Bachelor degree in Forestry and/or Commerce or an equivalent appropriate qualification in a similar field as well as appropriate experience, some of which will be within the management and economic environment. An understanding of current forestry legislation, particularly the National Forests Act (no 84 of 1998), the National Veld and Forest Fire Act (no 101 of 1998) and Public Finance Management Act. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills. Computer literacy. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills. Valid Code EB driver's licence.
<b><u>DUTIES</u></b>	:	Key performance areas: Promote socio-economic development of Forestry Sector. Provide support in strategic planning process. Initiate and manage the implementation of forestry enterprise development programmes. Development of systems for the assessment of forestry development projects. Conduct financial feasibility studies for the proposed forestry and facilitate project decision making. Assess the economic environment and advise on future decision making on forestry projects.
<b><u>ENQUIRIES</u></b>	:	M N Quvile Tel (043) 604 5400
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/68</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL SUPPORT (2 POSTS)</u></b> (Directorate: Water Resource Finance and Pricing)
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's degree in Agricultural Economics or Agribusiness Management. Profound knowledge of and experience in irrigation and rain-fed agriculture in South Africa, with a focus on subsistence, small scale as well as commercial agriculture. Ability to appraise water use development projects. Sound knowledge of Socio-economic development principles and practices. Experience in project management, monitoring and evaluation. Understanding of DWAF financial assistance policy and regulations. Knowledge of the application of the Public Finance Management Act (PFMA) and the National Water Act. Presentation, community development facilitation and problem solving skills. Computer literacy. Communication skills (written and verbal). Stakeholder liaison/relations and networking skills at different levels. Ability to work effectively under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Promote, support and facilitate the implementation of financial assistance to resource poor farmer's for water use development. Support regions with identification and prioritisation of projects for DWAF financial assistance. Monitor and evaluate the implementation and application process of DWAF financial assistance to resource poor farmers. Assist with evaluation of financial assistance applications and project proposals. Assess the impact of DWAF financial assistance on socio-economic development of resource poor farmers. Co-ordinate reports from the regions. Liaise with other Government Departments on agricultural water use development for resource poor farmers. Align DWAF financial support programme with other Government agricultural support programmes. Represent the Department on a wide range of Provincial and National forums; this will include active participation in the Coordinating Committee on Agricultural Water (CCAW) meetings in all the provinces. Assist with management of other rural livelihoods improvements support programmes such as rainwater harvesting for family food production and other household uses.
<b><u>ENQUIRES</u></b>	:	Mr. N Mehlomakulu Tel (012) 336 6713

<b><u>APPLICATIONS</u></b>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms. C Mazibuko, ZwaMadaka building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga, North West, Gauteng, Free State, Northern Cape, Eastern Cape, Western Cape, KwaZulu Natal and Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year Degree or Diploma in Commerce/Asset Management or equivalent. Extensive experience in financial management and asset management environment. Thorough knowledge of and application of PFMA, Treasury Regulation. Knowledge and application of International Accounting Standards (IAS). Knowledge of MS Word and EXCEL. A valid Driver's Licence. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: The incumbent will be responsible to Coordinate implement Asset Management Strategies and ensure that such strategies comply with regulatory framework (PFMA, Treasury Regulations and GAAP. Coordinate and Consolidate preparation of Asset Management plan. Update asset acquisitions, additions, betterment, renewals, disposals and losses. Update impairment and depreciation and conduct periodic revaluations. Ensure that the asset management policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance in that regard. Submit information as and when required for the preparation of both Interim and Annual Financial Statement. Migrate asset data to SAP. Conduct monthly reconciliation of assets. Address all Audit enquiries.
<b><u>ENQUIRIES</u></b>	:	Mr Nevhutalu TM. Tel (012) 336 8193
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/70</u></b>	:	<b><u>ASSISTANT DIRECTOR SECRETARY IN THE OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and or relevant degree/diploma with extensive secretariat and administrative experience. Computer literacy. General training and or understanding of protocol issues. A valid drivers license. Dependable and responsible. Ability to manage and implement decisions. Ability to work under pressure and independently. Interpersonal and presentation skills. Experience and understanding of project management. Networking skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Receive all incoming documentation from the Administration section earmarked for the Director-General's attention. Receive visitors and provide refreshments for the Director-General's meetings. Render secretarial services to the Director-General. Provide logistical support to the Director-General's meetings and workshops. Attend to the personal needs of the Director-General. Render administrative support to the sub-directorate. Management of the petty cash in the office. Handle basic administrative functions in support to the Director-General. Make travel arrangements and process claims.
<b><u>ENQUIRIES</u></b>	:	Ms M Madzivhandila Tel (012) 336-6696
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: WATER QUALITY MANAGEMENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree or National Diploma in Natural Sciences, Chemistry, Biochemistry, Geohydrology, Chemical Engineering, Environmental Management or equivalent plus a minimum of five years experience in water resource management. A valid Code 08 driver's licence. The following will serve as recommendations: Understanding of IWRM and Project Management.

<b><u>DUTIES</u></b>	:	Computer Literacy. Excellent Communication Skills. A clear understanding of water industry needs (agriculture, mining, power generation and Municipality).
	:	Key Performance Areas: Developing and implementing strategies and policies in the areas of urban development, mining, industrial water and waste water management. Manage the issuing of licences and other water use authorisations as contained in the National Water Act. Conducting investigations and rendering advice on water resource management-related issues. Playing a vital and active role in the establishment and functioning of Catchment Management Areas.
<b><u>ENQUIRIES</u></b>	:	Mr EM Matseba Tel. (012) 392 1371
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/72</u></b>	:	<b><u>PRINCIPAL GEOHYDROLOGIST</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	An appropriate four-year BSc (Hons) degree in Hydrogeology/Geohydrology or equivalent four-year degree in earth sciences with major subjects in hydrogeology/geohydrology, geology and water Chemistry with 3 years field experiences in groundwater exploration, impact assessment, and groundwater pollution study related to Mining, Industrial, Agricultural, Landfill site, Filling station and other Impactors, Scientific background in the theory of groundwater flow, applied groundwater chemistry in pollution study and knowledge of application of geophysical methods in groundwater exploration are essential for this position. Proven analysis and assessment of geological, geophysical and hydro geological data (water level, water chemistry, etc), groundwater pollution study and evaluation of hydro geological reports, EIA and EMPR. A related postgraduate qualification will be an advantage. Computer literacy (MS word, Excel) Good communication skills (written and verbal). Willingness to undertake field trips away from home and work. Irregular working hours. Applied knowledge of National Water Act, 1998 and related policies and Guidelines. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Area: Execute groundwater pollution study related to the, Mining, Industrial, Agricultural, landfill sites and other impactors. Assist with regional groundwater monitoring programme and provide professional services to the pollution control officers in the Gauteng Regional Office. Participate in Regional meeting and decision making on Water quality issues. Professional comment on the EIA, EMPR, Scoping and other reports. Assist in evaluation and assessment of groundwater use license for existing and new groundwater use. Manage and exchange of collected hydro geological data with HO.
<b><u>ENQUIRIES</u></b>	:	Mr E Matseba Tel. (012) 392-1371
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995 Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/73</u></b>	:	<b><u>ASSISTANT DIRECTOR: CUSTOMER RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree in Accounting or equivalent qualification. Strong background in Finance. Supervisory experience. Excellent communication skills. Customer relations experience is essential. Knowledge of PFMA & Treasury regulations Knowledge of SAP will be advantageous. MS Office experience. Strong organisational, analytical and problem solving skills. A Driver's license.
<b><u>DUTIES</u></b>	:	Key performance areas: Develop effective and sound relations between Head office and the operational offices on matters relating to Financial Management, and Revenue management in particular. Establish creative systems to manage customer queries. Ensure effective communication between Water Trading Account and its customers. Perform reconciliations on a relieving basis. Compile customer query reports. Establish and manage a call centre. Supervision of staff. Perform administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr MMN Mothebe Tel (012) 336 8954
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: BILLING MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A B Comm Degree in Accounting or equivalent qualification. Strong background in Finance. Supervisory experience. Experience in billing advantageous.

		Knowledge of PFMA & Treasury regulations. Knowledge of SAP will be advantageous. MS Office experience. Strong organisational, analytical and problem solving skills. A Driver's licence. Knowledge of the National Water Act and the pricing strategy will be advantageous.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure that business policies and processes relating to billing management are adhered to. Establish creative systems to manage billing and ensure that all water users are billed timeously and correctly. Ensure internal controls in the billing process. Ensure effective communication between Water Trading Account and its customers. Perform financial analysis and reconciliations and address the discrepancy. Ensure the accuracy of Master Data. Ensure that there is no hand billing. Supervision and Training of staff.
<b><u>ENQUIRIES</u></b>	:	Ms S. Ngamlana: Tel (012) 336 7450
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/75</u></b>	:	<b><u>ASSISTANT DIRECTOR: BILLING OPERATIONS</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree/ Diploma in Information Technology or Financial Information Systems. Strong background in system enhancements. Experience in SAP sales and distribution module utilised for billing will be advantageous. Knowledge of the National Water Act (NWA), Pricing Strategy, PFMA & Treasury regulations. . MS Office experience. Strong organisational, analytical and problem solving skills. A Driver's licence.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure that the system is developed according to the business processes. Establish creative systems to manage billing and ensure that all water users are billed timeously and correctly. Facilitate system changes/enhancements that affect the Revenue Management Directorate. Ensure effective communication between Water Trading Account and its customers. Perform. Ensure the accuracy of Master Data. Ensure that there is no hand billing. Support regional offices, cluster offices. Supervision and Training of staff.
<b><u>ENQUIRIES</u></b>	:	MS S. Ngamlana: Tel (012) 336 7450
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/76</u></b>	:	<b><u>CHIEF FORESTER: FIRE ADVISOR</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Western Cape-Bellville (1) Mpumalanga-Middelburg (1) Mpumalanga-Nelspruit (1) Northern Cape-Kimberley (1) North West-Rustenburg (1)
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised National diploma in Forestry or an appropriate equivalent qualification plus appropriate experience in the compliance and enforcement field. General management skills, Presentation skills, good verbal and written communication skills in English and preferably the local language of the relevant area, Good knowledge of the National Veld and Forest Fires Act (Act 101 of 1998), a valid Code 08 driver's licence, must be computer literate.
<b><u>DUTIES</u></b>	:	Key performance areas: Facilitate and assist with the formation of FPA's in the region. Assist in the development of a Veldfire Management Strategy. Assessment of efficiency of FPAs. Implementation of the regulatory requirements of the NVFFA which includes enforcing the act. Develop and implement awareness campaigns for the NVFFA. Establish and maintain information databases for the NVFFA. Facilitate the establishment of umbrella Fire Organisations. Establish linkages with various stakeholders and role-players for effective implementation of the NV&FFA. Facilitate training in the NVFFA for landowners. Compile reports, report on expenditure and general administration of the section. Participate in Strategic & Business Planning Processes
<b><u>ENQUIRIES</u></b>	:	Bellville-S Steyn Tel 082 808 2720 Kimberley-J Mans Tel 082 808 2737 Rustenburg-T Phora Tel 082 802 1433 Mpumalanga-M Du Toit 082 902 2168
<b><u>APPLICATIONS</u></b>	:	General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008

<b><u>POST 49/77</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Umtata
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree majored with Accounting or a Diploma in Accounting, Financial Information System or Cost and Management Accounting coupled with appropriate relevant experience. Exposure on Persal, BAS/SAP and Revenue systems would be an added advantage. Other exposure on any salary or financial systems e.g. Pastel Accounting/ACCPAC. Knowledge of PFMA, Treasury Regulation, DORA, Public Services Act and GAAP. Good interpersonal relationship skills, communication skills, analytical skills, Information Technology skills, organisational skills, motivational skills, independent skills, personnel strength and weakness skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key performance areas: Co-ordinate budget inputs from various program managers. Confirm availability of funds on every Exchequer and/or Trading Account requisition before goods and services are procured. Monitoring of over and under expenditure weekly. Request budget expenditure reports for reporting purposes. Journalise all misallocated expenditure into correct budget allocations. Assist with shifting of funds within programs and standard items. Provide strategic guidance on handling financial management matters of the Department. Ensure that budget-related matters are attended to according including the observation of DWAF business process. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow up on the budget to ensure that is utilised properly. Co-ordinate audit queries from time to time and ensure that the Forestry section in the Eastern Cape Region comply with PFMA and Treasury regulations.
<b><u>ENQUIRIES</u></b>	:	Mr TN Ngamile Tel (043) 640 5400 or 082 802 6574
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/78</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: CASH MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree in Finance or Equivalent qualification. Experience in a Finance environment. Supervisory experience. Strong communication skills. Cash management experience is advantageous. Knowledge of PFMA & Treasury regulations Knowledge of SAP will be advantageous. MS Office experience. Organisational, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement business policies and processes relating to Cash management. Timely allocation of deposits to their respective Accounts. Regular communication between Water Trading Account and its customers. Prepare management reports Perform bank reconciliations. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	MS S. Ngamlana: Tel: 012 336 7450
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/79</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: CUSTOMER RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree in Accounting or equivalent qualification. Good background in Finance and budgetary processes, Supervisory experience. Communication skills. Customer relations experience is advantageous. Knowledge of PFMA & Treasury regulations Knowledge of SAP will be advantageous. MS Office experience. Organisational, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure collection of revenue from customers. Make use of systems to timely collect revenue. Effectively communicate with customers. Perform reconciliations and uploads. Compile customer query reports. Supervise staff. Perform administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr MMN Mothebe. Tel: 012 336 8954
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/80</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BILLING OPERATIONS (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree in Accounting or equivalent qualification. Good background in Finance and budgetary processes, Supervisory experience. Experience in billing

		advantageous. Knowledge of PFMA & Treasury regulations. Knowledge of SAP will be advantageous. MS Office experience. Good organisational, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement business policies and processes relating to billing management. Ensure effective communication between Water Trading Account and its customers. Perform customer reconciliations. Prepare billing exception reports. Conduct billing on behalf of the water research council. Compile customer query reports. Supervision of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	MS S. Ngamlana: Tel: 012 336 7450
	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	19 December 2008
<b><u>POST 49/81</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: GENERAL LEDGER (WTE)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum
	:	Pretoria
	:	National Diploma or equivalent qualifications with 2 appropriate experience. Knowledge and understanding of: SAP, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skill.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the following: Implementing controls in the financial accounting environment. Perform bank reconciliation. Monitoring general ledger accounts. Provide inputs to the Annual Financial Statements. Clearing of Suspense accounts timely. Perform reconciliations on various accounts. Supervise staff
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. V Luthada Tel (012) 336-7713
	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	19 December 2008
<b><u>POST 49/82</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT (WTE)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum
	:	Pretoria
	:	National Diploma or equivalent qualifications with appropriate experience. Knowledge and understanding of SAP, Persal, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skill.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the following: Follow- up on Staff debt for recoverability. Preparations of Submissions for State Attorney and write offs. Clearing Suspense accounts. Liaise with staff on disputes regarding debt collection/ acknowledgement. Ensure timely collection/ refund of monies. Monitor compliance with policies and procedures. Supervise staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. V Luthada Tel (012) 336-7713
	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	19 December 2008
<b><u>POST 49/83</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (ASSET REGISTER)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 145 920 per annum
	:	Pretoria
	:	B Degree or diploma in Economics/ Commerce/ Business Economics/Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure that the asset register for the Water Trading Entity is complete and complies with National Treasury norms and standards. Ensure that the asset register is updated regularly and complies with the provisions of generally accepted accounting principles. (GAAP), Update asset acquisition, renewals, movements, transfers and disposals, Update impairment and depreciation and conduct periodic revaluations, Conduct cost-benefit analysis of assets to be acquired for the Water Trading Entity, Ensure that the



		Department's asset requirements are included in the budget, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/84</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (DATABASE)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Management of asset disposal, Ensure that the loss register is updated regularly and the necessary loss date is collated, Ensure that the disposal register is updated regularly and that the disposal process complies with the entities disposal delegations, Ensure timeous provision of the disposal data and recommendations to the disposal committee, Participate in the disposal committee meetings, Perform post disposal reviews, Manage disposal plans, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/85</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (OPERATIONS AND MAINTENANCE)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement an Operations and Maintenance strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity, Ensure that the operations and maintenance strategy complies with applicable regulatory framework (PFMA, PPPF Act & Treasury regulations), and keep abreast with new developments, Preparation of asset operation and maintenance plans - immovable and movable by operations, Establish and maintain the asset accounting system, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/86</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (ASSET ACQUISITIONS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement an acquisition strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity, Ensure that the acquisition strategy complies with applicable regulatory framework (PFMA, PPPF Act & Treasury regulations), and keep abreast with new developments, Facilitate the implementation of the acquisition Strategy, Preparation of asset acquisition plan - immovable and movable by operations, Update asset acquisition and renewals, Migrate asset data to SAP system, Establish and maintain the asset accounting system, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/87</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (DISPOSALS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Management of asset disposal, Ensure that the loss register is updated regularly and the necessary loss date is collated, Ensure that the disposal register is updated regularly and that the disposal process complies with the entities disposal delegations, Ensure timeous provision of the disposal data and recommendations to the disposal committee, Participate in the disposal committee meetings, Perform post disposal reviews, Manage disposal plans, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/88</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (BUDGETING AND PLANNING)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System

		and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Assist in the development of asset life cycle plans, Ensure that life-cycle plans are developed and are consistent with the budget, Assist in the budget process and advise on the expenditure requirements based on life-cycle plans, Ensure that all asset acquisition requirements are budgeted for, Submit regular asset expenditure report against the budget, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/89</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (STOCK AND NON-FIXED ASSETS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure that the asset register for the Water Trading Entity is complete and complies with National Treasury norms and standards. Ensure that the asset register is updated regularly and complies with the provisions of generally accepted accounting principles. (GAAP), Update asset acquisition, renewals, movements, transfers and disposals, Update impairment and depreciation and conduct periodic revaluations, Conduct cost-benefit analysis of assets to be acquired for the Water Trading Entity, Ensure that the Department's asset requirements are included in the budget, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/90</u></b>	:	<b><u>SENIOR ADMINISTRATIONISTRATION OFFICER</u></b> (Directorate: Resource Protection and Waste)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or an equivalent qualification. Tertiary qualification will be an added advantage. Appropriate experience in a similar environment. Experience in the government and water sectors. Extensive knowledge of Public Service budget system. Knowledge and understanding of BAS. Knowledge of Supply Chain Management systems. Good interpersonal skills. Computer literacy; good planning and organization skills; good verbal and written communication skills; administrative abilities and ability to work long hours and under pressure.
<b><u>DUTIES</u></b>	:	Key performance areas: Run a sound budget control system according to financial regulations. Facilitate and ensure completion of authorisation payments. Involve and give inputs when drafting the business plan of directorate. Assist in compiling MTEF for the directorate. Completion of the monthly projections (cash flow). Compile EWS on a monthly basis. Address aspects relating to administrative personnel management and development. Develop Administrative work plans and conducting quarterly performance appraisals. Monitor and supervise admin staff. Ensure a sound. Performing all HR related duties for the Directorate. Maintain monthly expenditure system for projects and work on BAS.
<b><u>ENQUIRIES</u></b>	:	Mr N Musekene Tel: (012) 336-7277
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008

<b><u>POST 49/91</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Purchasing/ Logistics/ Supply Chain Management/ Commerce or equivalent with appropriate supply chain management related experience or purchasing management experience. Knowledge of Public Finance Management Act (PFMA); National Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA act); Government Supply Chain Management framework. SAP system knowledge and experience and Computer literacy. Problem solving and analytical skills, Planning and organising skills; Supervisory and managerial skills; Conflict resolution skills; Good interpersonal and communication skills; Performance and results orientated
<b><u>DUTIES</u></b>	:	Key performance areas: Perform secretarial function for the DBAC. Review the bid adverts before they are placed in the media. Supervise the bid administration function and provide support to bid adjudication and evaluation committee. Ensure compliance to Supply Chain Management policy and procedure. Provide advisory support to line function. Address/escalate queries from internal and external stakeholders. Manage subordinates, through informal and formal discussions, on a daily basis. Identify training requirements for staff by ensuring relevant training is provided and attended. Sourcing of standards goods and services and PSP's (Professional Service providers). Manage and monitor the use of departmental resources allocated to the section for the attainment of departmental objectives. Perform other functions assigned by the Deputy Director as required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S Maboya Tel (012) 336 6912
	:	General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	19 December 2008
<b><u>POST 49/92</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLIER DATABASE</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in IT/ Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management/ or equivalent. Appropriate experience in supplier databases, Knowledge of Public Finance Management Act (PFMA); National Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA act); Government Supply Chain Management policies and procedure; Computer literacy; Problem solving skills; Planning and organising skills; Conflict resolution skills and Good interpersonal and communication skills
<b><u>DUTIES</u></b>	:	Key performance areas: Monitor the daily usage of database to ensure effective rotation of suppliers. Manage the receipting of supplier applications. Monitor the capturing and maintaining of the suppliers details on the database. Perform screening and vetting of supplier applications on Safety Web and SARS Database. Assist with validation of vendor master data on SAP. Address/escalate queries regarding the misuse of supplier database. Perform advisory support function regarding registration requirements on Database. Provide Helpdesk assistance to suppliers. Conduct Road Shows to encourage the HDI's, SMME's to register as potential suppliers. Support regional offices on supplier register matters. Encourage the use of the database with DWAF. Compile reports on the Supplier Register for management. Compile monthly statistics of BEE suppliers and awards. Support management and key stakeholders on supplier database matters. Manage subordinates, through informal and formal discussions, on a daily basis. Identify training requirements for staff by ensuring relevant training is provided and attended. Manage and monitor the use of departmental resources allocated to the section for the attainment of departmental objectives. Perform other functions assigned by the Deputy Director as required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S Maboya (012) 336 6912
	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	19 December 2008
<b><u>POST 49/93</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS (QUOTATIONS BUYER)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in Supply Chain Management. Knowledge of Logistics and inventory

		management. Public Finance Management Act (PFMA) ,Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge ,Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, supervisory skills, Interpersonal and communication skills, Results orientated Honesty and integrity, ability to work effectively in a team, Effective co-ordination skills.
<b><u>DUTIES</u></b>	:	Key performance areas: The incumbent will be responsible for buying functions through the quotation method within supply chain management. Assist with the implementation of business processes and standard operating procedures buying. Ensure quotations are done in compliance with Preferential Procurement Policy Framework Act. Sourcing request for quotations from suppliers. Validation of quotations and invoices. Monitor the placement of orders. Authorisation of purchase requisitions on SAP system. Link up with demand management unit and consolidate user requirements. Check specifications and Terms of reference for lower value purchases. Liaise with suppliers and monitor supplier performance. Liaise with and support key internal stakeholders and cluster offices. Monitoring and development of subordinates. Perform other related SCM functions assigned by the Deputy Director: Logistics
<b><u>ENQUIRIES</u></b>	:	Mr B.Chinasamy (012) 336 7875
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/94</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS (INVENTORY)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in Supply Chain Management. Knowledge of Logistics and inventory management, Public Finance Management Act (PFMA) ,Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge ,Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Supervisory skills, Interpersonal and communication skills, Results orientated Honesty and integrity, ability to work effectively in a team, Effective co-ordination skills.
<b><u>DUTIES</u></b>	:	Key performance areas: The incumbent will be responsible for performing stores and inventory functions within supply chain management. Assist with the implementation of business process and standard operating procedures for Inventory management. Monitor stock levels perform stock counts. Assist with warehouse and distribution activities. Perform inventory reconciliations on a weekly basis. Liaise with cluster offices on inventory reporting matters. Creation of purchase requisitions and orders on SAP system. Monitor the receiving and safeguarding of stock items. Liaise with suppliers in term of delivery schedules. Liaise with and support key internal stakeholders. Monitoring and development of subordinates. Perform other functions assigned by the Deputy Director as required.
<b><u>ENQUIRIES</u></b>	:	Mr B.Chinasamy (012) 336 7875
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/95</u></b>	:	<b><u>FORESTER: FOREST ENTERPRISE DEVELOPMENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape: King William's Town
<b><u>REQUIREMENTS</u></b>	:	The minimum requirement is an appropriate recognised National diploma in Forestry or an appropriate equivalent qualification in a similar field as well as experience in forestry extension and community development work. The following skills are required: Good verbal and written communication, Presentation skills, general management skills, a sound knowledge of the National Forests Act ( Act 84 of 1998), knowledge of the Public Finance management Act, computer literacy, A valid code EB driver's license is also required, as well as willingness to travel frequently and extensively.
<b><u>DUTIES</u></b>	:	Key performance areas: Improve the livelihoods of people in the Regions by implementing greening initiatives and/or new afforestation programmes. Develop and maintain contacts / networks with other stakeholders involved in greening and afforestation, ensure that IDPs include greening and/or afforestation in order to promote Forest Enterprise Development, collect information on all greening projects and update and monitor project database, identify and respond to new project opportunities, implement action plan to contribute to the achievement of

		the Million Trees program. Assist with implementation of the 20/20 schools program and special programs such as Arbor Week and Eduplant. Create awareness about the importance of greening. Ensure forestry resources and services are effective, well managed, coordinated and aligned with the Strategic/Annual Business Planning processes and Forestry Policies. Report on progress.
<b><u>ENQUIRIES</u></b>	:	Mr N Quvile Tel (043) 604 5400
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/96</u></b>	:	<b><u>SENIOR WATER POLLUTION CONTROL OFFICER (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree or diploma in Natural Science, Biological Science, Geohydrology, Civil Engineering, Hydrology, Chemistry plus one year appropriate experience. A valid driver's licence. Computer literacy. Good written and verbal communication skills. Good knowledge of the National Water Act (NWA), 1998 (Act 36 of 1998) and related environmental legislation. Good understanding of catchment management and environmental impact assessments and studies. Appropriate experience in water resource management. Willingness to travel extensively and perform field work.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Apply knowledge of policies and strategies to implement integrated water resource management, resources protection and waste management. Ensure that all water users comply with legal and technical principles. Render special services in respect of the issuing of water use licenses in terms of the NWA. Facilitate integrated monitoring programmes in terms of water quality, microbial, biological and other aspects of river health. Negotiate with industries, mines, Local Authorities and other water users. Evaluate and comment on environmental management plans. Responsible for scooping reports and technical documents. Perform general administration duties relating to aforementioned functions.
<b><u>ENQUIRIES</u></b>	:	Mr. EM Matseba Tel. (012) 392 1371
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/97</u></b>	:	<b><u>STATE ACCOUNTANT: DEBT MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>REQUIREMENTS</u></b>	:	A Degree in Accounting or equivalent qualification. Knowledge of Financial management. Good communication skills and customer relations. Knowledge of Debt management. Knowledge of PFMA & Treasury regulations. MS Office experience. Organisational, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement business policies and processes relating to debt management. Perform customer refunds. Generate Debt management reports. Recommend levels of provision for doubtful debts. Recommend reversals, refunds, repayment arrangements, and write offs.
<b><u>ENQUIRIES</u></b>	:	Mr NN Ntambi. Tel (012) 336 8975
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/98</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Good communication skills. Knowledge of Revenue collection. Knowledge of PFMA & Treasury regulations will be advantageous. MS Office experience. Organisational, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Key performance areas: Recording of customer refunds, billing information and Customer master data. Preparation of journals. Compiling of revenue reports. Capturing of transactions on SAP system. Preparation of submissions. Recording of data using MS office systems.
<b><u>ENQUIRIES</u></b>	:	MS S. Ngamlana: Tel (012) 336 7450
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/99</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: LOGISTICS (INVENTORY)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in logistics or supply chain management. Knowledge of Logistics and inventory management. Public Finance Management Act (PFMA) ,Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge , Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Supervisory skills, Interpersonal and communication skills, Results orientated Honesty and integrity, ability to work effectively in a team, Effective co-ordination skills.
<b><u>DUTIES</u></b>	:	Key performance areas: The incumbent will be responsible for performing stores and inventory functions within supply chain management. Perform regular stock counts and highlight losses and surpluses. Distribution of stock in line with standard inventory management procedures. Liaise with internal clients. Assist with inventory reconciliations on a weekly basis. Creation of purchase requisitions and orders on SAP system. Monitor the receiving and safeguarding of stock items. Liaise with suppliers in term of delivery schedules. Perform other functions assigned by the Assistant Director as need arises.
<b><u>ENQUIRIES</u></b>	:	Mr B.Chinasamy (012) 336 7875
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/100</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: LOGISTICS (QUOTATIONS BUYER) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics/ Supply Chain Management or equivalent. Appropriate experience in a procurement or Supply Chain Management environment. Knowledge of Logistics and inventory management. Public Finance Management Act (PFMA) ,Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge ,Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Supervisory skills, Interpersonal and communication skills, Results orientated Honesty and integrity, ability to work effectively in a team, Effective co-ordination skills.
<b><u>DUTIES</u></b>	:	Key performance areas: The incumbent will be responsible for performing buying functions through the quotation method within supply chain management in accordance with policies and business processes. Maintain quotations register. Receiving and attending to internal requisitions from chief users. Sourcing request for quotations from suppliers. Ensure preference points claimed and awarded are in accordance with PPPFA Act. Validation of quotations and invoices. Follow-up on placement of orders. Creation of purchase requisitions on SAP system. Link up with demand management unit on user requirements. Ensure correct specifications and Terms of references are attached to internal requests. Liaise with suppliers. Perform other related SCM functions assigned by the Assistant Director. Liaise with and support key internal stakeholders. Perform other functions assigned by the Assistant Director as need arises.
<b><u>ENQUIRIES</u></b>	:	Mr B.Chinasamy (012) 336 7875
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/101</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Commerce/Purchasing/ Logistics/ Supply Chain Management or equivalent with appropriate supply chain management related experience or purchasing management experience. Knowledge of Public Finance Management Act (PFMA); National Treasury Regulations; Preferential. Procurement Policy Framework Act (PPPFA act); Government Supply Chain Management policies and procedure; Computer literacy; Problem solving skills; Planning and organising skills; Conflict resolution skills and Good interpersonal and communication skills
<b><u>DUTIES</u></b>	:	Key performance areas: Dispatching of the bid documents to stakeholders; Perform opening and closing of tenders; Perform secretarial function for the DBAC. Perform all the bid administration function and provide support to bid adjudication and evaluation committee. Report any irregularity to direct Supervisor/Head of SCM. Comply and ensure compliance to Supply Chain

		Management policy and procedure. Provide functional support to line function. Address/escalate queries from internal and external stakeholders. Perform other functions assigned by the Assistant Director as need arises.
<b><u>ENQUIRIES</u></b>	:	Mr. S Maboya Tel (012) 336 6912
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/102</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (ASSET REGISTER)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Ensure that the asset register for the Water Trading Entity is complete and complies with National Treasury norms and standards. Ensure that the asset register is updated regularly and complies with the provisions of generally accepted accounting principles. (GAAP), Update asset acquisition, renewals, movements, transfers and disposals, Update impairment and depreciation and conduct periodic revaluations, Conduct cost-benefit analysis of assets to be acquired for the Water Trading Entity, Ensure that the Department's asset requirements are included in the budget, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/103</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (OPERATIONS AND MAINTENANCE)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement an Operations and Maintenance strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity, Ensure that the operations and maintenance strategy complies with applicable regulatory framework (PFMA, PPPF Act & Treasury regulations), and keep abreast with new developments, Preparation of asset operation and maintenance plans - immovable and movable by operations, Establish and maintain the asset accounting system, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices.
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 19/104</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (ASSET ACQUISITIONS)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria



<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Implement an acquisition strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity, Ensure that the acquisition strategy complies with applicable regulatory framework (PFMA, PPPF Act & Treasury regulations), and keep abreast with new developments, Facilitate the implementation of the acquisition Strategy, Preparation of asset acquisition plan - immovable and movable by operations, Update asset acquisition and renewals, Migrate asset data to SAP system, Establish and maintain the asset accounting system, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/105</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (BUDGETING AND PLANNING)</u></b>
<b><u>SALARY</u></b>	:	R 117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Assist in the development of asset life cycle plans, Ensure that life-cycle plans are developed and are consistent with the budget, Assist in the budget process and advise on the expenditure requirements based on life-cycle plans, Ensure that all asset acquisition requirements are budgeted for, Submit regular asset expenditure report against the budget, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/106</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (DISPOSALS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent. Appropriate supply chain and financial management experience. Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Accepted Accounting Principles (GAAP), Government Supply Chain policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key performance areas: Management of asset disposal, Ensure that the loss register is updated regularly and the necessary loss date is collated, Ensure that the disposal register is updated regularly and that the disposal process complies with the entities disposal delegations, Ensure timeous provision of the disposal data and recommendations to the disposal committee, Participate in the disposal

		committee meetings, Perform post disposal reviews, Manage disposal plans, Implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as international best practices
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli (012) 336 7370
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/107</u></b>	:	<b><u>SENIOR SECRETARY</u></b> (Directorate: Water Allocation)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate plus appropriate working experience. Essential competencies: good communication, organisational and interpersonal skills. The ability to work under pressure; computer skills with high level of proficiency in using Ms Word, Excel, PowerPoint and Outlook. The ability to use own initiative. The ability to work independently.
<b><u>DUTIES</u></b>	:	Key performance areas: Render efficient secretarial and office management to the Director. Type reports; letters; memoranda and monitor the flow of documents to and from the Director's office to other sections in the department. Handle routine correspondence and enquiries, faxing, photocopying and binding of documents. Manage the director's diary; make arrangement for meetings; book venues; order refreshments. Prepare documentation for the workshop and presentations. Receive visitors for the Director. Make travel and accommodation arrangements for the Director. Compile Agenda and take minutes of directorate meetings. Receive calls, handle enquiries and/or transfer calls. Manage incoming and outgoing mail, tracking of documents. Maintain effective filing system.
<b><u>ENQUIRIES</u></b>	:	MS Mathabe Tel (012) 336 7162
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/108</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering and a valid code 8 driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Assist in the process to register all existing lawful water users in terms of section 21 of the NWA (no. 36 of 1998). Give technical support to the licence process and to coordinate and monitor the compliance of all issued licences. Assist with the verification and investigation process to comply with section 22 of the NWA (no. 36 of 1998). Technical assistance to Water Management Institutions regarding the evaluation of water management plans and water conservation strategies. Have to exercise dam safety inspections according to applicable regulations to the required frequency and extend. Technical support to promote Water Resource Management in the Lower Vaal Management Area
<b><u>ENQUIRIES</u></b>	:	Mr. M.O. Mokgwabone Tel: (054) 338 5800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	:	Mrs. CTP. Kotze
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/109</u></b>	:	<b><u>SENIOR ADMIN CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) with at least 2 years experience in executing Talent Management administrative duties/ Good verbal and written communication, Must be computer literate, Knowledge of DPSA Talent Management policies.
<b><u>DUTIES</u></b>	:	Responsible for all administrative duties concerning Talent Management. Manage databases of bursaries, ABET, Training received. Responsible for all the logistical arrangements for meetings, workshops, etc. Responsible for minute taking and circulation of minutes. Ensure all updated policies and procedures circulated time-ously. Responsible that all communication is circulated and received by all employees concerning Talent Management. Collect data and assist to complete Workplace Skills Plan, Quarterly reports and Annual Training Report. Assist with training interventions. Filling of all Talent Management documentation. Assist with Co-ordination of Formal Induction Programme.
<b><u>ENQUIRIES</u></b>	:	Mrs. S. Gysman tel. (053) 830 8800

<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms G Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/110</u></b>	:	<b><u>SENIOR ADMIN CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) with at least 2 years experience in office administration and computer literate in MS Office. Drivers licence will be an added advantage, Good Verbal and written communication. Ability to work independently.
<b><u>DUTIES</u></b>	:	Assist with Employee Wellness Activities & Programmes, Collate reports and statistics & disseminate to line Managers, Responsible for minute taking, Keep and update EE plans and reports, Deputies the Unit Head on a number of special programmes Activities/meetings Assist in the Administration of and organisation performance improvement.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Mrubata, tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/111</u></b>	:	<b><u>SENIOR ADMIN CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) with at least 2 years experience in executing PMDS duties and management of PMDS System. Good verbal and written communication, Must be computer literate, Knowledge of DPSA PMDS policy.
<b><u>DUTIES</u></b>	:	Responsible for all administrative duties concerning PMDS. Manage Database of PMDS. Responsible for all the logistical arrangements for meetings, assessments, workshops, etc. Responsible for minute taking and circulation. Ensure all updated policies and procedures are circulated timeously. Responsible that all communication is circulated and received by all employees concerning PMDS. Consolidate all regional PMDS documentation. Liaising with all the relevant managers. Ensure that the various assessment committee meetings are scheduled and conducted.
<b><u>ENQUIRIES</u></b>	:	Mrs. S Gysman, tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/112</u></b>	:	<b><u>SENIOR ADMIN CLERK</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) with at least 2 years experience in office administration and computer literate in Ms. Word, Excel & Database Administration.
<b><u>DUTIES</u></b>	:	Responsible for all administration in Corporate Service, keeping Corporate Service database of all section reports. Handling of leave register for corporate service. Assist with corporate Service Head diary. Organise Corporate Services meetings, draft agendas and taking of minutes, keep record of documents.
<b><u>ENQUIRIES</u></b>	:	Mr. G. Lincks, tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/113</u></b>	:	<b><u>SENIOR WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with Mathematics as a passed subject or an equivalent qualification or appropriate experience in water control • A valid Code B driver's licence. Recommendations: • Computer literacy • A boat handling certificate. • Knowledge of the National Water Act • Good verbal and written communication skills, • Ability to travel extensively and work outside normal working hours • Map reading skills • Ability to operate a handheld GPS • Knowledge of irrigation practices.
<b><u>DUTIES</u></b>	:	Measure and record water use abstractions in the Lower, Orange Water Management area • Monitor water flows in the Lower Orange River System • Participate in compliance monitoring and enforcement • Assist in water use

		licensing and registration • Implement water conservation and demand management. • Participate in water-related disaster management structures for public health and safety • Conduct routine site inspections and submit written reports.
<b><u>ENQUIRIES</u></b>	:	Mr. Mike Mokgwabone tel. (054) 338 5800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	:	Mrs. CTP Kotze
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/114</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE II</u></b>
<b><u>SALARY</u></b>	:	R 94 326 per annum
<b><u>CENTER</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) with IT and 2 year Office administration experience.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for advising and assisting users with process of ITC submissions scan all documents and submit to Main ITC follow up on status of submissions and provide feedback to user, File applications and forward approvals to Finance, Obtain quotations for IT equipment, Completion of ITC application for network equipment, distribution of 3G cards and forwarding receipts to Head Office (and similar IT assets) capturing of and managing (signing out ) of IT assets on dbase (3G cards, loan laptops, network equipment / spares etc.) Logging calls with Arivia for new users, mail, 3G and internet access, Liaising with HR for user terminations and completing documentation (logging calls, documentation), Request and filing of cost reports (3G, internet, email costs / usage), Meeting minutes Forwarding of service rating records.
<b><u>ENQUIRIES</u></b>	:	Ms. F. Adams tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/115</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria West
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent qualification. Mathematics or Accounting as passed subject. The incumbent must be self-driven and computer literate. Must be able to work under pressure and should have interpersonal communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for the registration of VAS2's, verification of ICN's, capturing of requisitions on Logis system, authorization of requisitions, verification of orders, issues, splitting of orders, receipt of goods and issuing thereof at transit, creation of invoices, capturing of payments on LOGIS on line, filing of issue vouchers and requisitions as well as handling enquiries from chief users and suppliers.
<b><u>ENQUIRIES</u></b>	:	Mr. S Zwane Tel (012) 3180581
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/116</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (2 POSTS)</u></b> (Directorate: Resource Protection and Waste)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate plus appropriate working experience. Good communication, organisational skills. Interpersonal sensitivity. Flexibility. Computer literacy (Ms Word, Excel< PowerPoint and Outlook). Problem solving skills. The ability to use own initiative. Experience in filling of documents and general office administrative duties. Knowledge of Budgeting in the public sector will be an added advantage.
<b><u>DUTIES</u></b>	:	Key performance areas: Render efficient office administration support, co-ordinate meetings, and workshops for the sub-directorates. Handle routine correspondence and enquiries, faxing, photocopying, bind documents, processing VA2's/requisition form; invoices and payments, submit claims for approval. Make travel and accommodation and arrangements. Prepare PowerPoint presentations. Manage S&T claims. Maintain a good document and record management system for the directorate. Ordering of stationery; office furniture and equipment. Ensure proper control maintenance of all equipment.
<b><u>ENQUIRIES</u></b>	:	Ms P Sosibo Tel (012) 336 8365
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610

<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/117</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Interested persons must be in possession of a Grade 12 Certificate plus a minimum of 5 years/Tertiary qualification within a minimum 1-2 years experience in a financial environment. Recommendations. Computer literacy in Microsoft Office Package and knowledge of PFMA, Treasury Regulations. Good communication skills and Numeric skills. Knowledge of BAS, SAP and PERSAL.
<b><u>DUTIES</u></b>	:	Preparing advices for payments. Handling queries arising from payments. Clearing suspense accounts. Preparing journal adjustments. Compiling monthly schedules, e.g. Imperial Accounts, Nashua and Regional Services Council payments. Costing. General accounting duties. Capturing of S&T.
<b><u>ENQUIRIES</u></b>	:	Ms S. Mthembu (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>	:	2 January 2009
<b><u>POST 49/118</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE III</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Interested persons must be in possession of a Grade 12 Certificate plus a minimum of 2 years experience in a financial environment. Recommendations: Computer literacy in Microsoft Office Package and knowledge of PFMA, Treasury Regulations. Good communication skills and Numeric skills. Knowledge of BAS, SAP and PERSAL.
<b><u>DUTIES</u></b>	:	Preparing advices for payments. Handling queries arising from payments. Clearing suspense accounts. Preparing journal adjustments. Compiling monthly schedules, e.g. Imperial Accounts, Nashua and Regional Services Council payments. Costing. General accounting duties. Capturing of S&T.
<b><u>ENQUIRIES</u></b>	:	Ms S. Sewbaran (031) 336 2712
<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>	:	2 January 2009
<b><u>POST 49/119</u></b>	:	<b><u>WATER POLLUTION CONTROL OFFICER: WATER QUALITY MANAGEMENT LOWER VAAL</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate recognised three-year degree or national diploma in chemistry, microbiology or related fields plus appropriate experience, a valid Code 08 driver's licence. Recommendations: The following will serve as recommendations: a keen interest in minimizing the impacts of development on the aquatic environment, proven workload management and communication skills, a clear understanding of the DWAF's role and policy with regard to water quality management and a willingness to work overtime and undertake extensive travelling.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: the enforcement of relevant sections of the National Water Act 1998, ensuring compliance with DWAF policies, reviewing water use and development applications and drafting recommendations, undertaking routine and special investigations, preparing reports, interpreting water quality monitoring results and serving on various committees.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Dywili, Tel. 053 802 0500
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs & Forestry: Northern Cape Region, Private Bag X6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/120</u></b>	:	<b><u>RECEPTIONIST</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Knysna
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification. A tertiary qualification in Administration would be an added advantage. Communication skills (verbal & written). Ability to work independently and pro-actively. Computer literacy (MS Word, Excel & Outlook). Fluent in English, Afrikaans & Xhosa will be an added advantage
<b><u>DUTIES</u></b>	:	Key performance areas: The successful incumbent's responsibility will include answering of telephone and taking of messages. Receiving guests. Provide administrative support to DWAF Office: Knysna: Co-ordinate travel

		accommodation arrangements. Capture data using Logis functions. Liaise with courier services in managing incoming and outgoing parcels. Print and distribute telephone accounts. Capture S & Ts on Persal. Manage Pension enquiries to National Office on behalf of ex DWAF officials.
<b><u>ENQUIRIES</u></b>	:	Ms. C Vermeulen Tel (044) 302 6900
<b><u>APPLICATIONS</u></b>	:	Manager Forestry: Western Cape, Department of Water Affairs & Forestry, Private Bag X12, KNYSNA, 6570.
<b><u>FOR ATTENTION</u></b>	:	Ms S Michaels Tel (044) 302 6900
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/121</u></b>	:	<b><u>AUXILIARY SERVICES OFFICER WATER QUALITY LOWER VAAL</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent qualification, written and verbal communication skills in at least two local official languages. Knowledge of mathematical calculations and Physical Science, Computer literacy and skilful in the usage of windows driven programmes such as Excel, Ms Word, Power Point, etc. Appropriate knowledge of water quality monitoring and the capturing of water quality data in WMS. The candidate must be willing to travel extensively in the veld to collect water quality samples in the Lower Orange Water Management area. A valid driver's licence and ability to drive is compulsory
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the National and Regional Sampling programmes of the Water Quality Management and the capturing of data in the WMS programme. Collect and assist technical staff with the compilation of the water quality status reports. Control and manage the records of all the data/ documents of the monitoring programmes. Do routine inspections in small scale mining operations. Assist with smaller emergency incidents such as fish kills.
<b><u>ENQUIRIES</u></b>	:	Dr. H.A. Abbott, Tel. 054 338 5800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs & Forestry: Northern Cape Region, Private Bag X5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. Kotze
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/122</u></b>	:	<b><u>FORESTRY SERVICES AIDS</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	ABET (ability to read and write) plus appropriate experience in gardening and general labour will be an advantage
<b><u>DUTIES</u></b>	:	Key performance areas: Routine and simplistic manual labour in the nursery. Seed collection, cleaning of seed, seed preparation and sowing. The preparation of soil. Filling of planting bags with sand and compost. Planting of seedlings from trays to bags, transplanting small trees into larger bags. Preparation of seedling trays. Prepare cuttings. Assist with weeding and the application of fertilizers. Maintenance of irrigation system. Assist the public with information and sell trees. Load trees onto vehicles. Keep grounds clean and tidy. Prune trees and remove gardening refuge.
<b><u>ENQUIRIES</u></b>	:	Ms. J Mans, Tel (054) 338 5860.
<b><u>APPLICATIONS</u></b>	:	Regional Director: Department of Water Affairs and Forestry, Private Bag X5912, Upington, 8800.
<b><u>FOR ATTENTION</u></b>	:	Ms. J Mans
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/123</u></b>	:	<b><u>CLEANER</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Abet and cleaning services experience
<b><u>DUTIES</u></b>	:	Clean offices, boardroom, kitchen, toilets, window panes and Floors, I Assist with the preparation of the Boardroom whenever there is a meeting and clean after the meeting.
<b><u>ENQUIRIES</u></b>	:	Mrs Y Gool tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. G. Newman
<b><u>CLOSING DATE</u></b>	:	19 December 2008

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

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

**CLOSING DATE** : 19 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 49/124** : **COMMODITY SPECIALIST: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: 70055128**  
Directorate: Procurement

**SALARY** : R217 482 – R252 483 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A relevant business/purchasing degree or equivalent, at least two years experience in Public Service Procurement. Knowledge of the ICT Environment. Business acumen, analytical, decision making, negotiation, problem solving, communication, innovation, continuous improvement, computer literate.

**DUTIES** : Putting in place term agreements which will lead to the delivery of the right quality goods and services to users at the right place and right time, continuous improvement in procurement sourcing process, use of technology and cost-effective procuring goods and services processes, effective stock management, achieve lowest purchase price and service offerings for goods and services, supporting SME engagement and development in line with sourcing strategy, responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices, responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies, assisting with overall stock management per Commodity group so as to ensure serviceability to users, responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels, responsible for ensuring compliance to Procurement policies and procedures, analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies, provision of technical assistance for complex departmental purchases and service requirements.

**ENQUIRIES** : Ingrid Botha, Tel No: (011) 689-6983

**POST 49/125** : **TEAM LEADER: TALENT ATTRACTION SERVICES REF NO: 70055152**  
Directorate: Human Resources Services

**SALARY** : R174 243 – 210 489 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant/Equivalent HR related diploma/degree. Intermediate computer literacy in MS Office Suite. Minimum 2 years experience at supervisor level. Drivers license and own transport preferred. Highly customer focused. Proven track record of innovation, problem solving, decision making and sound business communication skills (written and verbal). Ability to work under pressure, with flexibility and professionalism. Previous experience in a Recruitment environment will be an added advantage.

**DUTIES** : Functional management of Talent Attraction Services who provide: Advertising, response handling, short listing qualification verification and advisory services to the Province. Adherence to business unit operational plan, managing and coaching a team of HR Practitioners and effective query resolution. Quality assurance. Productivity and performance management. Produce and analyze statistical reports Maintenance and improvement of database systems. Change management.

**ENQUIRIES** : Desigan Naidoo, Tel No: (011) 355-9724

**POST 49/126** : **PERSONAL ASSISTANT TO SENIOR MAMAGER: TALENT ATTACTION SERVICES REF NO: 70055154**  
Directorate: Human Resources Services

**SALARY** : R117 501 – 137 976 per annum (Plus benefits)

**CENTRE** : Johannesburg

<b><u>REQUIREMENTS</u></b>	:	Matric with Secretarial Certificate/ Diploma. Previous secretarial and office management experience supporting a Senior Manager. Time management, professional excellence and computer literacy. Driver's licence will be an added advantage. Analytical, Good communication skills, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Maintain office systems and efficient general office administration. Record and diary management. Provide general office reception services. Organize and plan Senior Manager's meetings and offer complete meeting administration. Verbal and written communication to all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Desigan Naidoo, Tel No: (011) 355-9724
<b><u>POST 49/127</u></b>	:	<b><u>PRACTITIONER: DMC (3 POSTS) REF NO: 70055153</u></b> Directorate: Document Management Centre: DMC
<b><u>SALARY</u></b>	:	R94 326 –R109 515 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric or equivalent, 2 years relevant experience. The incumbent must have had exposure to document or records management at practitioner level. DMCi Docktrack, Livelink and SAP experience will be at an advantage. Computer literacy and the ability to work under pressure in shift environment is essential.
<b><u>DUTIES</u></b>	:	Receive and prepare all incoming mail for registration, indexing, scanning and Distribution. Ensure that all documents are dealt with promptly and accurately. Prioritize work by document type and ensure it is executed within the Service Level Agreement time limit. Attend to and resolve complex queries. Good relational skills. Quality oriented. Team worker
<b><u>ENQUIRIES</u></b>	:	Vivian Pokpas, Tel No: (011)689-8317

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

<b><u>POST 49/128</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER (CEO) REF NO: 70055157</u></b> (Five-year fixed contract appointment based on performance)
<b><u>SALARY</u></b>	:	R675 276 per annum {all inclusive remuneration package of which a portion could be structured according to the individual's needs} Benefits: includes amongst others a Performance Bonus, leave benefits inclusive of an opportunity to study and medical aid scheme.
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath and Charlotte Maxeke Hospitals
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary or equivalent qualification, MPH / MBA will be an added advantage. A dynamic individual, with the ability to manage a huge hospital with a budget of close to R1 billion and staff members of more than 2500. Extensive management experience, preferably in a health environment or large corporation. The successful candidate will have to be a pro-active manager with excellent decision-making abilities. She/ he must have the ability to communicate and implement the department/ hospital's strategic objectives.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Will be responsible for the overall management of the hospital in terms of relevant policies, legislative frameworks and delegations as well as the strategic framework. The key responsibilities will include: Core Strategic Criteria: Client Satisfaction: Implement the Service Transformation Plan, Service Packages and "Health status Indicators/index" (HSI) in the hospital to: Improve the health seeking behaviour of clients. Increase the appropriate utilisation of health services by relevant clients. Improved Service delivery efficiency. Improved client care. Improve client positive experience at all related health service points. Improve quality of care. Ensure effective and efficient medical and nursing care. Ensure implementation of National Health Programmes. Employee Satisfaction: Increase employee participation in improvement of health service delivery. Increase employee utilisation of work environment to improve productivity. Improve employee achievement of performance expectations. Increase number of employees meeting quality standards through training and development. Increase employee Motivation to achieve service delivery targets through recognition and rewards Stakeholder Satisfaction: Increase stakeholder participation in support of GDoH service delivery. Increase stakeholder awareness of GDoH service delivery. Increase stakeholder satisfaction through compliance to legislative mandate. Increase stakeholder satisfaction through sound governance practices Shareholder Satisfaction: Increase shareholder funding in support of conformance to health



		service package specification at all service levels Increase shareholder satisfaction through conformance to prescribed support services management practices Improve institutional performance against HSI "Health status Indicators/index". Improve shareholder contribution to Gauteng department of health strategy. Increase shareholder awareness of DoH services participation Core Management criteria: Implementation of the Turnaround Strategy through the Quality of Health Programme and projects within the approved programme framework, Alignment of the hospital's performance with the Annual Performance Plan and other priorities. Implementation of the Governance Framework, Quality Assurance and the Monitoring and Evaluation Frameworks. Sound financial management and accountability. Effective and efficient management and administration of the Hospital. Client orientation and customer focus. Change Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Communication, People Management and Empowerment
<b><u>ENQUIRIES</u></b>	:	Ms. Pinkie Baloyi, Tel No: (011) 355 - 3377
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 49/129</u></b>	:	<b><u>PRINCIPAL SPECIALIST REF NO: 70055326</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R540 429 per annum (all inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg Forensic Pathology Service & University of Witwatersrand
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa (HPSCA) as a Specialist Forensic Pathologist. Extensive experience in the rendering of forensic pathology and medico legal investigations of death services. Proven teaching, research and management experience in the field of forensic medicine and pathology. Above average computer literacy and presentation skills. Good working knowledge of relevant legislation, regulations and policies governing forensic pathology services. Valid driver's licence. Recommendations: A higher postgraduate degree, such as masters or PhD. Proven research and or publication output Good leadership and communication skills. Ability and willingness to work within groups and coordinate team activities. The ability to work under pressure.
<b><u>DUTIES</u></b>	:	This is a senior position on the joint staff establishment of the Gauteng Forensic Pathology Services (Johannesburg) and the Department of Forensic Medicine, University of the Witwatersrand. The duties and responsibilities of the successful candidate will primarily involve the following: To provide full spectrum of forensic pathology and medico legal Investigation of death services at consult level; active participation in the management of medico legal mortuaries in the Southern Gauteng Forensic Pathology Service delivery area; Rendering of all relevant administrative duties as required; Supervision of Specialists, Registrars and other academic and service personnel; Rendering of all academic duties as determined by the Head of Department, including curriculum development, under and postgraduate teaching; Active participation and leadership in research activities within the Department; Rendering of after hour services during the week and over weekends; Ensuring the implementation of standardized, quality Forensic Pathology Service by providing training for professional and support staff and a consultative service to the Department and other institutions; Compile reports for court and statistical purposes; perform post mortem examinations in routine and complex cases; Attend court and provide expert testimony when required and assist the courts as an assessor at inquest; assist with monitoring and evaluation of the forensic pathology service by instituting quality control / audit programmes and conducting regular inspections. Note: It will be required of the successful candidate to be subjected to a security clearance and signing of a performance agreement and employment contract will be a mandatory. Applicants may be subjected to a competency assessment test.
<b><u>ENQUIRIES</u></b>	:	Prof. J. Vellema, Tel No: (011) 489 – 1659/00
<b><u>CLOSING DATE</u></b>	:	22 December 2008
<b>OTHER POSTS</b>		
<b><u>POST 49/130</u></b>	:	<b><u>SPECIALIST PLASTIC SURGERY REF NO: 70055129</u></b> Directorate: Plastic Surgery
<b><u>SALARY</u></b>	:	R391 026 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Mmed (Plastic Surgery) or FCSSA (Plastic) or equivalent degrees. Pre- and post-graduate level teaching skills. Experience of basic level research
<b><u>DUTIES</u></b>	:	Act as a consultant in the division of Plastic Surgery performing clinical, teaching and research tasks. This includes patient and university admin task, teaching pre-graduate students and training post-graduate registrars. Candidate must perform after hour calls, initiate and direct own research projects and support the Head of the division where and when necessary.
<b><u>ENQUIRIES</u></b>	:	Prof. P.F. Coetzee, Tel No: (012) 354- 1666 or 082 564 2514
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	19 December 2008

<b><u>POST 49/131</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER (PAEDIATRICS ARV/HIV) REF NO: 70055076</u></b> This is a re-advertisement, previous applicant may still apply. Directorate: Medical
<b><u>SALARY</u></b>	:	R344 052 per annum (all inclusive)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration as a Medical Practitioner with the HPCSA. Completed Community Service. Qualification in HIV Management. Recommendations: Public Health experience especially in Primary Health Care Services. Special interest and experience in the management of patients affected by HIV / AIDS.
<b><u>DUTIES</u></b>	:	Work as part of team-consisting of the facility manager. Professional nurses, laboratory staff, Pharmacy, Social workers, Nutritionist, Lay Counselors, Data capturers and PWA representatives to establish standard operating procedures for the service. Manage patient diagnosed with HIV / AIDS / STI / TB according to National and provincial clinical guidelines and according to the stages and severity of their illness. Establish HIV / AIDS / STI / TB clinics at facility. Assist in down referral of patients and training of staff of those facilities. Provide technical support to the team at facility level. Ensure accurate data capturing according to the recommended indicators and available data capturing system. Provide reports on a monthly basis to the facility manager, the district and central information system. Provide in-service training to the other staff at the clinic. Work with facility manager to ensure quality service and collaboration especially with TBCP, PMTCT, VCT and STI. Ensure effective laboratory service for the management of patients in line with guidelines. Work with Pharmacists to ensure an uninterrupted supply of drugs for the management of these conditions. Manage Pharmacovigilance and counseling on drug management. Assist in any activities that might be required in the dealing with and treatment of HIV / AIDS Patients.
<b><u>ENQUIRIES</u></b>	:	DR. M. Swanepoel or DR. L.M. Phalatsi, Tel: (012) 318 6783 or (012) 318 6502
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>POST 49/132</u></b>	:	<b><u>REGISTRAR REF NO: 70055334</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Full registration with HPCSA as Medical Practitioner. Good written and verbal communication skills and interpersonal relationship. Computer Literacy (including MS Word, Excel and PowerPoint). Valid code 8 driver's license. Recommendations: Previous experience (with or without diplomas or certificates), related to the fields of Forensic Medicine and Trauma Medicine. Good communication and reporting skills. The ability to work within groups.
<b><u>DUTIES</u></b>	:	This position on the joint staff establishment of the Gauteng Forensic Pathology Service (Johannesburg) and the Department of Forensic Medicine, University of the Witwatersrand. The duties and responsibilities of the successful candidate will include: Rendering of a comprehensive Medico Legal investigation of death service, inclusive of death scene attendance as required. Management duties with regard to rendering of Forensic Pathology Service as delegated by Head of Department. Participation in teaching and research activities of the Department. Rendering of other related professional service and duties as may be assigned from time to time. Rendering of after hours service during the week and over weekends.
<b><u>ENQUIRIES</u></b>	:	Prof. J. Vellema, Tel No: (011) 489 – 1659 / 00
<b><u>CLOSING DATE</u></b>	:	22 December 2008
<b><u>POST 49/133</u></b>	:	<b><u>PRINCIPAL PHARMACIST REF NO: 70055256</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	B Pharm or Dip Pharm. Registered with SA Pharmacy Council. Registered as tutor. Computer, communication and training skills.
<b><u>DUTIES</u></b>	:	Ensure effective distribution of medicine in the hospital. Assist with strategic plan of pharmacy department. Develop and use statistics for forward planning. Support pharmacy manager in effective administration of pharmacy. Control the attendance of company representatives in hospital give advice on work procedures and produce relevant reports. Monitor and evaluate quality of service. Co-ordinate the implementation and adherence to GPP, GMP and SOP'S. Project and participate in in-service and formal training. Participate in budgetary process. Assist with after hour and on-call duties.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Meyer, Tel No: (012) 354- 1282
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	19 December 2008

<b><u>POST 49/134</u></b>	:	<b><u>SENIOR PHARMACIST (4 POSTS) REF NO: 70055257</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R166 071 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	B Pharm or Dip Pharm. Registered with SA Pharmacy Council. Registered as tutor. Computer, communication and training skills. Willing to work flexi-hours (9:30 to 18:00).
<b><u>DUTIES</u></b>	:	Supervise, co-ordinate and manage all activities of the department. Support pharmacy manager in effective administration of the pharmacy. Promote rational drug use. Project and assist with in-service training in department. Monitor and evaluate the quality the quality of service. Produce relevant reports. Maintain records as per legal requirements. Participate in budgetary process. Assist with dispensing. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service. Assist with after hour and o-call duties.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Meyer, Tel No: (012) 354- 1282
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>POST 49/135</u></b>	:	<b><u>CHIEF FORENSIC OFFICER</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R145 920 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bronkhorstspuit - Ref No: 70055328/1 Diepkloof - Ref No: 70055328/2
<b><u>REQUIREMENTS</u></b>	:	Relevant Diploma / Degree in Forensic Pathology or Matric with extensive Forensic (Medico-Legal). Laboratory experience. Valid code 8 driver's licence. Above average computer and software literacy. Willingness to work with corpse (mutilated, decomposed, infectious viruses). Will be required to work after hours. Supervision and planning skills. Commitment to the Principles of Batho Pele.
<b><u>DUTIES</u></b>	:	Rendering an efficient support service to the facility manager with regard to the management of the Forensic Pathology Service Laboratory. Ensure effective utilization of personnel. Supervision and performance management of staff. Creation of duty rosters and allocation of personnel into teams. Training and supervision of forensic officers. Inventory management. Assistance with planning, provisioning, staffing and budgeting. Daily scheduling of post mortems, including post mortem report management. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the forensic pathologists in autopsies. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene, Caring and kind interaction with bereaved families. Assist with management of mortuary. Provision of evidence in court. Other duties as may be assigned from time to time by agreement with the relevant manager. Note: please note that applicants invited for interviews will be tested in terms of computer and software literacy (MS Word and MS Excel) as well as vehicle driving skills.
<b><u>ENQUIRIES</u></b>	:	Mr. L. Mahlangu, Tel No: (012) 700 – 9265 (Bronkhorstspuit)
<b><u>CLOSING DATE</u></b>	:	Ms. L. Malatse, Tel No: (011) 983 – 1910 (Diepkloof) 22 December 2008
<b><u>POST 49/136</u></b>	:	<b><u>SENIOR FORENSIC OFFICER</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Germiston – Ref No: 70055329/1 Bronkhorstspuit – Ref No: 70055329/2
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience, Above average computer and soft ware literacy, Willingness to work shift duties, Supervision and planning skills, Valid code 8 driver's licence, Commitment to Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Rendering efficient services to the laboratory manager with regard to the management of Forensic Pathology laboratory. Shift leader and supervision of staff, effective and efficient recovery, storage and processing of bodies, including the physical and process of bodies and safekeeping of corpse's documents evidence, information, exhibits and property from the scenes. Ensure effective utilization of personnel, performance management of personnel. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist in autopsies. Control reports and specimens during and after the mortuary process including completion of statements and documentation. Maintenance of Mortuary hygiene. Caring and kind interaction with bereaved families. Assist with management of

		mortuary. Provision of evidence in court. Note: Please note that applicants invited interviews will be tested in terms of computer and software literacy (MS Word and MS Excel) as well as driving skills.
<b><u>ENQUIRIES</u></b>	:	Mr. L.A. Sekhaolelo, Tel No: (011) 255 – 4915(Germiston) Mr. L. Mahlangu, Tel No: (012) 700 – 9265 (Bronkhorstspuit)
<b><u>CLOSING DATE</u></b>	:	22 December2008
<b><u>POST 49/137</u></b>	:	<b><u>SENIOR FORENSIC OFFICER: OCCUPATIONAL HEALTH &amp; SAFETY (OHS)</u></b> <b><u>REF NO: 70055330</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Germiston
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate experience in Occupational Health and Safety (OHS) in Forensic (Medico Legal) mortuary or laboratory environment, An appropriate three year tertiary qualification in Occupational Health & Safety will be an added advantage, Above average computer literacy, Valid code 8 driver's licence. Supervision, planning and interpersonal skills, Good presentation and teaching skills in OHS in the laboratory, Knowledge of OHS in a mortuary / laboratory setting, Good knowledge of relevant legislation, Regulations and Policies governing the Forensic Pathology Service and OHS in Health / laboratory settings, Ability to work with / in the presence of corpses, Must be willing to work standby / shift duties (after hours), Commitment to the Batho Pele Principles. Recommendations: Good communication skills, Ability to work with groups and to coordinate activities, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Assist with OHS related activities in Forensic Pathology mortuary environment, Assist with OHS training of all staff, Assist with hazard identification and Occupational Health & Safety risk management, Render an efficient support service to the manager with regard to management of the Forensic Pathology laboratory, Assist with effective OHS compliant recovery, storage and processing of deceased, that includes physically collecting, processing and safekeeping of corpses, information, exhibits and property from incidents scenes, Assist with an effective OHS compliant forensic autopsy process rendered in accordance with set standards and guidelines, by assisting the Forensic Pathologist during autopsies and x-raying of corpses, Assist optimal control of reports and specimens during and after the autopsy process, including the completion and administration of statements and documentation, Assist with effective and efficient OHS compliant safe keeping and disposal of property of the deceased and exhibits, Provision of evidence in court.
<b><u>ENQUIRIES</u></b>	:	Mr. L.A. Sekhaolelo, Tel No: (011) 255 - 4915
<b><u>CLOSING DATE</u></b>	:	22 December2008
<b><u>POST 49/138</u></b>	:	<b><u>FORENSIC OFFICER GRADE II</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria x3 – Ref No: 70055335/1 Bronkhorstspuit x1- Ref No: 70055335/2 Garankuwa x1- Ref No: 70055335/3
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico-Legal) Laboratory experience. Valid code 8 driver's licence. Above average computer and software literacy. Ability to lift corpses including mutilated or decomposed or potentially hazardous infectious material. Ability to work independently and willingness to be trained in forensic investigation & evisceration to work shifts & after hours.
<b><u>DUTIES</u></b>	:	Effective and efficient recovery, storage and processing of bodies, including the physical collection, processing of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process In accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies and x-raying of corpses. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene at all times. Rendering efficient support to the laboratory manager regarding management of the Forensic Pathology laboratory that includes possible attendance at court and presentation of evidence in court. Caring & kind interaction with bereaved families.
<b><u>ENQUIRIES</u></b>	:	Mr. P.A. Dreyer, Tel No: (012) 301 – 1700/5 (Pretoria) Mr. L. Mahlangu, Tel No: (012) 700 – 9265 (Garankuwa & Bronkhorstspuit)
<b><u>CLOSING DATE</u></b>	:	22 December2008
<b><u>POST 49/139</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (2 POSTS) REF NO: 70055333</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)

<b><u>CENTRE</u></b>	:	Germiston
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent with appropriate administration experience. Good organising and planning skills, Good communication skills both verbal and written, Good interpersonal skills, Computer literate (Ms Word, Excel and Power Point), Ability to work under pressure and meet departmental deadlines, Knowledge of the processes and procedures within Public Service, Knowledge of the Public Service Regulatory Framework such as Public Service Act, Regulations, Knowledge of Dicta phone typing will be an added advantage, Commitment to Batho Pele principles.
<b><u>DUTIES</u></b>	:	Rendering an effective and efficient support to the manager with regards to typing Post Mortem reports, letters, correspondence and consolidate reports, statistics and other official documents, Executive filing electronically and manually, Taking minutes for the manager during meetings, Ensuring the safety and confidentiality of all documentation, Perform any duties as may be required from time time.
<b><u>ENQUIRIES</u></b>	:	Ms. J. Roots, Tel No: (011) 255 - 4918
<b><u>CLOSING DATE</u></b>	:	22 December2008
<b><u>POST 49/140</u></b>	:	<b><u>PHARMACIST ASSISTANT LEARNER BASIC LEVEL (2 POSTS) REF NO: 70055258</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 (ABET 3) with English and Mathematics. No experience. Computer literate and good communication skills. Willing to go through training as pharmacist assistant.
<b><u>DUTIES</u></b>	:	Distribute pharmaceutical product up to and including SS. Provision and distribution of pharmacy products in hospital, includes ordering, receiving and checking of stock. Perform the packaging of pharmaceutical products. Perform prescription preparation, which includes reading the prescripts and picking in order for pharmacist to issue the prescription. Pre-labelling of stock issued to units and wards. Promote communication to and with a patient / nurse / doctor. Maintain and interpret the necessary records, statistics and information. Assist in after hour duties.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Meyer, Tel No: (012) 354- 1282
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	19 December 2008

#### **OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
<b><u>CLOSING DATE</u></b>	:	19 December 2008
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

#### **OTHER POSTS**

<b><u>POST 49/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR STRATEGY REF NO 70055202</u></b> Directorate: Transversal HR Services
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized tertiary or equivalent qualification and 3 years experience in HR and OD. Basic knowledge of policies and other related prescripts. Proven strong verbal communication and good interpersonal skills. Knowledge of SMS framework. Ability to work under pressure and independently. Must possess strong coordination and computer skills.
<b><u>DUTIES</u></b>	:	Focus on service delivery innovation, monitoring and evaluation of the uniform performance management system in GPG, provide support to the strategic Senior Management community of practice in GPG, establish and manage a centre of learning and innovation for strategic HR, manage and implement GPG wide Organisational Development interventions including Imbizos, facilitate development of HR Strategy for GPG, corporate norms for GPG, coordinate HR best practices of a transversal nature, coordinate HRD matters in relations to PSETA and PSTF activities within GPG, and facilitate HR compliance audit for GPG.
<b><u>ENQUIRIES</u></b>	:	Mr D T Sono Tel No: (011) 689-8006
<b><u>NOTE</u></b>	:	Appointment subject to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

<b><u>POST 49/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO 70055201</u></b> Directorate: Transversal Strategic HR Services
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized tertiary or equivalent qualification in Labour Relations and 3 years experience in events management, Office Administrative Systems and other related field. Proven strong verbal and written communication, Minute taking and good interpersonal skills, Ability to work under pressure and independently, Must possess strong coordination and computer skills.
<b><u>DUTIES</u></b>	:	Coordinate the collective bargaining process, maintain the link between national and provincial collective bargaining process. Assist the Chief Negotiator in execution of duties. Coordinate Provincial Collective Bargaining Structures through providing a secretarial service including convening, notification, minute recording and liaising with all relevant stakeholders. Analyse decisions/resolutions of national collective bargaining structures and preparation of reports. Track the implementation of resolutions. Ensure GPG attendance at GPSSBC and PSCBC. Ensure reports are drawn up outlining implication of national collective bargaining decisions and compliance requirements. Assist in the formulation of a GPG Transversal LR Strategy.
<b><u>ENQUIRIES</u></b>	:	Mr W Hamilton Tel No: (011) 355 5868
<b><u>NOTE</u></b>	:	Appointment subject to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL AFFAIRS**

*The Department of Agriculture and Environmental Affairs is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representivity*

**APPLICATIONS** : The General Manager: South Region, Private Bag X6005, Hilton, 3245  
**CLOSING DATE** : 19 December 2008  
**NOTE** : Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Certified copies (not copies of certified copies) of all educational qualifications and supporting documents (identity documents, driver's licence, etc.) must also be submitted with your application. Applications must be submitted on/or before the closing date and late, faxed or e-mailed applications will not be accepted. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. Failure to comply with the above instructions will result in immediate disqualification of candidates. The Department of Agriculture and Environmental Affairs reserves the right not to fill any advertised post.

**OTHER POSTS**

**POST 49/143** : **HUMAN RESOURCE OFFICER (TRANSFORMATION SECTION) REF. NO: 27SR/2008**

**SALARY** : R145 920 per annum to R169 410 per annum  
**CENTRE** : Hilton, Pietermaritzburg  
**REQUIREMENTS** : A Snr. Certificate/Grade 12 Certificate, 4 – 6 years relevant Human Resource experience, Computer literacy (MS Word, MS Excel and Power Point, Knowledge of HR legislation and practices, Relevant supervisory experience, Knowledge of PERSAL. Recommendations: Valid code B or EB drivers licence, good verbal and written communication skills, organization and planning skills.

**DUTIES** : Mainstream gender/disability in all activities, implementation of plans, capacitate staff in accordance with the needs and current status of the Region, analyze and implement legislation on Employment Equity, Gender and Disability, maintenance of Policies and Programmes (awareness campaigns, workshops) and give advice to Regional Management, employees and other stakeholders, monitor and evaluate the implementation/functioning and relevance of programmes, policies and/or guidelines and maintain relevant statistics and reports completed, represent the Region at various meetings/forums and coordinate calendar events, manage various administrative and financial functions and staff related to the post.

**ENQUIRIES** : Mr D.S. Mazibuko – 033 - 3438300

**POST 49/144** : **HUMAN RESOURCE OFFICER (HR PROCUREMENT/ APPOINTMENTS) REF. NO. 81SR/2008**

**SALARY** : R94 326 per annum to R109 515 per annum  
**CENTRE** : Hilton, Pietermaritzburg  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate, 2 years relevant Human Resources Procurement experience, computer literacy (MS Word and MS Excel), registered PERSAL user and a valid code B or EB drivers licence. Recommendations: Good verbal and written communication skills, organization and planning skills, must be prepared to work extended working hours.

**DUTIES** : Recruitment and selection of staff, processing of transfers, processing of remuneration matters, maintenance of the establishment, updating of personal particulars

**ENQUIRIES** : Mrs M. Ireland at 033 – 3438377

**POST 49/145** : **MESSENGER (REGISTRY SECTION) REF. NO. 82SR/2008**

**SALARY** : R54 879 per annum to R63 717 per annum  
**CENTRE** : Hilton, Pietermaritzburg  
**REQUIREMENTS** : ABET qualification (Literacy and Numeracy), valid code B or EB driver's licence.  
**DUTIES** : Sorting and distribution of documents, collection of post and other items, locating documents and/or files for Registry, delivering files, documents and other items as requested by Registry staff.

**ENQUIRIES** : Mrs M.H. Ndlovu at 033 – 3438300

## DEPARTMENT OF HEALTH

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.*

### OTHER POSTS

<b><u>POST 49/146</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 servicesTo 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. Mange 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 E.S. 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 49/147</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 per annum
<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 E.S. 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 49/148</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.
<b><u>ENQUIRIES</u></b>	:	Mr E.S. 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 49/149</u></b>	:	<b><u>CHIEF RADIOGRAPHER- LEVEL 8 (REF: MS/14/08)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Mseleni Hospital, UMkhanyakude Health District
<b><u>REQUIREMENTS</u></b>	:	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
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr E.S. 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 49/150</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER REF NO: MONT 21/2008</u></b>
<b><u>SALARY</u></b>	:	R177 318 – R205 563 per annum Other Allowances: 8% Rural Allowance Medical Aid: Optional. Home owner allowance: Employee must meet prescribed requirements
<b><u>CENTRE</u></b>	:	Mantobello Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent plus Current Registration with Health Professions council of SA as a Medical Practitioner. At least 2 years experience as a Medical Officer
<b><u>DUTIES</u></b>	:	Provide supervision and support to junior staff. Work with / co-ordinate health care teams to support multidisciplinary approach. Provide preventive health interventions and measures to promote health. Support, train and supervisor the primary health care personnel with regular visit to ensure quality care between hospital outreach clinic. To support the roll out of the district ARV programme and TB control programme. To evaluate the patients for admission to the Labour ward, monitor the cause of of labour and performed in the audit, clinical guidelines and quality improvement programme. Maintain accurate health record in accordance with legal / ethical consideration. Mentor junior colleagues involved in community medical rotation. To perform all clinical work in all departments and perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Mr S Govender (033) 506 7007
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: Hospital Manager Montebello Hospital Private Bag x 506 Dalton 3236
<b><u>FOR ATTENTION</u></b>	:	Ms. SH Khumalo
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>NOTE</u></b>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications certificate - not copies of certified copies c) Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. Ems 001/08. Persons with disabilities should feel free to apply for the post. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful.
<b><u>POST 49/151</u></b>	:	<b><u>SOCIAL WORKER</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Montebello Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Social Worker or any formal tertiary qualification in social worker Registration with South African Council for Social Service worker. 1 year experience as a professional Social Worker. Training on HIV and Antiretroviral will be an added advantage in both adults and children.
<b><u>DUTIES</u></b>	:	Render a social worker service with regard to the case, support Protection and development of the identity patient group (i e HIV patient) Perform all administrative function functions of the job. Compile statistics. Participate in the in-service training programme within the clinic. Liaising between ARV clinic, HIV clinic and other components, within and beyond the hospital on behalf of the patients if the need arises. Counselling patients about Anti-retroviral, compliance, side effect And life style changes. Attend meeting related to the clinic within and outside the Render a supporting counselling service to patients to enable them to cope with the diagnosis. Refer patients to appropriate community resources if the need arises. Provide support to the Lay Counsellors attached to the clinic. Provide support for patients outside the hospital.
<b><u>ENQUIRIES</u></b>	:	Mr S Govender (033) 506 7007
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: Hospital Manager Montebello Hospital Private Bag x 506 Dalton 3236
<b><u>FOR ATTENTION</u></b>	:	Ms. SH Khumalo
<b><u>CLOSING DATE</u></b>	:	15 December 2008
<b><u>NOTE</u></b>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications certificate - not copies of certified copies c) Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. Ems 001/08. Persons with disabilities should feel free to apply for the post. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful.

## DEPARTMENT OF PUBLIC WORKS

**APPLICATIONS** : The Manager, Human Resources Department of Public Works Private Bag X 9142 Pietermaritzburg 3200  
**FOR ATTENTION** : Ms CG Sikhakhane  
**CLOSING DATE** : 19 December 2008

### OTHER POSTS

**POST 49/152** : **ASSISTANT MANAGER (HR ADMINISTRATION) REFERENCE NO. HO 48/2008**

**SALARY** : R217 482 per annum  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelors Degree or National Diploma in either the fields of Human Resource Management or Public Administration plus extensive appropriate experience. Computer Literacy. A valid Drivers Licence.  
**DUTIES** : \*Ensure the application of sound Human Resource Management practices within the Division \*Develop, maintain and implement related policies and prescripts \*Provide advice and support to employees and Management and other relevant stakeholders \*Conduct impact studies and compile reports and submissions to Management \*Administer Termination of Service, Transfers, Promotions, Translations, Long Service Awards, SMS/MMS Packages and other related conditions of service. Skills, Knowledge & Competencies: \*Good knowledge of Human Resource Prescripts  
**ENQUIRIES** : Mr Q.G. Mgobozi (033 – 897 6370)  
**NOTE** : Candidates must be able to work additional hours, travel on business outside normal hours and work away from base (overnight).

## DEPARTMENT OF TRANSPORT

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

**APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200  
**CLOSING DATE** : 19 December 2008  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed and dated. 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). Applicants must ensure that their CV contains all the information required in sections B and F of the Z83 if such information is not indicated on the Z83. Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

### OTHER POSTS

**POST 49/153** : **ASSISTANT MANAGER: TECHNICAL INTERVENTIONS (REF NO: P 289/2008)**

**SALARY** : R174 243 per annum  
**CENTRE** : Head Office, Pietermaritzburg (Enterprise Development Directorate)  
**REQUIREMENTS** : \*A Degree/ National Diploma in Civil Engineering plus a minimum of 3 years appropriate experience in a Project Management environment; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Understanding legislation and policies e.g. Broad Based Black Economic Empowerment Act, Vukuzakhe Policy and various other administrative policies and procedures. \*Knowledge of computer based information systems e.g. (software packages MS Excel, MS Word, PowerPoint, MS Access etc.). \*Knowledge of operate a variety of electronic equipment e.g. multi media projector. \*Knowledge of mathematics. \*Knowledge of interpretation

		and compilation of management reports. *Knowledge of Project Management. *Engineering skills for rural infrastructure development. *Good communication skills. *The ideal candidate should be approachable, team orientated and receptive to suggestions and ideas. He/she should also be an innovative thinker with the ability to motivate staff.
<b><u>DUTIES</u></b>	:	*Support the Deputy Manager in the development of BEE strategy, streamlining technical procedures and develop contract documentation in compliance with Departmental policy and legislation. *Render procedural advice to all relevant stakeholders regarding BEE initiatives, contract documentation processes and Supply Chain Management procedures and disseminate information to all concerned. *Develop, monitor and advise the Department with respect to the scorecard targets and operational plan outputs in compliance with the Departmental BEE Framework and the Broad Based Black Economic Empowerment Act on matters related to infrastructure and associated services. *Ensure effective reporting and monitoring of the BEE initiatives in the regions and districts of the Province. *Advise and ensure the development of new programmes aimed at youth, women and people living with disability. *Determine effective reporting mechanisms and work procedures to achieve organisational goals and render relevant skills development to staff under their control.
<b><u>ENQUIRIES FOR ATTENTION NOTE</u></b>	:	Mrs N L Ziqubu Tel. No.: 033 – 355 0457
	:	Mrs S McCarthy
	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<b><u>POST 49/154</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN: ENGINEERING &amp; DOCUMENTATION (REF NO P290/2008)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum
	:	Cost Centre, Dundee, Ladysmith Region
	:	*A degree/national diploma in Civil Engineering/Survey plus minimum of 3 years' technical/ scientific experience in a Civil Engineering environment • a valid driver's licence (minimum Code B. Knowledge, Skills, Training, and competencies: *Knowledge of financial matters. *Knowledge of Human Resources. *Knowledge of planning and organising. *Knowledge of construction management. *Project management and conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Verbal and written communication skills. *Public speaking skills. *Presentation and facilitation skills. *Planning and organisational skills. *Interpersonal relations. *Ability to chair meetings. Good organisation management and leadership skills. *The ideal candidate should be responsible, conscientious and patient. He/she should believe in fairness, lead by example and have the ability to exercise tactfulness, be a team builder and be receptive to ideas and suggestions.
<b><u>DUTIES</u></b>	:	*Provide advice and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the departmental strategy *Assist the Cost Centre Manager in so far as to manage the financial resources and utilisation of various resources to stay within the budget. *Supervise/manage materials and services effectively (Quality Control). *Provide mentorship to the Vukuzakhe contractors as well as the in-house teams. *Assist in the control and maintenance of computer-based information systems, thereby providing accurate and timeous information.
<b><u>ENQUIRIES FOR ATTENTION NOTE</u></b>	:	MS ZZF Khanyile Telephone number: 034-299 8600
	:	Ms N Khanyile
	:	It is the intension of this Department to fill these posts with a person from the Disabled Community or an African or Indian Female
<b><u>POST 49/155</u></b>	:	<b><u>FIELD SUPPORT OFFICER (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R94 326 per annum
	:	Area Office, Greytown (REF. NO. P288/2008)
	:	Area Office, Bergville (REF. NO. P291/2008)
<b><u>REQUIREMENTS</u></b>	:	* Junior certificate and/or successful completion of the Road Works Foreman course plus 3 years experience in road maintenance / construction environment; plus a valid Code B Driver's licence. Knowledge, Skills, Training and Competencies required: * Knowledge of Maintenance manuals, safety regulations and Costing system. *Knowledge of General Admin procedures. *Knowledge of weekly work and plant returns. *Knowledge of Service delivery programme. *Knowledge of Departmental reporting structure and RRTF's. *Knowledge of legislation / policies and procedures pertaining to Public Sector. *Knowledge of Disciplinary procedures. *Knowledge of PMDS. *Planning and organizational skills. *Ability to learn, understand and apply. *Problem solving skills. *Supervisory skills. *Communication skills. *Numeracy skills. *Computer skills. The ideal candidate should be responsible, punctual, conscientious, efficient and believe in team work. He / she should also be receptive to suggestions and ideas, comply with the code of conduct, show empathy and be culturally aware.

- DUTIES**

**ENQUIRIES**

**FOR ATTENTION**

**NOTE**

:

:

:

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\*Ensure effective and efficient supervision, management and assessment of maintenance and Zibambele team. Conduct regular inspection of roads. \*Effective and efficient allocation and management of daily work plant to respective areas. \*Provide guidance with regard to selection of Zibambele teams and ensure adherence standards. \*Timely report losses / thefts / IOD's and accidents and compile necessary forms / statements.

Ms Z Z F Khanyile Tel. No: 034 – 299 8600

Mr R Marillier

It is the intension of this Department to fill this post with a person from the Disabled Community or an African or Indian Female

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF SAFETY, SECURITY AND LIAISON**

- APPLICATIONS** : Comprehensive CV and be forwarded to: Head of Department, Department of Safety, Security and Liaison, Private Bag x 9492, Polokwane, 0700 Or Delivered to: Department of Safety, Security and Liaison 32 Schoeman Street Office 204 Second Floor Polokwane No faxed application will be considered.
- CLOSING DATE** : 19 December 2008 at 12H00
- NOTE** : Applications are invited for the filling of posts in the Department as per attached Annexure. Applications should be submitted on form Z83 obtained from any Public Service Department accompanied by certified copies of educational qualifications, ID document, drivers license. The Limpopo Provincial Department of Safety, Security and Liaison is an equal opportunity and affirmative action employer. Women and disabled persons are encouraged to apply. Please note that correspondence will be entered into with short-listed applicants only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 49/156** : **MANAGER: EXPENDITURE MANAGEMENT DSSL11/01**
- SALARY** : R407 745 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- REQUIREMENTS** : A three year post matric qualification in Financial Accounting / Pay roll Management as well as a minimum experience of three years in middle managerial position. Extensive experience in expenditure and payroll management. Proven skills in financial management. Project management skills and ability to communicate at all levels Ability to interpret the PFMA and Treasury Regulations Drivers license
- DUTIES** : Key Responsibilities: To manage Departmental expenditure by designing, implementation and maintenance of financial system to manage Departmental accounts To oversee the effective and efficient management and maintain control the Departmental payroll To ensure effective and efficient management of financial systems such as BAS, FINEST and PERSAL To manage the reconciliation of financial statements Expert knowledge of BAS, PERSAL and Finest,
- POST 49/157** : **MANAGER: HUMAN RESOURCE MANAGEMENT DSSL11/2**
- SALARY** : R407 745 per annum
- REQUIREMENTS** : Three year post matric qualification. Relevant management experience. Knowledge of PERSAL. Proven track record in policy implementation. Excellent verbal and written communication skills. Knowledge of: PFMA and Public Service Regulatory Framework Sound knowledge of HR management practices and procedures. Sound knowledge of budgeting processes.
- DUTIES** : Key Responsibilities: Research, develop and implement human capital policies and strategies to ensure that HR functions are pro-active. Develop and implement a dynamic HR strategy which is responsive to the needs of an organization. Ensure effective recruitment of competent human resources within the Department by ensuring the Development and Implementation of Recruitment, Selection and appointment policies. Departmental PERSAL controller. Departmental Performance management system champion.
- POST 49/158** : **SENIOR ADMIN OFFICER: MONITORING & EVALUATION (WATERBERG DISTRICT) DSSL11/3**
- SALARY** : R145 920 per annum
- REQUIREMENTS** : Matric qualifications and a proven experience of working with either the Police Service and/or Correctional service. Relevant management experience. Experience in community outreach programs. Excellent verbal and written communication skills. Computer literacy
- DUTIES** : Monitor the implementation of the National Monitoring Tool. Conduct Stakeholder Survey. Facilitate Police Service Delivery excellence Awards. Effective handling of complaints from the public ( Monitor police conduct
- POST 49/159** : **3 X PERSONAL ASSISTANTS**  
DSSL11/4 - Monitoring & Evaluation  
DSSL11/5 - Crime Prevention  
DSSL11/6 - Community Relations
- SALARY** : R117 501 per annum

<b><u>REQUIREMENTS</u></b>	:	Matric Training in customer service Advanced computer literacy Knowledge of office administration Time management skills Planning and organizing skills Communication (verbal and written skills)
<b><u>DUTIES</u></b>	:	Perform a variety of administrative tasks pertaining to giving support to Senior Management, e.g. receiving and referral of correspondence to other programmes as requested by the relevant Senior Manager and maintain contacts database. Make follow-ups on outstanding reports from colleagues and consolidate the Directorate's progress reports. Perform tasks of a personal and secretarial nature for the relevant Senior Manager such as the following: Screen correspondence, calls and appointments that do not necessarily need the Senior Manager's direct attention. Manage both electronic and paper diary and remind the Senior Manager of his/her engagements. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing clients and creating a general professional atmosphere at all times. Develop and maintain system for storage and prompt retrieval of information and track incoming and outgoing mail.

PROVINCIAL ADMINISTRATION NORTHERN CAPE  
OFFICE OF THE PREMIER

*The Northern Cape Provincial Government is an equal opportunity affirmative action employer, and women and persons with disabilities are encouraged to apply.*

- CLOSING DATE** : 15 December 2008
- APPLICATIONS** : Applications must be forwarded to The Executive Manager, Human Resources Management, Office of the Premier, Private Bag x 5016, Kimberley, 8300. OR Hand deliver to Office of the Premier, Templar Building, Ground Floor (Security).
- NOTE** : All applicants will be subjected to a background screening programme, including criminal record checks. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, which must be completed in full. A certified copy of your Identity Document, qualifications and a valid driver's license (if any) as well as a comprehensive CV must be attached. Applications, together with 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 faxed applications will not be considered. Correspondence will be limited to successful candidates only, if you have not been contacted within 6 weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 49/160** : **ASSISTANT MANAGER (FINANCIAL ACCOUNTING) REF: AMFA/FIN/OTP**  
Directorate Finance
- SALARY** : R174 243 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant tertiary or equivalent qualification in the financial discipline. Knowledge and experience: At least three years experience in financial accounting field. This will include related reporting requirements, preferably in a supervisory capacity. The following key competencies will serve as a strong recommendation; excellent computer skills with a sound understanding of MS Office programmes; financial analytical skills, extensive knowledge of financial norms and standards including the PFMA, National Treasury Regulations, PPPFA, good written and verbal communication skills. Knowledge of BAS, PERSAL and the MTEF budget process will serve as an added advantage.
- DUTIES** : Key responsibilities: The successful candidate will be responsible for the following: Ensuring sound financial accounting, which include the preparation of annual financial statements, bank reconciliation and monthly management reports, as well as reports required by Provincial Treasury The management of salary administration, creditors, debtors and maintenance of the ledger account, including the reconciliation of control accounts. Liaison with clients, both internal and external Assist with audit processes Assist with the compilation of the annual report The rendering of advice to all units in the Office of the Premier on all finance related issues
- ENQUIRIES** : Ms. E. Appies Tel. no: 053-8382927
- POST 49/161** : **ASSISTANT MANAGERS (2 POSTS) REF: AM 03/IA/OTP**  
Directorate: Internal Audit
- SALARY** : R174 243 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of B. Com Degree with Auditing and or Accounting or a three-year Diploma in Internal Auditing or equivalent qualification. A valid code 08 drivers' license will be essential. Knowledge and experience: A minimum of three years' experience in Internal Auditing. Knowledge of the Standards for the Professional Practice of Internal Auditing and the code of ethics as well as audit management system, data analytical tools and supervisory skills will be a prerequisite. The candidate should also possess proven analytical, lateral and innovative thinking, problem-solving, good communication, and report writing skills. Should have a valid driver's license and should be prepared to travel throughout the province. Pursuing studies towards CIA and knowledge of auditing of information technology and systems will be an added advantage.
- DUTIES** : Key responsibilities: The successful candidates will be responsible for the following: Providing key input to the development of the annual audit plan Performing preliminary reviews Leading or conducting complex level of performance, financial and compliance audit projects and providing consulting services to management and staff. Providing training and coaching to internal audit staff Maintaining all organizational and professional ethical standards Developing and maintaining productive client relationships Working independently under general supervision with considerable latitude for initiatives and independent judgment.



<b><u>POST 49/162</u></b>	:	<b><u>SENIOR INTERNAL AUDITORS (5 POSTS) REF: SIA 03/IA/OTP</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of B. Com Degree with Auditing and or Accounting or a three-year Diploma in Internal Auditing or equivalent qualification. A valid code 08 drivers' license will be essential. Knowledge and experience: A minimum of two years' experience in Internal Auditing. Knowledge of the Standards for the Professional Practice of Internal Auditing and the code of ethics will be a prerequisite. The candidate should also possess proven analytical, lateral, and innovative thinking, problem-solving, good communication, and report-writing skills. Should have a valid driver's license and should be prepared to travel throughout the province. Knowledge of an audit management system, data analytical tools and auditing of information technology and systems will be an added advantage.
<b><u>DUTIES</u></b>	:	Key responsibilities: The successful candidates will be responsible for the following: Assisting in providing input to the development of the annual audit plan Performing preliminary reviews Lead or conducting performance, financial and compliance audit projects and providing consulting services to management and staff. Assisting in providing training and coaching to internal audit staff Maintaining all organizational and professional ethical standards Developing and maintaining productive client relationships Working under limited supervision with considerable latitude for initiative and independent judgement
<b><u>POST 49/163</u></b>	:	<b><u>INTERNAL AUDITORS (6 POSTS) REF: IA 03/IA/OTP</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of B. Com Degree with Auditing and or Accounting or a three-year Diploma in Internal Auditing or equivalent qualification. A valid code 08 drivers' license will be essential. Knowledge and experience: A minimum of one years' experience in Internal Auditing. Knowledge of the Standards for the Professional Practice of Internal Auditing and the code of ethics will be a prerequisite. The candidate should also possess proven analytical, lateral, and innovative thinking, problem-solving, good communication, and report-writing skills. Knowledge of an audit management system, data analytical tools and auditing of information technology and systems will be an added advantage.
<b><u>DUTIES</u></b>	:	Key responsibilities: The successful candidates will be responsible for the following: Assist in performing preliminary reviews Conducting performance, financial and compliance audit projects and providing consulting services to management and staff. Maintaining all organizational and professional ethical standards. Developing and maintains productive client relationships.
<b><u>ENQUIRIES</u></b>	:	Mr. B. Nyembezi/Mr. J. Snyders Tel. no: 053-8025027/8025054
<b><u>POST 48/164</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF: AO/ES/OTP</u></b> Directorate: Efficiency Services
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification is the minimum requirement. Computer literacy is essential. Knowledge and experience: Sound knowledge of Job Evaluation as well as previous experience in an administrative environment will be an added advantage. Knowledge on relevant legislation, policies and basic HR practices. Knowledge on Job Analysis and Organizational Design.
<b><u>DUTIES</u></b>	:	Key responsibilities: The successful candidate will be responsible for the following: Administer Job Evaluation process. Maintain the Provincial Job Evaluation database. Make logistical arrangements emanating from functioning of Unit. Compile agendas and comprehensive, accurate minutes for all JE related sittings and meetings. Maintain Equate System data. Maintain a comprehensive, up-to-date JE filing system.
<b><u>ENQUIRIES</u></b>	:	Mr. M. S. Ahjum Tel. no: 053-8025138
<b>PROVINCIAL TREASURY</b>		
<i><b>The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.</b></i>		
<b><u>APPLICATIONS</u></b>	:	Head of Department, Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Ms. GE Mhlongo
<b><u>CLOSING DATE</u></b>	:	15 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Women and persons with disabilities are encouraged to apply. No faxed applications will be considered. Please forward the applications for the post quoting the relevant reference number to:

#### **OTHER POSTS**

**POST 49/165** : **MANAGER: SPECIAL PROGRAMMES REF: NCPT/2008/126**  
Directorate: Corporate Services

**SALARY** : R407 745 per annum (All Inclusive Package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : B. Degree in Social Science or Public Management or Equivalent Tertiary Qualification. 2 years at Assistant Manager Level. Proven experience in Special Programmes. Knowledge And Skill: Knowledge of Policy analysis and development. Monitoring systems and procedures. Relevant legislation and related policies. Labour relations. Employee Assistance Programme. Health and Safety. Gender issues. Must have the ability to communicate ideas verbally and in writing and informally and formally. Effective organisational skills. Planning and Organising skills. Analytical skills. Decision making skills. Problem solving skills. Negotiation skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel, and Orgplus). Must be Professional, Client orientated, Committed, Loyal, Trustworthy and have integrity.

**DUTIES** : Key Responsibilities: The successful candidate will manage the functions of the Sub-directorate to improve departmental objectives. Develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Gender, Disability, Employee Health and Wellness and Batho-Pele programmes. Assist line-functionaries in the department with the implementation of such a policy and plan. Co-ordinate all matters related to Youth, Gender, Disability, Health and Wellness and Batho-Pele programmes. Advise management and line-functionaries on the legal and policy implications of any aspect of special programmes. Participate in the processes of Workplace Skills Plan and Employment Equity Plan to ensure that Special Programme issues are integrated in those plans. Represent department in the relevant forums dealing with special programmes issues in the province and nationally.

**ENQUIRIES** : Mr MS Phera 053-830 8315

**POST 49/166** : **ASSISTANT MANAGER: IT SUPPORT REF: NCPT/2008/127**  
Sub-Directorate: Information Communication Technology

**SALARY** : R174 243 per annum  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma in IT or an appropriate qualification in IT, CNE or MCSE Experience on the following applications: Office 2003/7, Windows Xp/Vista, Novell Group Wise, Routers and Switches. An ITIL or Cobit Ver 2/3 qualifications will be an advantage. Five (5) or more years on hands experience in an IT support environment; code 08 driver's licence. Knowledge and Skill: Knowledge of relevant legislation that governs ICT in South Africa. Knowledge of IT Project Management. Knowledge of Public Finance Management Act. Good interpersonal skills. Good verbal and written communication skills. Good coordination and organisational skills

**DUTIES** : Key Responsibilities: Manage departmental IT infrastructure and network. Ensure virus protection of network, PC's and maintain network integrity. Manage the departmental IT service desk. Implementation policies, standards and procedures for IT. Identify and train users in the department on applications. Supervise IT Technicians. Technical Support on support systems

**ENQUIRIES** : Mr. T. Oliphant 053-830 8274

PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF TRANSPORT, ROADS AND COMMUNITY SAFETY

*This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications*

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Transport, Roads and Community Safety, Private Bag X2080, Mmabatho, 2735
<b><u>FOR ATTENTION</u></b>	:	Ms T Motsamai : Office No. 160, 1 <sup>st</sup> Floor, New Head Office Complex-Old Parliament Building – Modiri Molema Road
<b><u>CLOSING DATE</u></b>	:	19 December 2008 (Strictly 14H00)
<b><u>NOTE</u></b>	:	(a) Applications must be accompanied by signed Z83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms T Motsamai, Assistant Director: Recruitment Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

<b><u>POST 49/167</u></b>	:	<b><u>DIRECTOR: RISK MANAGEMENT REF NO: 57/2008</u></b>
<b><u>SALARY</u></b>	:	R557 133 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office - Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Commerce majoring Audit/Risk Management/ Public Administration; Experience in risk management and internal control; Extensive experience at managerial level; Advanced analytical skills; Advanced strategic leadership and resource management skills; Advanced computer literacy; Conflict management skills; Excellent communication skills; In-depth knowledge of the PFMA, Treasury Regulations and other related legislative framework; Extensive knowledge of anti-corruption strategies; Knowledge of software product development and quality assurance methodologies; Proven track record of leading change management initiatives; Proven track record in people management and empowerment.
<b><u>DUTIES</u></b>	:	Provide leadership and guidance and assume overall responsibility and accountability for functions in terms of the PFMA; Develop and implement a risk management strategy; Facilitate annual risk assessment process and maintain a comprehensive risk register; Facilitate the development and monitor the implementation of system of internal control and assist the Chief Financial Officer to ensure that all matters raised in audit reports are adequately resolved; Ensure the management of sector Risk.
<b><u>ENQUIRIES</u></b>	:	Mr K. Odame-Takyi, (018) 387-4710
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.

<b><u>POST 49/168</u></b>	:	<b><u>DIRECTOR: REVENUE REF NO: 58/2008</u></b>
<b><u>SALARY</u></b>	:	R557 133 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office - Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Matric plus an appropriate Bachelor's degree and/or diploma with Accounting and Auditing/Internal Auditing as major subjects and/or equivalent qualifications. 5 - 10 years working experience preferably in the field of Financial Management and Auditing in the public or private sector. The following key competencies and attributes are essential: Revenue management. Knowledge and understanding of the Public Finance Management Act, Act 1 of 1999, Treasury Regulations, Public Audit Act, Road Traffic Act, Road Traffic Regulations and Road Traffic Management Corporation Act, eNaTIS Security Policy. Understanding the management of finance within the eNaTIS environment in line with the PFMA. Knowledge and understanding of the business process at the Motor Vehicle Registration and Licensing Authorities, Driver's License Testing Centres and Vehicle Testing Stations. The following will be an added advantage: A registered member of the Institute for Public Finance and Auditing and Institute of Internal Auditors Southern Africa. Computer literacy. Sound interpersonal and

		communication skills. A valid code 08 (Code B) driver's license. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Compilation of and management of the annual budget of the Directorate. Development and compilation of policies to administer efficient revenue collection and management thereof. Preparing draft business plans, including key targets and submitting such to the Chief Financial Officer for approval. Design an inspection program to visit institutions that collect revenue on behalf of the Department. Provide strategic direction to the Directorate by, inter alia; managing the activities of the Directorate, introduce systems of internal control to prevent the incurrence of any kind of unauthorised, irregular or fruitless ad wasteful expenditure. Implementation of recommendations by the Provincial Audit Committee. Ensure efficient management and control in revenue collection. Reviewing all fees, charges or the rates, scales or tariffs of fees and charges that are not, or cannot, be fixed by any law. Ensure Depositing all revenue received into the Provincial Revenue account. Render support to the Chief Financial Officer on all revenue related matters. Attend and participate in the Committees dealing with Revenue and eNaTIS user groups matters, Provincially and Nationally. The employee is directly responsible to the Chief Financial Officer to the Directorate's performance.
<b><u>ENQUIRIES</u></b>	:	Mr K. Odame-Takyi, (018) 387-4710
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.
<b><u>POST 49/169</u></b>	:	<b><u>DIRECTOR: ROAD TRAFFIC MANAGEMENT REF NO: 59/2008</u></b>
<b><u>SALARY</u></b>	:	R557 133 – R582 585 negotiable per annum (An all-inclusive remuneration package on SMS, Salary Band A)
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Applicants must be in a possession of an appropriate Bachelor's degree or Diploma in Law, Traffic Management, plus training and courses in management practices and traffic management and general management on high level. Experience: Applicants must have extensive traffic management experience, minimum of 5 years experience in management of finances in terms of PFMA, knowledge of the Supply Chain Management, management of personnel, projects and programmes and high level of experience in respect of strategic management and planning.
<b><u>DUTIES</u></b>	:	Manage Traffic, Coordinate and implement Traffic operations, Manage Traffic Information systems, Ensure compliance of all Road Traffic Legislation and Policies, Manage Traffic District Office. Provide strategic management support to the Chief Director – Community Safety. Give strategic direction to the directorate by, inter alia, developing an annual performance and operational plan for the directorate, managing the activities of the directorate, manage the directorate's budget. Develop and review policies and implement them as well as take charge of other corporate governance responsibilities.
<b><u>ENQUIRIES</u></b>	:	Mr Thabang Bailey Mahlakoleng- (018) 3819108
<b><u>NOTE</u></b>	:	Candidates considered to be appointable to the post, will have to undergo a competency assessment. On appointment the successful candidate will be required to enter into a performance agreement and subjected to security clearance.

#### OTHER POSTS

<b><u>POST 49/170</u></b>	:	<b><u>DEPUTY DIRECTOR: DISTRICT HUMAN RESOURCE MANAGEMENT (SL12) REF NO: 54/2008</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	Qualification and experience : A recognised appropriate Bachelor degree or equivalent qualification in Human Resource Management or Public administration and applicable five (5) years' experience in Human Resource Management and administration OR Grand 12 certificate and applicable (8) years' experience in Human Resource Management and Administration practices on middle management level. Extensive experience in the administering of service benefits, compensatory practices, work facility practices and allowances for employees. Appropriate project management experience. Unendorsed Code 08 Driver's licence. Knowledge : Extensive knowledge of the Public Service Act, the Public Service Regulations, the PSCBC Resolutions applicable in terms of the administering of service benefits and compensatory practices and the Financial Manual. Adequate understanding of current national and provincial legislation and policies applicable to the Public Service, including Recruitment practices, Performance Management and Development, Labour Relations and Integrated Employee Health and Wellness management. Extensive PERSAL knowledge and the ability to administer PERSAL transactions on a management level. Skills : Proven leadership skills. Proven management and administrative skills. Proven coordination skills. Proven skills in respect of report writing. The ability to maintain positive interpersonal relations and to work well as part of a

		team as well as on individual basis. Ability to work under pressure and meet deadlines. Team building and presentation skills. Innovative problem solving skills. Ability to conceptualise policy and to apply it successfully. Communication :Proven, high level communication and negotiation skills with the ability to explain, persuade, convince and influence others. Creativity : A creative, assertive and confident approach. Ample initiative and an independent work ethic, self- motivated and reliable.
<b><u>DUTIES</u></b>	:	To coordinate district human resource management services, including: Administering of district employees compensation and benefits. Administering of district employees appointments. Providing employee support through integrated wellness programmes. Rendering recruitment services at district level. Ensuring the performance management and development of employees to enhance the organisational efficiency. Promoting sound Labour Relations through adherence to applicable legislation. Managing the personnel records and document management system at district level. Set standards for administering of human resource practices. Monitoring of adherence to applicable legislation and policies by district offices. Coordinating the monthly/ quarterly and annual reporting against the Performance Plan of the directorate.
<b><u>ENQUIRIES</u></b>	:	Mrs C du Preez, Tel: (018) 387- 5738
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.
<b><u>POST 49/171</u></b>	:	<b><u>DEPUTY DIRECTOR: ROAD SAFETY EDUCATION REF NO: 60/2008</u></b>
<b><u>SALARY</u></b>	:	R 344 052 per annum (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree in Education. A relevant postgraduate degree with research will be an added advantage . Code B driver's licence. Advanced knowledge with regard to Road Safety Education Management. An understanding of the PFMA, Treasury Regulations and other related prescripts and the ability to implement the same. A thorough knowledge of road safety promotion matters and other road traffic related legislation as well as policy guidelines governing roads safety promotion management. Computer literacy (Microsoft). Proven ability to develop and produce Road Safety Education programmes. Conduct road safety community education research projects. Liaise with Provincial Departments, National Departments, Community based Organisations and Municipalities in order to create/enhance Road Safety Education within the framework of the National curriculum policy statement. Provide internal Road Safety Education of Roads Safety Officials in the Region. Good verbal and written communication skills. Strong liaison, communication and negotiation skills. A creative, assertive and confident approach with regards to Road Safety Education and research projects. Ample initiative and an independent work ethic. Self-motivated and reliable. Integrity and honesty. Sound judgement and collaborate culture of approaching challenges. Experience in curriculum development, research and training programmes.
<b><u>DUTIES</u></b>	:	Develop Road Safety Education Strategies. Conduct Road Safety Education. Ensure the delivery of formal and informal Education in Province. Co-ordinate and liaise with National Department of Transport Safety component in other Provinces and other stakeholders in Road Safety Education Programme. Monitor and evaluation Road Safety Education. Ensure training of Road Safety Officers in terms of the National Curriculum Statement Policy.
<b><u>ENQUIRIES</u></b>	:	Mr Tlhageng T I (053 927 – 2202/2205)
<b><u>APPLICATIONS</u></b>	:	The Head of Department: Department of Transport; Roads & Community Safety: Directorate Human Resource Management, P/Bag X13 VRYBURG 8600. Corporate Center (Old OK Building) Market Street; Vryburg
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.
<b><u>POST 49/172</u></b>	:	<b><u>DEPUTY DIRECTOR: DR KENNETH KAUNDA DISTRICT HUMAN RESOURCE MANAGEMENT (SL 11) REF NO: 55/2008</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	Qualification and experience : A recognised appropriate Bachelor degree or equivalent qualification in Human Resource Management or Public Administration and applicable five (5) years' experience in Human Resource Management and Administration OR Grade 12 certificate and applicable (8) years' experience in Human Resource Management and Administration practices on middle management level. Extensive experience in the administering of service benefits, compensatory practices, work facility practices and allowances for employees. Unendorsed Code 08 Driver's licence. Knowledge : Extensive knowledge of the Public Service Act, the Public Service Regulations, the PSCBC Resolutions applicable in terms of the administering of service benefits and compensatory practices and the Financial Manual. Adequate understanding of legislation and prescripts, including Recruitment practices, Performance Management and Development, Labour Relations and Integrated Employee

		Health and Wellness management. PERSAL knowledge. Skills : Proven leadership skills. Proven management and administrative skills. Proven skills in respect of report writing. The ability to maintain positive interpersonal relations and to work well as part of a team as well as on individual basis. Ability to work under pressure and meet deadlines. Team building and presentation skills. Innovative problem solving skills. Ability to conceptualise policy and to apply it successfully. Communication :Proven, high level communication and negotiation skills with the ability to explain, persuade, convince and influence others. Creativity : A creative, assertive and confident approach. Ample initiative and an independent work ethic, self- motivated and reliable.
<b><u>DUTIES</u></b>	:	To administer district human resource management services, including: Administering of district employees compensation and benefits. Administering of district employees appointments. Providing employee support through integrated wellness programmes. Rendering recruitment services at district level. Ensuring the performance management and development of employees to enhance the organisational efficiency. Promoting sound Labour Relations through adherence to applicable legislation. Managing the personnel records and document management system at district level.
<b><u>ENQUIRIES</u></b>	:	Mrs C du Preez, Tel: (018) 387- 5738
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.
<b><u>POST 49/173</u></b>	:	<b><u>ASSISTANT DIRECTOR-BUDGET CONTROL (X3 POSTS) REF NO: 56/2008</u></b>
<b><u>SALARY</u></b>	:	R174 2430 pa
<b><u>CENTRE</u></b>	:	Head Office/Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Minimum Qualifications: Applicants must be in a possession of an appropriate financial Degree/Diploma or equivalent qualification, sound experience in financial management, policy development would serve as an advantage. Experience: Three (3) years relevant and practical experience. Statutory Requirements: PFMA, Treasury Regulations and other related legislation. Knowledge: Through knowledge of Financial Management in the Public Service. Through understanding of PFMA, Treasury Regulations and other related prescripts and ability for their implementation. Knowledge of the new government budget reform process. Thorough knowledge of Accounting practices. Knowledge of Public Services Systems (Persal, Walker). Compilation of financial statements and appropriation accounts. Computer Literacy (Microsoft Office). An understanding and knowledge of the department, its clients, markets and line function business units would be an advantage. Skills: Proven management ability and attributes of dynamic leadership skills, good budget planning and analysis skills. Strong financial management and cost accounting skills. The ability to maintain positive interpersonal relations and to work well as part of a team as well as on individual basis. Computer skills; spreadsheets preferably Excel. Good presentation skills, problem –solving abilities. Accuracy with specific reference to numeracy. The ability to work under pressure. Proven skills in respect of report writing. Communication: Strong liaison; communication and negotiation skills. Ability to prepare complex submissions and reports for approval and decision –making support. Creativity: A creative, assertive and confident approach, ability to lobby support and motivate. Ample initiative and an independent work ethic, self-motivated and reliable, integrity and honesty.
<b><u>DUTIES</u></b>	:	Core Functions/Job Outputs: Compiling of the Annual budget, monthly and quarterly review of the budget, compiling of monthly expenditure reports, liase close with Provincial Treasury, maintaining of records on financial transactions. Other Key Responsibilities: Manage /formulate/maintain and report on the budget of the department Analyse early warning figures obtained through WALKER and Vulindlela (Management Report system) on a monthly basis, allocate and move funds on the budget and provide outcomes of Departmental Budget.
<b><u>ENQUIRIES</u></b>	:	Mr PM Setshedi, Tel (018) 387 4709
<b><u>NOTE</u></b>	:	The successful candidate will be subjected to a competency assessment and security clearance.
<b><u>POST 49/174</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR REF NO: SOUTH 27/2008</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Potchefstroom Station: Traffic
<b><u>REQUIREMENTS</u></b>	:	• Grade 12 or equivalent • Diploma in Traffic and a valid driver's license (code 08 / code B) and appropriate tertiary qualification coupled with 5 years experience in Traffic Management. Knowledge: • National Road Traffic Act • Transitional land Transport Act • Criminal Procedure Act • Labour Relations Act • Public Service prescripts • Public Service Resolutions • Performance Management Development System • Ability to conduct research and analyse data and administer policies • Public Service delivery documents • Public Finance Management Act • Strategic Management and Leadership • Project Management • Government motor vehicles policies • Basic computer literacy. SKILLS : • Innovative skills • Ability to resolve conflict and maintain discipline • Verbal and written

		communication skills • Sound report writing skills • Ability to interact with various stakeholders on various levels • Presentation skills
<b><u>DUTIES</u></b>	:	• Head of Weigh Bridge within Potchefstroom Station • Supervise, evaluate and development of personnel in the division • Enforce road traffic and other transport legislations • Investigation of Road Traffic Accidents • Coordinate, draft workplans and evaluate subordinates in terms of Performance Management and Development System • Render administration functions • Identify training needs of subordinates • Maintenance of discipline • Evaluate law enforcement activities within the component and reporting thereof • Provide strategic management and leadership • Ensure compliance to the Public Finance Management Act • Ensure compliance of subordinates to Government policies • Maintain control systems • Compile and monitor the budget for the district Curb misuse of Government vehicles • Draft and coordinate integrated operational plan
<b><u>ENQUIRIES</u></b>	:	Mr. D.S. du Toit Tel (018) 293 7696
<b><u>POST 49/175</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR REF NO: SOUTH 26/2008</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Ventersdorp Station: Traffic
<b><u>REQUIREMENTS</u></b>	:	• Grade 12 or equivalent • Diploma in Traffic and a valid driver's license (code 08 / code B) or appropriate tertiary qualification coupled with 5 years experience in Traffic Management. KNOWLEDGE: • National Road Traffic Act • Transitional land Transport Act • Labour Relations Act • Public Service prescripts • Public Service Resolutions • Performance Management Development System • Public Service Delivery documents • Ability to conduct research and analyse data and administer policies. Skills: • Interpersonal skills • Planning and organising skills • Written and verbal communication skills • Ability to resolve conflicts • Ability to work under • Ability to work independently • Sound report writing skills • Ability to work with various stakeholder on various levels • Presentation skills
<b><u>DUTIES</u></b>	:	• Enforce road traffic and transport legislation • Manage, Plan and organise law enforcement activities • Draft workplans and evaluate performance of subordinates • Perform administrative tasks and operational activities • Identify training needs and supervision of subordinates • Maintenance of discipline • Evaluate enforcement activities of the components and reporting thereof.
<b><u>ENQUIRIES</u></b>	:	Mr. D.S. du Toit - (018) 293 7696
<b><u>POST 49/176</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK X 1 POST: (REF WES 17/2008)</u></b>
<b><u>SALARY</u></b>	:	R117 501 p.a
<b><u>CENTRE</u></b>	:	Schweizer Reneke
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualifications and 5 years relevant experience in administrative matters. Knowledge: Pubic Service Act, Employment Equity Act. Occupational Health & Safety Act, Labour Relations Act, Performance Management Development System, Labour Relations Act and Persal System. Good communication and interpersonal relations, analytical and problem solving skills, negotiation and conflict resolution skills, presentation skills, ability to work under pressure independently and interact with people on various levels. Sound Report writing, ability to interact with people on various levels
<b><u>DUTIES</u></b>	:	Supervising and evaluating performance and development of personnel in the Local Offices. Render general Human Resource Administration within the District. Maintain and manage discipline in the unit. Ensure compliance of subordinates to Government policies. Assist to compile monthly, Quarterly and annual reports. Assist Road Superintendent with financial and procurement matters especially budget control. Perform generic administrative functions Management of Roads Registry, Roads Management Network System (RMNS) and Local Offices stores.
<b><u>ENQUIRIES</u></b>	:	Mr PC Gerber (053 927 2150/2205)
<b><u>APPLICATIONS</u></b>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate– Human Resource Management: Private Bag x928,Potchefstroom,2520.
<b><u>FOR ATTENTION</u></b>	:	Ms S.K. Maiphetho: Office No 116, 1 <sup>st</sup> Floor ,131 Kruis,Street, Potchesfstroom
<b><u>POST 49/177</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR REF.NO: SOUTH 25/2008</u></b>
<b><u>SALARY</u></b>	:	R117 501per annum
<b><u>CENTRE</u></b>	:	Wolmaransstad Station Traffic
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent • Diploma in Traffic and a valid driver's license (code 08 / code B) or appropriate tertiary qualification coupled with 3 years experience as a Traffic Officer in Traffic management Knowledge: National Road Traffic Act • Transitional land Transport Act• Labour Relations Act • Public Service prescripts • Public Service Resolutions • Performance Management Development System • Public Service Delivery documents • Ability to conduct research and analyse data and administer policies. Skills: • Interpersonal skills • Planning and organising skills • Written and verbal communication skills • Ability to resolve conflicts • Ability to work under pressure • Ability to work under-pressure • Ability to work

**DUTIES**

- independently • Sound report writing skills • Ability to work with various stakeholder on various levels • Presentation skills
- Enforce road traffic and transport legislation • Plan and organise law enforcement activities • Draft workplans and evaluate performance of subordinates • Perform administrative tasks and operational activities • Identify training needs and supervision of sub-ordinates • Maintenance of discipline • Evaluate enforcement activities of the components and reporting thereof

**ENQUIRIES**

- Mr. D.S. du Toit - (018) 293 7696



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 49/178** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**  
(Directorate: Human Resource Development)

**SALARY** : Remuneration package: R344 052 per annum (a portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Senior (or equivalent) Certificate with extensive experience in the Human Resource Management/Development. Sound knowledge and understanding of HRD and skills development legislation, policies and strategies applicable to training and development within the context of the Public Service and Public Finance Management Act and financial management prescripts. Appropriate experience in implementing and monitoring Human Resource Development (HRD) programmes. Willingness to work flexible hours and to travel whenever needed. Recommendations: The incumbent must have superb planning and organisational skills. Computer literate. Problem solving and lateral thinking abilities. Good communication skills and sound interpersonal relations. Ability to work in a team environment. Be confident and manage conflict. Show ability to be innovative and creative. Valid driver's licence. Be responsible, innovative, reliable and diligent.

**DUTIES** : Manage the development, implementation and monitoring of effective bursary administration system within the Department. Ensure the implementation of an effective return on training investment strategies for Bursary administration and related programmes. Ensure the efficient functioning of HRD bursary information system. Manage the development and execution of an effective and efficient Learnership, ABET, AFET and generic internship programmes. Ensure the development and implementation of an effective and efficient monitoring of the expenditure on bursaries and related programmes. Assume responsibilities for financial delegations and budget administration with regard to Budget sub-programme 6.3: Bursaries. Manage and evaluate performance of personnel in the Unit.

**ENQUIRIES** : Mr L Tloubatla, tel. no. (021) 483-4161.

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

**FOR ATTENTION** : Mr RA Merton

**CLOSING DATE** : 2 January 2009

**POST 49/179** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : R 174 243 per annum

**CENTRE** : Valkenberg Hospital, Observatory

**REQUIREMENTS** : Senior (or equivalent) Certificate with extensive appropriate experience in Human Resource Management field in a supervisory capacity. Knowledge of the relevant Personnel Management prescripts, Labour Relations Law, Skills Development Act. Strong time management skills and proven supervisory skills. Proven report-writing skills. Full computer literacy (Excel Spreadsheets, report writing and drafting of word documents, etc). Strong leadership capabilities and managerial and organisational skills. Good knowledge of Persal. Ability to communicate effectively in at least two of the three official languages of the Western Cape. The following will serve as recommendations: Ability to work under pressure and to work overtime. Ability to function as part of team as well as independently. Note: Candidates will be subjected to a practical test.

**DUTIES** : Manage Human Resource Department of Valkenberg Hospital, including all Human Resource Development and Labour Relations issues. Chair Work-skills committee. Develop and implement all policies related to the Human Resource Management function. Control and monitor all functions and requirements related to the Department. Provide expert advice and opinion to the Institutional Senior Management. Produce and deliver all standard reports as well as institutional required reports in a professional manner at the given deadline. Represent institutional management at regional level. Solve problems by applying standard instructions on human resource matters and initiate proposals to management

where a need exists. Analyse complex information on human resource matters from line managers on different levels where judgement is required to evaluate best course of action. Ensure maintenance of all records and accurate filing system in line with existing prescripts of Provincial Government Western Cape. Attend relevant meetings. Give advice on all human resource matters (procedural and policy) and interpretation of existing and newly developed policy.

**ENQUIRIES** : Ms C Daniels, tel. no. (021) 440-3164.  
**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** : 2 January 2008

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street, Cape Town, 8000  
**FOR ATTENTION** : Ms K Woolls  
**CLOSING DATE** : 19 December 2008

**OTHER POST**

**POST 49/180** : **MANAGER: TRAINING AND COMMUNICATION REF NO: U2/08/242**  
 Job purpose: To manage the planning and implementation of Communication and Training projects within the Safety and Compliance directorate/component.

**SALARY** : R 344 052 per annum  
**CENTRE** : Directorate: Safety and Compliance, Cape Town  
**REQUIREMENTS** : The formal qualification for appointment in this position is an appropriate degree (or equivalent qualification). Candidates who do not meet the minimum advertised qualification requirements, but who have the necessary competencies to successfully perform in the post, may also apply. Experience: Extensive appropriate experience in communication and training projects Competencies: Knowledge of relevant legislation, regulations and policies impacting on public transport • strong analytical and problem solving skills • advanced computer literacy skills (MS Office Suite) • knowledge of National and Provincial Financial and Supply Chain directives as well as National and Provincial Treasury instructions and Regulations • knowledge of Policy development, strategic planning and management information systems • budgeting, presentation, project and time management skills • good verbal and written communication skills in at least two of the official languages of the Western Cape Province (including report writing) • a valid Driver's license would be an advantage • willingness to travel • ability to work under pressure and according to tight schedules

**DUTIES** : Development and co-ordination of communication and training strategies • project management of various programs and projects • development and co-ordination of skills plan and skills program for various road based stakeholders within the public transport sector • identification and development of learnerships in the sector • collect, collate and analyse public transport safety related data • co-ordination with other government spheres, departments and role-players on the integration of safety plans and re-align the safety standards across the public transport sector • promote effective marketing and public participation programs within the public transport sector • continual evaluation and monitoring of the communication and training programs of the sector • develop and implement public awareness campaigns and public transport safety standards and requirements • ensure identification of safety needs and projects in conjunction with other Branch Components

**ENQUIRIES** : Ms NT Tsipa-Sipoyo (021) 483 4852  
**NOTE** : It may be expected from candidates to undergo a behavioural and / or potential analysis.

**POST 49/181** : **MANAGER: PROJECT DEVELOPMENT REF NO: U2/08/241**  
 Job purpose: To manage the planning and implementation of Empowerment and Business Development projects within the Empowerment and Communication component.

**SALARY** : R344 052 per annum  
**CENTRE** : Directorate: Empowerment and Institutional Development, Cape Town  
**REQUIREMENTS** : The formal qualification required for this post is an appropriate Degree (or equivalent qualification). Candidates who do not meet the minimum advertised tertiary requirements, but who have the necessary competencies to successfully perform in the post, may also apply. Experience: Proven extensive experience in project management and social development is essential and appropriate management experience Competencies: Knowledge of relevant social development and/or social transformation policies and regulations impacting on activities of the Public Transport Sector is essential • proven experience in project management and social development programmes is essential • strategic leadership capability • people management skills • analytical and problem solving

**DUTIES**

ability • innovative thinking and commitment to transformation and workplace diversity • computer literacy (MS Word, PowerPoint, Excel) • good verbal and written communication skills in at least two of the three official languages in the Western Cape

- : Develop, facilitate and co-ordinate various business and empowerment projects • conduct research on social and transformation strategy development for all modes of public transport • identify key strategic skills shortages and priorities • determine feasibility of projects • design and develop business plans for the implementation of projects • co-ordinate with other government spheres, departments, public transport sector, private sector and relevant role-players on the transformation and restructuring of the Public Transport Sector to optimise social development and transformation interventions • ensure compliance with relevant social transformation legislated requirements (Black Economic Empowerment Policies, Preferential Procurement Implementation Plan and BEE Charters) • propose and manage institutional arrangements and communication structures to implement social development projects • evaluate and monitor social development projects • design, develop and facilitate BEE Charters in the Public Transport Sector and monitor implementation • facilitate the establishment of social transformation forums, where appropriate • ensure ongoing staff training and manage staff performance • institute disciplinary actions when necessary • manage budget for empowerment projects • manage procurement and payment processes for service providers

**ENQUIRIES**  
**NOTE**

- : Mr K Booysen (021) 483 2403  
: It may be expected from candidates to undergo a behavioural and / or potential analysis.