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

PUBLIC SERVICE VACANCY CIRCULAR NO 33 OF 2011

1. Introduction

- 1.2 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 deployment of employees who are in excess.
- 1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) **must be forwarded** to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 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 the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess 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.

4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

- 4.1 Where vacancies 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. Advertisements for 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/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

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DEPARTMENT OF AGRICULTURE, FORESTRY & FISHERIES

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 Application Enquiries: URS Response Handling, tel. 012-811-1900.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 2 September 2011
- NOTE** : 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 must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. The Department does not accept applications via fax or email. 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the post(s).

OTHER POSTS

- POST 33/01** : **DEPUTY DIRECTOR: LANDCARE REF 334/2011**
Directorate: Land Use and Soil Management
- SALARY** : R 406 839 per annum (All inclusive flexible remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a B.Sc. or B.Sc. (Hons) degree in a field related to Agriculture and/or Natural Sciences with Soil Science, Pasture Science, Agronomy, Animal Science, Horticulture, Economics, Land Use Management, Resource Conservation and/or Geography as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in Agriculture with emphasis on promoting the sustainable use of natural agricultural resources through national and provincial policies, guidelines, legislation, programmes, relevant stakeholders and role-players as well as sustainable resource utilisation practices. Experience in the management of personnel, budget and procurement of services and resources. Knowledge of and experience in resource-based international conventions and agreements involving the agricultural sector. Excellent communication (verbal and written) skills. Good computer skills in MS Office software. A valid Code B driver's licence. Applicants must be willing to travel within South Africa and abroad.
- DUTIES** : The incumbent will be responsible for the development of the National LandCare programme through annual national strategic planning workshops and the continuous updating of LandCare policies and guidelines through the obtaining of inputs from all stakeholders. Manage, through co-ordination and monitoring, the planning, implementation and reporting by provinces of the LandCare projects funded through the LandCare conditional grant of the annual Division of Revenue Act (DORA) on national projects awarded to contractors to meet certain goals of the national LandCare on a national LandCare awareness strategy and Capacity Building programme. Update the development of the LandCare database for all projects, a LandCare information system and the LandCare website for Departmental representatives and inputs for committees, workshops and international events for international resource-based conventions, agreements and forums, as well as inputs for national Departmental resource-based programmes and research projects and on specialist input around resource-based issues on policy formulation and requirements of other national legislation (the Department of Environmental Affairs [DEA], the Department of Water Affairs [DWA] and the Department of Mineral Resources [DMR]) norms and standards. Respond to Director-General and Ministerial queries and

- correspondence. Manage personnel, budget and procurement matters of the Sub-Directorate: LandCare.
- ENQUIRIES** : Ms N.C. Ntlokwana, Tel. 012 319 7686.
- POST 33/02** : **DEPUTY DIRECTOR: MIGRATORY PESTS REF 329/2011**
Directorate: Climate Change and Disaster Management
- SALARY** : R 406 839 per annum (All inclusive flexible remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a four-year degree in Agriculture, Conservation, Entomology and/or Environmental Science plus a post-graduate qualification in a related field of study with sufficient post-qualification experience. Excellent communication (verbal and written) skills in order to communicate with land users regarding compliance with the Agricultural Pests Act, 1983 (Act 36 of 1983). Proven managerial experience. Knowledge of the application of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and related financial prescripts. Good understanding of budgeting and procurement systems. Knowledge of migratory pests' impact on national food security and natural resources. Knowledge and understanding of control options and how to mitigate and minimise their impact on the environment. Independent, analytical and strategic thinking. Good knowledge of environmental legislation that are relevant to migrant pest control. Computer literacy in MS Office software. A valid Code B driver's licence as well as the willingness to travel extensively and be away from home in the execution of duties.
- DUTIES** : The incumbent's responsibility will be to manage the Sub-Directorate: Migratory Pests. Provide advice to Senior Management Services (SMS) members, employees and the public on migratory pests matters. Develop and manage the application of administrative policies, procedures, guidelines, standard operational procedures and prescripts for migratory pest control. Liaise with relevant role players such as AgriSA, Information Core for Southern African Migrant Pests (ICOSAMP), National African Farmers Union (NAFU), etc. in terms of migratory pests matters. Represent South Africa by participating in the Southern Africa Development Community (SADC) Plant Protection Programme.
- ENQUIRIES** : Mr I.B. Kgakatsi, Tel. 012 319 7955.
- POST 33/03** : **EXECUTIVE ASSISTANT REF 322/2011**
Directorate: Director-General's Office
- SALARY** : R 406 839 (All inclusive flexible remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate or a related tertiary qualification plus extensive, practical experience as an Office Administrator, Secretary or Personal Assistant. Practical experience in administrative processes and procedures including the arrangement of conferences, meetings, diary management, travel arrangements and the processing of claims. Knowledge of and experience in document tracking, photocopying, faxing and filing. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently as well as within a team. Good organisational, co-ordination and planning skills. Analytical and innovative thinking. Good knowledge of MS Office software (Word, Excel, PowerPoint and Outlook), typing skills and effective office administrative skills including diary management. Ability to work under pressure and after normal working hours. A valid driver's licence and the willingness to travel.
- DUTIES** : The incumbent's responsibility will be to provide support to the Director-General in the planning, management and follow-through on high-level meetings. Establish and undertake information management for the Director-General's office. Manage, organise and co-ordinate all activities such as interviews, workshops, conferences, media briefings, etc. Ensure proper preparation of documents and research as well as provide information to the Director-General. Interact with various Executive Managers in the Department to follow-up on various issues emanating from the Director-General's meetings. As part of the secretariat services, the incumbent will facilitate the attendance and submission of reports for all cluster meetings, diary management, correspondence and workflow in the Office as well as the drafting and typing of correspondence/documents which includes PowerPoint presentations and Excel spreadsheets. Maintain and manage a filing system and document registry for the Director-General's Office as well as develop and maintain a record tracking system. Co-ordinate the Office's logistical matters which includes travel and accommodation arrangements as well as the preparation and submission of travel claims for approval and payment.
- ENQUIRIES** : Dr. M. Mashaba, Tel. 012 319 7375

NOTE : The successful candidate must be willing to undergo screening to obtain a security clearance.

POST 33/04 : **PROVINCIAL CO-ORDINATOR 2 POSTS REF 341/2011**
Directorate: Co-operatives and Enterprise Development

SALARY : R 206 982 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Agricultural Economics, Economics and/or Rural Development (you are required to furnish a credit certificate and/or statement of results). Sufficient relevant working experience. Project planning, management and small business support skills. Ability to manage activities, human resources and project monitoring. Good communication (verbal and written), analytical, report writing, interpersonal, financial, numerical and problem solving skills. Computer literacy in MS Office software. Ability to learn new skills and adapt to various situations, work under pressure and meet deadlines. Supervisory skills and the ability to grasp new concepts. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to implement co-operative development and strategies in agriculture. Co-ordinate the implementation of co-operative development in provinces. Co-ordinate pre-registration support for co-operative development in agriculture. Facilitate and co-ordinate capacity building for agricultural co-operatives and agricultural commodities. Develop and maintain a database of co-operatives, as well as self-help groups in the agricultural sector. Co-ordinate co-operatives' education and training programmes in agriculture. Co-ordinate the development and management of institutional arrangements regarding service delivery in co-operative development.

ENQUIRIES : Ms P. Skhosana, Tel. 012 319 8142.

POST 33/05 : **BIO-SAFETY CONTROL OFFICER REF 335/2011**
Directorate: Genetic Resources

SALARY : R 206 982 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture and/or Biological Sciences with Biotechnology, Molecular Biology, Genetics, Microbiology and/or Biochemistry as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) with applicable experience. Experience in and knowledge of the principles of biotechnology and genetic modification, including the principles of bio-safety risk analysis. Ability to interpret requirements and provisions of legislation, policies and other guidelines related to bio-safety including the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) as well as other related legislation and protocols. Good organisational, interpersonal and communication (verbal and written) skills. Ability to work independently as well as within a team. Analytical and innovative thinking, strong co-ordination skills, information management, problem solving and computer literacy in MS Office software. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to supervise and facilitate the processing of compliant applications for permits, certificates, authorisations, etc. submitted in terms of the Genetically Modified Organisms Act, 1997 and ensure the review of such applications within specified time periods. Facilitate the preparation of documents, requests for information and the execution of instructions as well as any other activities as required by the bodies appointed in terms of the Genetically Modified Organisms Act, 1997 (Advisory Committee, Executive Council, Appeal Boards, etc.). Facilitate the drafting of all correspondence between the Registrar's office and applicants, internal and external stakeholders and clients as it relates to regulatory compliance in terms of the Act. Facilitate compliance and participation in terms of international obligations relating to the Cartagena Protocol on Bio-safety. Facilitate and provide inputs on policies, guidelines and legislative amendments as well as ministerial and parliamentary queries. Supervise the compilation of information as required in terms of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA) and facilitate the continued update of GMO-related databases. Supervision of human resources and organisational performance including inputs to the budget.

ENQUIRIES : Dr J. Jaftha, Tel. 012 319 6214.

POST 33/06 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 364/2011**
Directorate: Inspection Services

SALARY : R 206 982 per annum

CENTRE : Beitbridge
REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Pathology, Pest Control, Entomology and/or Animal Diseases as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Sufficient and relevant experience in inspections in the import and export regulatory environment, relevant industries and generic administrative procedures as well as supervision of staff. Knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Agricultural Products Standards Act, 1990 (Act 119 of 1990), the Plant Improvement Act, 1976 (Act 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), as well as various relevant international guidelines and rules. The ability to interpret regulatory information and standard operating procedures. Good leadership skills with special emphasis on communication and conflict management. Applicants must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). Accommodation must be arranged at own cost. Basic computer literacy in MS Office software. A valid driver's licence and the ability to drive.

DUTIES : The incumbent's responsibility will be to perform office management duties, conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by various relevant international guidelines and obligations. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. Manage personnel (including performance management) and compile personnel, financial and office reports. For this post, special emphasis is placed on office management, import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, the incumbent will also be responsible for detecting unauthorised regulated goods by means of x-ray machines. Asset management and inventory control. It will also be expected of the incumbent to represent the Department on forums such as the BCOCC and in meetings.

ENQUIRIES : Mr R.E. Maisha, Tel. 012 309 8735.

POST 33/07 : **ASSISTANT DIRECTOR: LAND CARE REF 328/2011**
Directorate: Land Use and Soil Management

SALARY : R 206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a B.Sc. or B.Sc. (Hons) degree in Agriculture, Natural Sciences and/or Environmental Science/Management (you are required to furnish a credit certificate and/or statement of results). Proven managerial experience is a prerequisite for this post. Appropriate post-qualification experience in Agriculture with emphasis on project management. Knowledge of the application of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Division of Revenue Act (DORA) and the Integrated Development Planning (IDP) process. Ability to manage personnel in line with Human Resources practices and procedures. Sound understanding of budgeting and supply chain management systems. Skilled in gathering, analysis and interpretation of relevant information and data. Good communication (verbal and written) skills as well as computer literacy in MS Office software (Word, Excel and PowerPoint). A valid driver's licence.

DUTIES : The incumbent's responsibility will be to undertake assigned activities within the management and co-ordination of, as well as reporting on, LandCare projects implemented by provinces and other service providers as part of the National LandCare programme. Manage the compilation of consolidated quarterly reports for submission to National Treasury as required by the annual Division of Revenue Act (DORA). Manage the compilation of a consolidated quarterly report on the outputs of the Expanded Public Works Programme for submission to the Department of Environmental Affairs and Public Works. Undertake periodic visits to provinces as well as conduct on-site monitoring inspections of LandCare projects to ensure that the goals, objectives and outputs of the National LandCare programme are met. Through provincial visits and inspections, identify training needs for provincial, municipal and other stakeholders, on project and business plan development and the principles of good project management. Manage the assigned duties in order to ensure the smooth management of the annual LandCare project cycle. Promote the objectives of the National LandCare programme by participating in awareness activities, especially

project launches, farmer days and conferences as well as manage the required information on LandCare projects for populating the LandCare project database.

ENQUIRIES
NOTE

: Ms N. Ntlokwana, Tel. 012 319 7686.
: Applicants must be willing to travel within South Africa.

POST 33/08

: **ASSISTANT DIRECTOR: ACCOUNTS CONTROL REF 359/2011**
: Directorate: Budgets and Reporting

SALARY
CENTRE
REQUIREMENTS

: R 206 982 per annum
: Pretoria
: Applicants must be in possession of a Grade 12 (Matric) Certificate with Accounting as a passed subject and a National diploma/degree in Accounting or Financial Management plus extensive experience in a Government financial environment. In-depth knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Sound knowledge of Government transversal systems; the compilation of financial statements; PMG operations; and financial year-end transactions. Strong leadership qualities, initiative and drive. Policy analysis and development. Excellent communication (verbal and written) skills. Willingness to work outside normal working hours. Computer literacy in MS Office software (Word and Excel). A valid driver's licence.

DUTIES

: The incumbent's responsibility will be to manage the Accounts Control division, banking services, financial systems, monthly cash flow estimates, SCOA training to line functionaries and colleagues as well as provide assistance with various administrative functions towards the compilation of annual/interim financial statements. Human resources management and development, working relations, supply chain management, organisational and financial policies, prescripts and guidelines for the Accounts Control division.

ENQUIRIES

: Ms A. Willms, Tel. 012 319 6659.

POST 33/09

: **PERSONAL ASSISTANT REF 358/2011**
: Chief Directorate: Financial Management

SALARY
CENTRE
REQUIREMENTS

: R 174 117 per annum
: Pretoria
: Applicants must be in possession of a Grade 12 (Matric) Certificate or an applicable tertiary qualification plus practical experience as an Office Administrator, Secretary or Personal Assistant. Practical experience in administrative processes and procedures including arrangement of conferences, meetings, diary management, travel arrangements and processing of claims. Knowledge of and experience in document tracking, photocopying, faxing and filing. Good computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook), typing skills and effective office administrative skills including diary management. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently as well as within a team. Good organisational, co-ordination and planning skills. Analytical and innovative thinking abilities. Applicants must be willing to undergo screening to obtain a security clearance. Ability to work under pressure and after normal working hours. A valid driver's licence and the willingness to travel.

DUTIES

: The incumbent's responsibility will be to provide secretarial and administrative support to the Deputy Director-General: Forestry and Natural Resources Management. Establish and undertake information management for the Deputy Director-General's Office. Manage, organise and co-ordinate all activities and tasks of the Deputy Director-General. Make logistical arrangements for internal and external meetings as well as take minutes at identified meetings. As part of the secretariat services; the incumbent will be responsible for diary management, correspondence and workflow in the office as well as the drafting and typing of correspondence/documents, which includes PowerPoint presentations and Excel spreadsheets. Maintain and manage a filing system and document registry for the Deputy Director-General's Office as well as develop and maintain a record tracking system. Co-ordinate the Office logistical matters which includes travel and accommodation arrangements as well as the preparation and submission of travel claims for approval and payment. Assist with the procurement of goods and services for the office.

ENQUIRIES

: Ms Z. Lufele, Tel. 012 319 7321.

POST 33/10

: **LAND USE OFFICER REF 333/2011**
: Directorate: Land Use and Soil Management

SALARY
CENTRE

: R 174 117 per annum
: Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Agriculture or Natural Resources. Working knowledge of and experience in the administration of the subdivision of agricultural land would serve as an advantage. General technical skills would serve as an added advantage. Presentation skills. Ability to work independently on regular technical matters. Report writing skills. A valid driver's licence. Computer literacy in MS Office software (Word, Excel and Outlook)

DUTIES : The incumbent's responsibility will be to support the implementation of policies on the protection of High Potential and Unique Agricultural Land (HPUAL). Assist with the application of the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) (SALA) and the repeal thereof. Receive, verify, check and compile correspondence and submissions, take decisions, deal with enquiries with respect to the administration of SALA and other related enquiries. Present applications during committee meetings for consideration by delegation of the Minister. Receive applications and check all required documents to ensure completeness. Provincial field visits for inspection of agricultural land.

ENQUIRIES : Ms M. Marubini, Tel. 012 319 7619.

POST 33/11 : **ENTREPRENEURIAL FACILITATOR REF 340/2011**
Directorate: Co-operatives and Enterprise Development

SALARY : R 174 117 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three-year tertiary qualification in Agribusiness, Agricultural Economics, Economics and/or Business Economics (you are required to furnish a credit certificate and/or statement of results). Sufficient, relevant experience. Knowledge of BBBEE. Project planning and management skills. Good communication (verbal and written) skills as well as analytical, report writing, interpersonal, financial, numerical and research skills. Ability to adapt and learn new concepts, work under pressure and meet deadlines. Computer literacy in MS Office software. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to screen and categorise beneficiaries in terms of growth status and industry as well as to categorise ownership and roles (highlight equity, representative status [women, youth, disabled, labour] and needs [skills, capacity factors, i.e. markets, access to inputs, etc. or resources acquisitions], etc.) Research and analyse business opportunities, resources and support requirements with regards to strategic options available within the Agricultural, Forestry and Fisheries sector. Conduct viability and feasibility studies on prospective projects on the basis of technical, socio-economic, environmental, financial, management, market, processes, etc., to aid decision making on types of assistance for project support and facilitate linkages (CASP, Mafisa, loans and guarantees). Monitor and evaluate progress, post institution of interventions to beneficiaries and mentor implementation to ensure success. Support relationships with the beneficiaries assisted with various products offered by the Department through regular visits, attention to their challenges and advisory assistance on various enterprise factors as well as information dissemination. Provide support in terms of facilitation of synergistic linkages to support a robust development and growth of agri-businesses across the value chain. Assess enterprises' strengths and weaknesses and offer advice to the Department on the interventions required. Identify training needs for various groups within the sector and identify linkages based on a set of tools available in the database from either the internal portfolio or that supplied by service providers and recommend accordingly. Compile comprehensive reports on the status of enterprises upon visitation or consultation.

ENQUIRIES : Mr S. Mfene, Tel. 012 319 8136.

POST 33/12 : **PLANT VARIETY REGISTRATION OFFICER 2 POSTS REF 331/2011**
Directorate: Plant Production
6 Months Contract

SALARY : R 174 117 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a B.Tech. / B.Sc. degree in Biological Science with Botany, Horticulture, Agriculture, Genetics, Agronomy and/or Plant Sciences as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of the Plant Improvement Act, 1976 (Act 53 of 1976). Computer literacy in MS Office software. Good communication (verbal and written) skills. Problem solving skills and initiative. Good planning, organisational and interpersonal skills.

DUTIES : The incumbent will be responsible for the registration and processing of applications for varietal listing in terms of the Plant Improvement Act, 1976, processing of DUS reports and liaison with applicants locally and abroad. Drafting of notification letters regarding application for the Registrar. Issuance of import authorisations, maintenance of varietal list registers and related databases. Publication of varietal lists and provision of technical information and advice to clients regarding varietal listing and import of seeds.

ENQUIRIES : Ms J. Saddle, Tel. 012 319 6034.

POST 33/13 : **SENIOR EMPLOYEE RELATIONS PRACTITIONER 2 POSTS REF 303/2011**
Directorate: Employee Relations

SALARY : R 174 117 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Labour Relations or Human Resources Management. Appropriate experience in labour law or law. Good knowledge of labour law legislation and prescripts as well as other Public Service legislation is a prerequisite for this position. Proficiency in English (verbal and written) as well as computer literacy in MS Office software (Word and Outlook). Candidates must demonstrate good interpersonal skills. A valid driver's licence.

DUTIES : The incumbent will be responsible for the promotion of sound labour relations in the Department through ensuring compliance with labour legislation, monitoring of fair labour practices and the implementation of Departmental processes, procedures and systems in terms of labour law and Public Service prescripts. Represent the Department during bi- and multi-lateral meetings with Trade Unions. Act as an Employee Representative and Chairperson in disciplinary hearings as well as act as an Investigation Officer in formal grievance cases. Keep and maintain work registers on grievances, disputes, misconduct and labour unrest. Capture disciplinary matters and grievances on information management systems.

ENQUIRIES : Adv J.F. Landman, Tel. 012 319 7305.

NOTE : One of the two posts is a re-advertisement of Ref. 176/2011. Candidates who previously applied should re-apply.

POST 33/14 : **PERSONAL ASSISTANT REF 366/2011**
Directorate: Development Finance

SALARY : R 174 117 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a tertiary qualification or a Grade 12 (Matric) Certificate with extensive experience as an Office Administrator, Secretary and/or Personal Assistant to a Director. Good knowledge of MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills, including diary management. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently as well as within a team. Good organisational, co-ordination and planning skills. Knowledge of and experience in document tracking, photocopying, faxing and filing. Practical experience in administrative processes and procedures including the arrangement and processing of claims. Analytical and innovative thinking abilities. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to provide secretarial and administrative support to the Chief Director: Development Finance. Establish and undertake information management for the Chief Director's office. Manage, organise and co-ordinate all activities and tasks of the Chief Directorate. Make logistical arrangements for internal/external meetings and take minutes at identified meetings. As part of the secretariat services, the incumbent will be responsible for diary management, correspondence and workflow in the office as well as the drafting and typing of correspondence/documents which includes PowerPoint presentations and Excel spreadsheets. Maintain and manage a filing system and document registry for the Chief Director's office as well as develop and maintain a record tracking system. Co-ordinate office logistical matters which include travel and accommodation arrangements as well as the preparation and submission of travel claims for approval and payment. Assist with the procurement of goods and services for the office.

ENQUIRIES : Ms N. Ramashia, Tel. 012 336 7376.

POST 33/15 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 363/2011**
Directorate: Inspection Services

SALARY : R 174 117 per annum

CENTRE : Nakop

REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Plant Production, Plant Protection (Entomology/Pathology), Horticulture and/or Animal Health/Diseases as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the related fields. Knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Agricultural Products Standards Act, 1990 (Act 119 of 1990), the Plant Improvement Act, 1976 (Act 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947). Good leadership skills with special emphasis on communication and conflict management. Applicants must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). Basic computer literacy in MS Office software. A valid driver's licence and the ability to drive.

DUTIES : The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the Acts and various relevant international guidelines and rules. Functions will inter alia also include training and supervision of personnel, as well as liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, the incumbent will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and the safekeeping of detector dogs where applicable.

ENQUIRIES : Mr R.E. Maisha, Tel. 012 309 8735.

POST 33/16 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 222/2011**
Directorate: Inspection Services

SALARY : R 140 208 per annum
CENTRE : Johannesburg

REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture with Plant Pathology, Entomology and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of agricultural law enforcement and relevant industries as well as the Agricultural Pests Act, 1983 (Act 36 of 1983) and the provisions of the International Plant Protection Convention (IPPC). Knowledge of the following international agreements: WTO-SPS and the IPPC will serve as an advantage. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, on ships in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office on short notice, work irregular hours and work overtime. Computer literacy in MS Office software. A valid driver's licence and the ability to drive.

DUTIES : The incumbent's responsibility will be to enforce the Agricultural Pests Act, 1983 as well as the provisions of the IPPC relevant to inspections to ensure that regulated articles, plant and plant products comply with the set Phytosanitary requirements. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render services on short notice and after hours at/away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Ms J.C. Coetzee, Tel. 011 971 5106.

POST 33/17 : **ADMINISTRATIVE OFFICER REF 316 /2011**
Facilities Management

SALARY : R 140 208 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Public Administration or a Grade 12 (Matric) Certificate with Mathematics as a passed subject plus extensive experience in transport procedures. Computer literacy in MS Office software. Ability to operate computers, fax machines and other office equipment (basic operations and maintenance). Good interpersonal relations, as well as good organising and communication (verbal and written) skills. Ability to interpret

- relevant directives. Problem solving and analytical thinking abilities. Maintaining discipline.
- DUTIES** : The incumbent will be responsible for the administration of log sheets. Oversee the administration of traffic offences and accidents. Supervise and oversee the duties of subordinates.
- ENQUIRIES** : Mr V. Mncube, Tel. 012 319 7142.
- POST 33/18** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF 360/2011**
Directorate: Inspection Services
- SALARY** : R 140 208 per annum
CENTRE : Cape Town International Airport
REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Pathology, Pest Control, Entomology, Microbiology and/or Animal Diseases as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the related fields. Knowledge of the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Liquor Products Act, 1989 (Act 60 of 1989), the Agricultural Products Standards Act, 1990 (Act 119 of 1990), the Plant Improvement Act, 1976 (Act 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), as well as various relevant international guidelines and rules. Ability to interpret regulatory information and standard operating procedures. Applicants must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to do shift work at the airport. Good communication skills and basic computer literacy in MS Office software. A valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the Acts and various relevant international guidelines and obligations. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. as well as writing of reports and inventory control. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, the incumbent will be responsible for detecting unauthorised regulated goods by means of x-ray machines.
- ENQUIRIES** : Mr L. Mochena, Tel. 011 390 7501.
- POST 33/19** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF 361/2011**
Directorate: Inspection Services
- SALARY** : R 140 208 per annum
CENTRE : Kosibay and Mahamba
REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture or Animal Health with Horticulture, Botany, Plant Protection (Entomology/Plant Pathology) and/or Animal Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Sufficient and relevant experience in one of the fields. Knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Liquor Products Act, 1989 (Act 60 of 1989), the Agricultural Products Standards Act, 1990 (Act 119 of 1990), the Plant Improvement Act, 1976 (Act 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), as well as various relevant international guidelines and rules. Good communication skills with special emphasis on conflict management. Basic computer literacy in MS Office software. A valid driver's licence and the ability to drive. Applicants must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).
- DUTIES** : The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the acts and relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and

cargo. In addition to inspections, the incumbent will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and the safekeeping of detector dogs where applicable.

ENQUIRIES : Mr R.E. Maisha, Tel. 012 309 8735.

POST 33/20 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 362/2011**
Directorate: Inspection Services

SALARY : R 140 208 per annum

CENTRE : Nelspruit

REQUIREMENTS : Applicants must be in possession of a National diploma or (B.Sc.) degree in Agriculture with Food Technology/Science, Microbiology and/or Biochemistry as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of and experience in agricultural law enforcement, relevant industries and generic administrative procedures. Knowledge of the Agricultural Product Standards Act, 1990 (Act 119 of 1990), the Liquor Products Act, 1989 (Act 60 of 1989) and related policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the prescripts. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Applicants must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, on ships in containers, cold storages, etc. A valid driver's licence and the ability to drive. He/She must be prepared to travel and work away from home/office on short notice, work irregular hours and work overtime. Computer literacy in MS Office software.

DUTIES : The incumbent's responsibility will be to enforce the relevant Acts and related policies. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing and evaluating agricultural products and marking requirements as well as the investigation of cases and administrative tasks relating to these functions. Where applicable, the sale/movement of products will have to be prohibited and charges filed against transgressors. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render services on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Ms S.S. Maelane, Tel. 031 332 5500 or Mr F. Makola, Tel. 013 754 0702.

POST 33/21 : **GENERAL TECHNICAL ASSISTANT REF 332/2011**
Directorate: Plant Production

SALARY : R 113 568 per annum

CENTRE : Roodeplaat (Plant Genetic Resource Centre)

REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate with Biology passed on higher grade and/or a Practical Seed Analysis Certificate. Experience in a natural science laboratory with knowledge and handling of laboratory apparatus. Seed testing experience. Ability to do numeric/mathematical calculations and apply physical science concepts. Ability to organise and work well within a team. Ability to interpret rules and procedures.

DUTIES : The incumbent's responsibility will be to conduct seed testing methods/techniques for quality determination purposes which include physical purity analysis, germination tests, moisture content, determination of other seeds by number, biochemical tests for viability, testing coated seeds, weight determination, testing seeds by weight replicates and determination of alkaloid content. Ensure that laboratory orderliness is maintained. Ensure that apparatus and equipment are well maintained. Implementation of the Quality Assurance Programme in order to retain the international accreditation of the official seed testing laboratory. Participation in technical processes.

ENQUIRIES : Ms P. J. Stauss, Tel. 012 808 5395.

DEPARTMENT OF DEFENCE

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 33/22 : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R113 568 per annum
CENTRE : Area Military Health Unit, Eastern Cape (AMHU EC), Port Elizabeth.
REQUIREMENTS : NQF Level 2 – 4, Preferable. Experience in general office administration & HR maintenance 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 (MS Excel, MS Word and MS Access). Ability to work on mainframe (PERSOL). Knowledge of Human Resource administration and compiling of reports. Good filing-, organisational-, planning-, inter-personal relationship-, communication (verbal and written) skills. Able to work overtime if and when requested.

DUTIES : Administer course administration, commuted overtime, discounting of leave. Capture allowances. Book bus- and air tickets. Liaise with clients and other sections. Update registers. Provide statistics and inputs for HR reports.

ENQUIRIES : Maj E Van Eeden (041) 505-1063/ 1485/ S/sgt N.S. Lasi (041 505 1062)
APPLICATIONS : Department of Defence & Military Veterans, Area Military Health Unit Eastern Cape, Private Bag X6032, Port Elizabeth, 6000.

CLOSING DATE : 16 September 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 33/23 : **FOOD SERVICE AID II (TEA MAKER) 13 X POSTS**
This post is re-advertised in the DOD, broader Public Service and Media (flyers) (Candidates to re-apply)

SALARY : R55 830 per annum
CENTRE : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed): Communication abilities.

DUTIES : Make tea/coffee at tea- and lunch times for the members of the section as well as clients. Wash dirty dishes. Clean kitchen, equipment and appliances. Preparation for functions. Make tea/coffee during conferences/meetings.

ENQUIRIES : Capt M.G. Monyela/ Ms S. Ramoroka, (012) 355-5511/5201.
APPLICATIONS : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

CLOSING DATE : 29 August 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 33/24 : **FOOD SERVICE AID II 8 X POSTS**
This post is re-advertised in the DOD, broader Public Service and Media (flyers)
(Candidates to re-apply)

SALARY : R55 830 per annum
CENTRE : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed):
Communication abilities.

DUTIES : Ensure the dining hall is clean, tables are clean and neat and set correctly according
to the menu. Fold serviettes. Ensure that cutlery, serviettes, condiments, butter and
assorted jams are available on the tables. Ensure that jugs for water and juice are
clean and always replenished when empty. Assist in preparing and serving food.
Report any losses, damages and theft observed.

ENQUIRIES : Capt M.G. Monyela/ Ms S. Ramoroka, (012) 355-5511/5201.
APPLICATIONS : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161,
Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building,
Erasmuskloof, Block 1, Level 5, Room 103.

CLOSING DATE : 29 August 2011 (Applications received after the closing date and faxed copies will not
be considered).

POST 33/25 : **GROUNDSMAN II 5 X POSTS**
This post is re-advertised in the DOD, broader Public Service and Media (flyers)
(Candidates to re-apply)

SALARY : R55 830 per annum
CENTRE : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed):
Communication abilities, physically fit.

DUTIES : Ensure cleaning of grounds. Ensure that rubbish bins are removed. Report any
losses, damages and theft observed.

APPLICATIONS : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161,
Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building,
Erasmuskloof, Block 1, Level 5, Room 103.

ENQUIRIES : Capt M.G. Monyela/ Ms S. Ramoroka, (012) 355-5511/5201.
CLOSING DATE : 29 August 2011 (Applications received after the closing date and faxed copies will not
be considered).

POST 33/26 : **CLEANER II 55 X POSTS**
This post is re-advertised in the DOD, broader Public Service and Media (flyers)
(Candidates to re-apply)

SALARY : R55 830 per annum
CENTRE : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 1: preferable. Special requirements (skills needed): Communication
abilities.

DUTIES : Ensure cleanliness of work environment. Ensure that rubbish bins are removed.
Report any losses, damages and theft observed. Ensure safekeeping of
office/storeroom keys.

ENQUIRIES : Capt M.G. Monyela/ Ms S. Ramoroka, (012) 355-5511/5201.
APPLICATIONS : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161,
Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building,
Erasmuskloof, Block 1, Level 5, Room 103.

CLOSING DATE : 29 August 2011 (Applications received after the closing date and faxed copies will not
be considered).

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19, Pretoria, Arcadia, 0007 or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION** : Mr N Ncongwane/ Mr P Ndlovu
- CLOSING DATE** : 02 September 2011
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 33/27** : **ASSISTANT DIRECTOR: SOE OVERSIGHT**
- SALARY** : R206 982 per annum, Level: 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A B-Com Law, LLB degree or related post graduate qualification (CIS Board will be an added advantage) with relevant experience PLUS the following key competencies:
 ☐ Knowledge of: • Knowledge of legislation administered by the Department • Good understanding of Public Entity Governance Framework • Good understanding of Government reporting cycle and policies • PFMA and Treasury regulations
 • Knowledge and understanding of the King III Report ☐ Skills: • Ability to analyse and write legal documents / opinions • Administrative and organizational skills
 • Consultation and problem solving • Report writing • Ability to work under pressure ☐ Communication: • Excellent verbal and written communication skills • Good negotiation and conflict resolution skills • Well developed interpersonal relationships at all • Deliver effective presentations to different audiences ☐ Creativity: • Logical, innovative, analytical and creative thinker
- DUTIES** : KRA's: Collect, analyse, verify and consolidate information on the SOEs compliance with and adherence to legislation pertaining to legal and governance • Facilitate the approval of SOE / Public entity Shareholder Compacts • Administer databases of SOE board members and on all legal policies, procedures and Acts applicable to SOEs • Provide advice regarding legal compliance and other SOE governance related matters • Research and compile reports including responses to Parliamentary Questions in respect of legal and corporate governance compliance by SOEs reporting to the Minister
- ENQUIRIES** : Mr LT Ganta ☎012 444 4609
- POST 33/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICES**
- SALARY** : R 206 982per annum Level: 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant three year Bachelor's Degree / National Diploma or (equivalent at NQF level 6) with appropriate experience in human resources practices particularly recruitment and selection, secondments, remunerative work outside the public service, financial disclosures, gifts and hospitality. Proven computer literacy, including MS Word and MS Excel PLUS the following key competencies: ☐ Knowledge of: • Understanding of relevant legislative framework (i.e. the Public Service Act,

Public Service Regulations, Employment Equity Act and DPSA Determinations) • Recruitment and selection systems and processes • HR policy development and maintenance • Competency assessment framework • Stake holder and relationship management • Project management techniques and concepts
 ☐ Skills: • Supervisory skills • Interpersonal skills • Planning and organizing • Project management • Problem solving • Ability to analyse problems and provide idealistic solution • Diplomatic and a high level of confidentiality ☐ Communication: • Excellent communication skills, both written and verbal • Ability to communicate at all levels ☐ Creativity: • Innovative and creative thinking • Ability to work independently and in a deadline driven environment • Strong team player. Recommendation/Note: Human Resource Management qualification and Related HR courses will be an advantage Practical computer and competency test.

DUTIES

: KRA's: Oversee the overall management of the Division: Human Resource Practices and perform the following key functions: • Facilitate the recruitment and selection process which includes- obtaining information and documentation pertaining to vacant posts, drafting and verification of content of the adverts, placement of adverts in the relevant media (newspapers, DPSA, Internet & Intranet etc) -Facilitate short listing and interviews - Render a human resource advisory service during short listing and interviews - Submit particulars of prospective candidates to risk management for personnel suitability checks as well to SAQA for verification of qualifications
 • Oversee the provisioning of a customer service with regard to identification and tracking of vacancies from relevant branches, verification/confirmation of information related to vacancies with relevant stakeholders like line function managers, Directorate: FPMA,SCM (Sub-Directorate: Organizational Development) etc.
 • Provide advice and information on the administration/application of HR processes and practices • Liaise and maintain good relations with all Human Resource Practices' services providers like (SAQA, Competency Assessment and Recruitment Agencies etc) • Oversee the implementation and maintenance of processes performed by Division: Human Resource Practices pertaining to - financial disclosures, remunerative work outside the Public Service, contract extensions, secondments, gifts and hospitality. • Provide HR support and advice to Line Managers on Human Resources Management matters and ensure compliance to applicable HR legislation and policies • Maintain databases and provide inputs for monthly, quarterly and annual reports • Ensure allocation of duties to subordinates • Supervise and develop staff within the Division

ENQUIRIES

: Mr W Mbalane ☎ (012) 444 4346

POST 33/29

: **INTERNAL AUDITOR (INFORMATION SYSTEM AUDITING)**

SALARY

: R 174 117 per annum Level: 08

CENTRE

: Pretoria

REQUIREMENTS

: A Bachelor's Degree/ National Diploma IT Audit or equivalent Qualification with relevant IT Audit experience PLUS the following key competencies: ☐ Knowledge of:
 • IIA Standards • Accounting Standards • PFMA • Treasury Regulations • ISACA Standards ☐ Skills: • Interviewing • Computer literacy • Analytical Skills • Communication Skills ☐ Communication: • Excellent communication skills, both verbal and non-verbal • Able to communicate at different level ☐ Creativity: • Problem solving • Creative thinking • Innovative Recommendation/Note: A driving licence (Code B) will serve as an advantage for the prospective candidate

DUTIES

: KRA's: Plan allocated audit projects • Execute planned audit procedures in line with the Approved Audit Program • Report on work performed in the form of audit findings • Identify internal process improvement opportunities e.g. updating the methodology • Perform administrative task in support of audit e.g. capturing of projects sheets, writing minutes at projects meetings etc • Assist with the execution of forensic audit investigations (Collect information to find evidence proving/disproving fraud/corruption).

ENQUIRIES

: Mr V. Kweyama ☎ (012) 444 4332

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 2 September 2011
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month 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, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are encouraged to apply.

OTHER POSTS

- POST 33/30** : **ASSISTANT DIRECTOR: LANGUAGE SERVICES (SOTHO LANGUAGES)**
Directorate: Content Development
- SALARY** : Commencing salary: R206 982 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year Bachelor's degree or diploma in Translation/Language Practice. A proven track record and experience as a translator/language practitioner. Must be fluent in one of the Sotho languages (Sesotho, Setswana or Sesotho sa Leboa [Sepedi]) and have a working knowledge and understanding of the other two Sotho languages. Outstanding editing and proofreading skills. Computer literacy. Sound knowledge and understanding of government policies and programmes. Ability to work under pressure and meet deadlines. A team player. Good interpersonal skills.
- DUTIES** : Develop and translate content for information products such as magazines, reports, newsletters, leaflets, exhibitions, etc. Edit and proofread translated material. Develop and harvest relevant terminology. Liaise with service-providers and stakeholders.
- ENQUIRIES** : Mr Elias Tibane, tel. (012) 314 2371
- NOTE** : All interviewees will be expected to perform a practical translation, editing and proofreading test.
- POST 33/31** : **SENIOR SECRETARY**
Chief Directorate: Cluster Supervisor (Human Development, Social Protection & Governance and Administration Clusters)
- SALARY** : Commencing salary: R113 568 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications in secretarial studies: Experience: Relevant experience performing secretarial duties: Competencies: Ability to work independently and without performing close supervision. Ability to work under pressure. Good Communication skills. Ability to plan and manage a diary. Writing minutes, typing, organizational and general office administration skills. The incumbent should be a creative, innovative, flexible and highly motivated individual. Should also have some level of understanding of project management and coordination. Job Knowledge: Computer literate with excellent working knowledge of the Microsoft 2007 package, i.e. MS Word, MS Excel, PowerPoint as well as MS Outlook. Credible and proven experience in the secretarial and administrative function of an organization. Candidates who will be invited for an interview will also be required to do practical exercises.
- DUTIES** : The successful candidate will be expected to provide an effective secretarial and administrative support by: Managing and coordinating the diary of the Chief Director. Recording incoming and outgoing mail. Providing assistance with the completion of monthly expenditure and projections of the office. Managing the internal filing system according to the GCIS File approved plan. Identifying stationery needs and ensuring that stock is kept at required levels. Making travelling arrangements. Coordinate meetings and engagements with stakeholders. Coordinate assets for the component including assets stock-taking. Assist with compilation of documents. Providing General administrative management of the office.
- ENQUIRIES** : Ms Mammie Zako, tel (012) 314 2959

DEPARTMENT OF HOME AFFAIRS

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



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Mr J S Modipa. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 30 August 2011, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation , Numerical skills.

MANAGEMENT ECHELON

- POST 33/32** : **DIRECTOR: ADMINISTRATION, REF NO: HRMC Q1/11/1**
- SALARY** : All-inclusive salary package of R 685 200 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 13).
- CENTRE REQUIREMENTS** : Ministry, 909 (FSI) Arcadia Street, Hatfield
: A three year degree/diploma in Public Relations Management or other relevant qualifications is required with relevant experience. Proven ability to co-ordinate various stakeholders in collaborative activities. Knowledge and understanding of Acts, Policies, Regulations and prescripts and Constitution of South Africa. A valid driver's licence and willingness to travel are essential. This position require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the administrative activities; ensure effective governance and compliance within the executive authority. Develop, implement and maintain systems,

registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Research of policy and administrative issues pertaining to the Ministry. Ensure effective operations and compliance reporting. Manage and implement strategic and innovation within the office of the executive authority. Develop the business plan of the unit and ensure effective prioritisation and resource planning. Provide strategic direction. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on performance of the unit against the business plan. Ensure operational efficiency and secure delivery improvement within the office of the executive authority. Effectively manage the performance of the unit against agreed service level agreement. Develop identify policies and procedures in conjunction with policy and strategic unit. Ensure that processes, policies and procedures are implemented. Develop and implement governance processes, framework and procedures within the office of the executive authority. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the office of the executive authority. Monitor quality, risk, standard and practices frameworks. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Brief the Chief of Staff on administrative matters pertaining to the executive authority. Liaise with senior managers in the institutions regarding the executive authority's portfolio. Develop and maintain good relation within the department and all stakeholders. Manage and utilise resources (Human, Physical and Financial) in accordance with relevant directives and legislation. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilization of physical resources.

ENQUIRIES

: Mr J Modipa (012) 810 7157

OTHER POSTS

POST 33/33

: **DEPUTY DIRECTOR: ADMINISTRATION, REF NO: HRMC Q1/11/2**

SALARY

: An all inclusive salary package of R 406 839 per annum (Level 11). In addition to the stated salary, DHA offers a range of market related service benefits.

CENTRE

: Cape Town Parliament

REQUIREMENTS

: A three year degree/diploma in Public Relations Management or other relevant qualifications is required with relevant experience. Proven ability to co-ordinate various stakeholders in collaborative activities. Knowledge and understanding of Acts, Policies, Regulations and prescripts and Constitution of South Africa. A valid driver's licence and willingness to travel are essential. This position require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the administrative activities; ensure effective governance and compliance within the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Research of policy and administrative issues pertaining to the Ministry. Ensure effective operations and compliance reporting. Manage and implement strategic and innovation within the office of the executive authority. Develop the business plan of the unit and ensure effective prioritisation and resource planning. Provide strategic direction. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on performance of the unit against the business plan. Ensure operational efficiency and secure delivery improvement within the office of the executive authority. Effectively manage the performance of the unit against agreed service level agreement. Develop identify policies and procedures in conjunction with policy and strategic unit. Ensure that processes, policies and procedures are implemented. Develop and implement governance processes, framework and procedures within the office of the executive authority. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the office of the executive authority. Monitor quality, risk, standard and practices frameworks. Liaise with internal and external role-players with regard to matters relating to the portfolio of the

executive authority. Brief the Chief of Staff on administrative matters pertaining to the executive authority. Liaise with senior managers in the institutions regarding the executive authority's portfolio. Develop and maintain good relation within the department and all stakeholders. Manage and utilise resources (Human, Physical and Financial) in accordance with relevant directives and legislation. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilization of physical resources.

ENQUIRIES

: Mr J Modipa (012) 810 7157

POST 33/34

: **ASSISTANT DIRECTOR: INSPECTORATE SUPPORT AND CO-ORDINATION, REF NO: HRMC Q1/11/3**

SALARY

: Basic Salary of R 206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits.

CENTRE

: Branch: Immigration Services, Chief Directorate: Inspectorate, Head Office, Pretoria

REQUIREMENTS

: A three year degree/diploma in Law, Social Science or Public Administration or five years experience in a supervising or leading in a law enforcement environment. Knowledge of the Immigration and Refugees Act plus other departmental legislation, Knowledge of the Public Service Regulatory Framework, Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations, Knowledge of the South African Constitution, Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support. . Must have good investigation skills and a good eye for details; must be able to analyze complex documents and provide reports, must be a confident communicator, must have ability to think on feet and must be able to write very well. Travelling and extended working may be required occasionally. Must have a valid Drivers licence.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Act as the Office Manager in the office of the Chief Director: Inspectorate. Collate and draft inputs for international bi-laterals, stakeholder forums' parliamentary questions and for other requests for high level information. Investigate high profile cases of illegal immigration referred to the Chief Director. Assist the Chief Director in the participation of Stakeholder forums. Be confident to represent the unit at stakeholder meetings. Establish relationships with relevant stakeholders and liaise with all law enforcement and security agencies in the detection, processing and deportation of illegal foreigners and management of foreigners convicted of criminal activities. Monitor litigation issues involving the Inspectorate and ensure that information requested for complex litigation is provided timorously. Advise the Chief Director on technical matters in high profile and other cases referred to the unit. Provide the Chief Director with summary and recommendations on cases referred to the Chief Director for resolution. Attend to all requests and complaints referred to the Chief Director and ensure timeous completion. Filter cases from the Chief Directorate to relevant units for resolution and track the resolution of various stakeholder enquiries and complaints. Compilation of reports on all Inspectorate activities, operations and court cases from local, provincial and national inspectorate. Co-ordinate inspectorate activities at national level. Collate and provide reports on all Deportation and Inspectorate activities. Conduct Inspectorate operations on instruction of the Chief Director and at short notice. Co-ordinate operations and the projects of the Chief Director. Be able to draft standard operating procedures. Be able to provide guidance to colleagues on policy positions pertaining to Inspectorate and Deportation activities. Monitor the budgets of the Chief Directorate and all units reporting to the Chief Director. Monitor and evaluate the business and operational plans of the Chief directorate and units reporting to the Chief Director.

ENQUIRIES

: Mr M Matthews (012) 810 8201

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. Applications that do not comply with the above mentioned requirements will not be considered. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates will be subjected to a personnel vetting process. 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.

MANAGEMENT ECHELON

POST 33/35 : **DIRECTOR: ASSET MANAGEMENT: REF NO: 11/301/CFO**
12 Months contract

SALARY : R685 200 – R819 240 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : NATIONAL OFFICE, PRETORIA

REQUIREMENTS : A degree or equivalent qualification in Financial Management; A minimum of Six (6) years relevant experience in Asset Management environment and a minimum of three years' experience at managerial level; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector; Knowledge of National Treasury Directives on Asset Form; A valid driver's license will serve as a recommendation.. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy; Good leadership and managerial skills; Interpersonal relations; Presentation skills; Numerical and analytical skills; Ability to work under pressure and be self motivated; Ability to manage conflict situations effectively; Financial Management skills; Project management skills.

DUTIES : Management of leased assets and all movable assets in the Department; Manage the asset management special purification process of the Department; Provide inputs into the annual financial statements (disclosure notes for all leases and assets); Develop asset management strategy, policy, policy maintenance and disposal policy; Execute the audit action plan in addressing asset non compliance; Report on monthly resolutions, operational plan and audit action plans of the Directorate: Asset Management; Provide effective people management.

ENQUIRIES : Ms E Zeekoei ☎(012) 315 1436

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 : 05 September 2011

POST 33/36 : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT REFERENCE: 11/306/COO**
This is a re-advertisement of the post with reference no: 11/243/coo, candidates who previously applied are encourage to re-apply as the requirements has been changed

SALARY : R 685 200 – R 819 240 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : 3 year National Diploma/ Degree/ NQF Level 6 or equivalent in Administration/ Management; Six (6) years managerial experience in Customer/Public Relations environment; Knowledge of Public Financial Management Act (PFMA), other Public

Services prescripts; A valid driver's license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; People and Resource Management skills; Research and development expertise; Strategic Change and risk management; Presentation and facilitation skills. DUTIES: Develop and implement customer relations management and the internal service delivery policies and strategy; Ensure improved client satisfaction, customer relations and customer care plans; Develop and review Service Delivery Charter; Monitor service standards at all service points in the department and agreement/service commitment charter; Manage institutional performance on service delivery matters; Implement service delivery Improvement programmes and monitor complaints mechanism.

ENQUIRIES APPLICATIONS

: Mr M Kekana ☎ (012) 357 8023
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of 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

: 05 September 2011

OTHER POSTS

POST 33/37

: **SENIOR ASSISTANT STATE ATTORNEY, LP-6 REFERENCE: 11/307/SA**

SALARY

: R469 974 – R661 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: State Attorney: Pretoria
 : An LLB or four year recognized legal qualification; At least 8 years' appropriate post qualification legal/litigation experience; Admission as an Attorney; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Supervisory and mentoring skills; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Dispute resolution. DUTIES: Guide and train Candidates State Attorneys; Handle litigation and appeals in the following Court: High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, Land Claims Court, CCMA, Tax and Tax tribunals; Attend to liquidation and insolvency queries, Draft and/or settle all types of agreements on behalf of the various client department; Render legal opinion for the benefit of client departments and advice; Register trusts, companies, conveyancing and notarial services; Debt collection, attend liquidation and insolvency queries; Maintain all records of work performed and provide statistics.

ENQUIRIES APPLICATIONS

: Ms K Ngomani ☎ (012) 357 8661
 : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE

: 5 September 2011

POST 33/38

: **DEPUTY DIRECTOR: LEASED ASSETS AND DISPOSAL MANAGEMENT REF: 11/300/CFO**
 12 Months contract

SALARY

: R406 839 – R479 238 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: National Office, Pretoria
 : A degree or equivalent qualification in Financial Management; Four years working experience in Asset Management Environment and three years experience in Managerial level; Knowledge of PFMA, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector as well as National Treasury Directives on Asset Reform; A valid driver's license will serve as a recommendation. Skills and Competencies: Good communication skills (verbal & written); Computer literacy; Interpersonal relations and leadership skills; Presentation skills; Analytical and numerical skills; Project management; Financial Management; Ability to manage conflict situations effectively; Ability to work under pressure and be self motivated.

DUTIES

: Ensure the development, implementation and review of Disposal management strategy, policies and procedures; Manage the entire disposal process of departmental assets; Perform secretariat function and ensure effective functioning of the Departmental Disposal Committee; Manage verification of all leased assets and reconcile leased assets against the asset register and the financial system; Effective

records management of departmental leases with supporting Agreements and approved memorandum from the Delegated committees; Manage the terms of contracts of leased assets; Timeous co-ordinate the returning of expired leased assets to the supplier.

ENQUIRIES : Ms E Zeekoei, Tel (012) 315 1436
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of 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 : 05 September 2011

POST 33/39 : **SENIOR STATE ACCOUNTANT REF: 11/287/MAS**

SALARY : R174 117 – R205 101 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court: Pietermaritzburg
REQUIREMENTS : 3 year Degree/National Diploma in Finance or equivalent qualification. At least two years experience in Government Finance environment; Experience in budgeting and expenditure control in the Public service as well as sound Knowledge of Public Finance Management Act, Treasury Regulations, Basic Accounting System. Knowledge/experience in the Guardians Fund environment. Skills and Competencies: Computer literacy MS WORD, MS EXCEL and Power Point; Good Communication (verbal and written) skills; Time management skills; BAS skills; Interpersonal relation and problem solving; Analytical skills

DUTIES : Liaise with budget coach with regards to finance matters related to the Masters Office; Table the financial reports of the Masters Office; Capturing of monthly statistics and generate reports on financial statistics indicating performance Issue early warning reports; Collect and consolidate budget inputs for the Masters Office; Coordinate the budget reviews (monthly, quarterly and annually) Render assistance in monitoring the budget Ensure compliance with budgetary aspects as stipulated in the PFMA, Treasury Regulations and financial prescripts; Monitor expenditure allocation and amend erroneous allocations; Monitor policies and procedures governing sound financial management

ENQUIRIES : Mr. V Mathonsi ☎ (012) 315 1473
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of 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 : 29 August 2011

POST 33/40 : **ADMINISTRATIVE OFFICER**

SALARY : R 174 117.00 – R 205 101.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Victoria West Magistrate Office
REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Two (2) years supervisory experience; Experience in Vote and Trust Account will be an added advantage; Valid drivers licence will be an added advantage. Skills and Competencies: Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure

DUTIES : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES : Ms C. Cader ☎ (053) 8390000 ext 2030
APPLICATIONS : Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered

- POST 33/41** : **STATE ACCOUNTANT REF:11/295/CFO**
Division: Systems and Accounts Control
- SALARY** : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office
- REQUIREMENTS** : 3 year Bachelor's Degree in Finance or equivalent qualification. At least one year relevant financial experience, combined with experience in BAS; Knowledge of the Public Finance Management Act (PFMA), Basic Accounting System (BAS) and National Treasury Regulations; Knowledge Safety Net and supplier registration will be an advantage. Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word) Good communication (written and verbal) skills; Good interpersonal relations; Facilitation/training skills; and; Drafting of procedure manuals and training material Communication skills (written & verbal)
- DUTIES** : Manage monitor payment batches within the Directorate; Manage and monitor files/register and the movement of documents Attend the daily payment enquiries. Provide training to sub-ordinates; Provide input for Audit purposes ; Compile memorandums and handle all related enquiries ; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations; Reconcile and clear ledger, suspense and control accounts;
- ENQUIRIES** : Ms. E Zeekoei ☎ (012) 315 1436
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of 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** : 05 September 2011
- POST 33/42** : **LIBRARIAN REF: 11/297/LAS**
- SALARY** : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Chief State Law Adviser, Cape Town
- REQUIREMENTS** : Degree in Library qualification; Two years working experience in Library; Knowledge and experience of electronic information resources and online retrieval skills; Experience in a law or legal library will be an advantage. Skills and Competencies: Communication skills (verbal and written); Computer Literacy; Interpersonal relations; Creative and Analytical thinking skills; Research and planning skills; Report writing skills; Library customer/client service 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 and subscription management; Conduct reactive/proactive research on clients requests; Keep library statistics on a daily basis; Insert replacement pages in the loose – leaf publications, statutes of RSA, Bind and index Bills; Conduct literature searches on internet, Sabinet, Jutastat, Lexis, Nexis and Citrix and maintain contracts with other institutions.
- ENQUIRIES** : Mr C Zana ☎ (012) 315 8185
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of 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** : 5 September 2011
- POST 33/43** : **COURT INTERPRETER 2 POSTS**
- SALARY** : R 94 575.00 – R 111 408.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Springbok Magistrate Office
Upington Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory. Sotho, Sepedi, Tsonga and isiZulu will be an added advantage Skills and Competencies: Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi- judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases

in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.

ENQUIRIES : Mr J Tope ☎ (053) 8390 000 ext 2060
APPLICATIONS : Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered

POST 33/44 : **TYPIST**

SALARY : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Kimberley Magistrate Office

REQUIREMENTS : Grade 12 certificate or equivalent qualification with typing as a passed subject; Minimum typing speed of 25 - 35 wpm; An appropriate word processing course successfully completed; Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES : Type reports; General correspondence; =Answer telephone and take messages; Other administrative duties.

ENQUIRIES : Mr. R Meza ☎ (053) 839 0000 ext 2057

APPLICATIONS : Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered

POST 33/45 : **ADMINISTRATION CLERK**

SALARY : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Kakamas

REQUIREMENTS : Grade 12 or equivalent qualification; Administrative experience will be an added advantage. Skills and Competencies: Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.

DUTIES : Handle routine work at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.

APPLICATIONS : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered

CLOSING DATE : 05 September 2011

POST 33/46 : **PROVISIONING ADMINISTRATION CLERK REF: 11/302/CFO**

Division: + Fleet Management

SALARY : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent qualification; Relevant administration experience; Knowledgeable on Supply Chain Management functions with special focus on Fleet, Cell phones and Travel Management; A valid driver's license will be an added advantage. Skills and Competence Communication skills (written and verbal); Computer literacy (MS Word and Excel); Interpersonal skills; Basic numeric skills; Ability to gather data and compile information; Knowledge of document management and filing.

DUTIES : Provide administrative support services with regard to fleet, cell phones and travel management; Issue vehicles, monitor vehicle usage, arrange for servicing and maintenance of vehicles; Reconcile official kilometers with the petrol consumption; Pre and Post inspection of the vehicles; Support the manager by obtaining outstanding travel related documents from the user and check for compliance; Assist with the record-keeping of all travel related documentation; Maintain and update

registers; Assist with all cellular phone/data card related functions; Prepare financial documents; Reconcile accounts and process payments and; Record keeping.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of 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 : 05 September 2011

POST 33/47 : **SENIOR ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES**
REFERENCE: 11/299/ISM

SALARY : R79 104 – 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; One (1) year relevant experience and knowledge of ITC operations, PFMA and Procurement Regulations. Skills and Competencies: Computer Literacy (MS Office); Communication skills (Verbal & written); Interpersonal skills; Ability to work with stakeholders in a professional manner; Accuracy and attention to detail.

DUTIES : Obtain quotations from suppliers for goods and services; Prepare documentation for approval; Follow-up to ensure all orders are delivered timeously and supplier's payments are processed within 30 days from receipt of invoice; Conduct daily checking of all records to ensure proper filing of procurement documents; Ensure checking and follow-up of invoices with Finance and Service Providers; Deal with enquiries relating to IT procurement; Liaise with suppliers, process ITC applications; Capture requisitions, purchase orders and invoices on the system.

ENQUIRIES : Ms D Modungwa ☎ 012 315 1441

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.

CLOSING DATE : 05 September 2011

POST 33/48 : **PROVISIONING ADMINISTRATION CLERK 1 POST REF NO: 11/302/CFO**

SALARY : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office; Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent qualification; Relevant administration experience; Knowledgeable on Supply Chain Management functions with special focus on Fleet, Cell phones and Travel Management; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills (written and verbal); Computer literacy (MS Word and Excel); Interpersonal skills; Basic numeric skills; Ability to gather data and compile information; Knowledge of document management and filing.

DUTIES : Provide administrative support services with regard to fleet, cell phones and travel management; Issue vehicles, monitor vehicle usage, arrange for servicing and maintenance of vehicles; Reconcile official kilometers with the petrol consumption; Pre and Post inspection of the vehicles; Support the manager by obtaining outstanding travel related documents from the user and check for compliance; Assist with the record-keeping of all travel related documentation; Maintain and update registers; Assist with all cellular phone/data card related functions; Prepare financial documents; Reconcile accounts and process payments and; Record keeping.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of 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 : 05 September 2011

POST 33/49 : **SENIOR ACCOUNTING CLERK REF NO: 11/288/MAS**

SALARY : R79 104– R93 180 per annum The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court: Bloemfontein

REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Completed or studying towards a Degree or National Diploma in

Accountancy (Finance/Accounting/Auditing) will be added advantage; Relevant experience in Finance/Accounting; Knowledge of Public Finance Management Act (PFMA) and Guardian's Funds environment. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (written and verbal); Interpersonal relations; Ability to work independently and in a highly pressurized environment.

DUTIES : Administer and maintain the Guardians Fund Books and Registers; Manage and administer deposits and prepare the receipting of all deposits and maintain the safe; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts and responsible for the office safe; Manage and administer daily payments, compile payment sheets and covering letters; Assist in compiling Statistics; Ensure effective reconciliation of Accounts and Agency payments.

ENQUIRIES APPLICATIONS : Mr V Mathonsi (012) 315-1473
: 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 : 29 August 2011

POST 33/50 : **SECURITY OFFICER: TWO POSTS: REF NO: 11/286/MAS**

SALARY : R66 750 – R78 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of High Court: Pietermaritzburg

REQUIREMENTS : Grade 12 or equivalent qualification plus 2 years relevant security, CCTV and control room experience; The successful completion of security related training; Must be registered with PSIRA at least to grade B; Knowledge of prescribed security legislation and procedures. The following would serve as recommendations: Valid drivers license; Experience in the operation of x-ray machines for security checks. Knowledge of Occupational Health and safety. Investigation of incidents Skills and Competencies: Computer literacy (Ms office); Good Communication skills (verbal and written); Attention to detail; Problem solving; Customer focus; Ability to work independently; Investigation skills.

DUTIES : Perform access control duties in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985; Operate CCTV and access control equipment effectively; Ensure the safety of personnel, property and assets; Deliver security services to all clients of the department; Monitor private security offices; Response to alarms and emergency situations; Record keeping of all incident reports; Follow up on incidents; Apply emergency procedures (in situation like bomb scares, riots, etc, and alert emergency services and departmental management); Internal and external enquiries.

ENQUIRIES APPLICATIONS : Mr V Mathonsi ☎(012) 315 1473
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of 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 : 29 August 2011

POST 33/51 : **MESSANGER 2 POSTS REF:11/304/MAS**

SALARY : R66 750 – R78 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court: Johannesburg

REQUIREMENTS : Abet Level 5/Grade 10 or equivalent; Experience in rendering messenger services; Ability to read and write clearly; A valid driver's license. Skills & Competencies: Basic Computer literacy; Communication skills (verbal and written); Interpersonal relations; Ability to liaise with team members and members of the public

DUTIES : Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.

ENQUIRIES APPLICATIONS : Mr. V Mathonsi ☎ (012) 315-1473
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

CLOSING DATE : 29 August 2011

NOTE

: Regional Office Northern Cape: Note: Should the successful candidate be on the same level as the advertised post then the transfer will be at own cost. Please also note that any resettlement costs will be negotiated during the recruitment process.

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, or hand delivered to 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside
- CLOSING DATE** : 01 September 2011
- FOR ATTENTION** : Mr S Matlakala / Ms M Palare
- 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 which are not older than three months. 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. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

- POST 33/52** : **SENIOR STATE ACCOUNTANT REVENUE AND DEBT MANAGEMENT**
- SALARY** : R 174 117 per annum, Level: 08
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Degree or N Diploma in financial related field and relevant experience PLUS the following key competencies: Knowledge of: • PFMA and Treasury Regulations • Basic Accounting System • Dora • Grap Skills: • Excellent financial management skills • Computer literacy • Numeracy skills Communication: • Ability to interact with persons on various levels • Good verbal and written communication Creativity: • Innovative and self confident • Ability to analyse and solve problems • Ability to work under pressure
- DUTIES** : Administer and maintain records of PMG account and bookkeeping activities • Clear and reconcile revenue related ledger accounts • Prepare and consolidate monthly revenue registers • Provide advice and handle revenue related queries • Administer cashier's office • Supervise and develop staff
- ENQUIRIES** : Mr N Thobejane ☎ 012 444 3034
- NOTE** : Preference will be given to people with disabilities.
- POST 33/53** : **REGISTRY CLERK**
- SALARY** : R79 104 per annum, Level: 4
- CENTRE** : Head Office, (Pretoria)
- REQUIREMENTS** : A Grade 12 Certificate (Matric Certificate), couple with appropriate experience in clerical administration PLUS the following key competencies: Knowledge of: • Registry procedures • Government policies • Information Management • Public Service regulations Skills: • Computer Literacy • Organising • Numerical • Communication: • Good communication skills • Interpersonal skills Personal Attributes: • Helpful and friendly
- DUTIES** : KRA's: To administer the filing function of the Mine Surveying Directorate • To administer and control the mailing system for the Directorate • General Office Administration duties
- ENQUIRIES** : Mr FH Ras ☎ (012) 444 3758

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 quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 116 Proes Street, Batho Pele House, cnr Proes and Schubart Street, Pretoria, 0001. Faxed and emailed applications will not be considered.

CLOSING DATE : 29 August 2011, 16H30

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.

OTHER POST

POST 33/54 : **DEPUTY DIRECTOR: GENDER & YOUTH FOCAL POINT: REF: DPSA/0053**
Chief Directorate Corporate Resource Management
The DPSA requires the services of an experienced individual in promoting gender equality & working on programs that addresses the needs of young people in order to support the department to carry out its responsibilities to implement gender and youth mainstreaming programs.

SALARY : An all-inclusive remuneration package of R406 839 per annum (Level 11). Annual progression up to a maximum salary of R479 238 is possible subject to satisfactory performance. The all-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 according to personal needs within a framework.

CENTRE : Pretoria

REQUIREMENTS : An appropriate degree / 3 year National Diploma in Management/Social Sciences/HRM. Knowledge of the Public Service legislative and regulatory framework including the National Gender Policy Framework and the National Youth Policy 2009 – 2014. At least 3 years experience in dealing with/ managing Gender or Youth programs. Good project management and coordination skills. Good communication, networking and interpersonal skills. An ability to work under pressure and with tight deadlines. A willingness to work extended hours. A good understanding of Gender and Youth policies in the public sector. A sound understanding of government's priorities and service delivery imperatives. An ability to work in a team and within strong matrix arrangements. Sound analytical, interpretive and high-level communication skills. Excellent writing skills with meticulous attention to detail and record keeping. Computer literate.

DUTIES : To develop policy, strategy and action plan on gender mainstreaming to ensure that gender and youth issues are routinely considered in departmental strategic planning exercises and reflected in the business plans and routinely report on. To review departmental policy and planning in line with the National Gender Policy Framework . Develop necessary methods and tools to disseminate gender disaggregated data and a collection of good practice examples of gender gender and youth mainstreaming. To co-ordinate gender& youth training and education of all staff within the department to ensure integration into all aspects of the work; and regular monitoring and reporting /evaluate departmental projects and programmes to assess whether they are consistent with the gender policy.

ENQUIRIES : Ms. B Hendricks, tel. (012) 336 1570

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The main focus of the Department of Science and Technology is on implementing the national research and development strategy. The strategy is implemented through an integrated approach that includes human resource development, knowledge generation, investment in science and technology infrastructure, and the strategic management of the public science and technology system. To assist us in achieving our goals, we wish to appoint dynamic individuals in the following positions in our head Office in Pretoria:

- APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on "Careers" then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to help@jonti.co.za or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and Application Letter to HRHelpdesk@dst.gov.za or by post to Private Bag X894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building, 53, Meiring Naude Road, Brummeria
- CLOSING DATE** : 03 September 2011
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document, pay slip, if employed and reference report. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. SMS members (Level 13 to 16) will be subjected to competency based assessment. On assumption of duty, the incumbent will have to enter into a performance agreement and sign declaration forms.

OTHER POST

- POST 33/55** : **SENIOR SECRETARY**
Sub-Programme: International Resources
- SALARY** : R113 686 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate / Certificate in Office Administration would be an advantage. Computer literacy, extensive knowledge and experience of MS Word, MS Excel, PowerPoint, MS Outlook and the Internet are essential, at least 2 years relevant secretarial/administrative experience.
- DUTIES** : The successful candidate will be responsible for providing secretarial and administrative support to two Managers, daily office management, diary management, minute taking. Manage routine correspondence and the processing of subsistence and travel allowances (This will include handling of logistics and related services for meetings, travel and accommodation arrangements and assisting with events).

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.

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 02 September 2011
- NOTE** : 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). Shortlisted candidates must be prepared to undergo competency assessment. "The Department of Social Development supports persons with disabilities"

OTHER POSTS

- POST 33/56** : **SENIOR PROVISIONING ADMINISTRATION OFFICER**
Directorate: Supply Chain Management
- SALARY** : R174 117 p.a.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree or equivalent qualification in Financial Management or Logistics Management plus sufficient experience and/ or Senior Certificate (Grade 12) plus extensive relevant experience. Knowledge of Supply Chain Management, PFMA, Treasury Regulations, PPPFA, LOGIS Procurement Integration and LOGIS infrastructure. The successful candidate must have already successfully completed LOGIS I, LOGIS System Control and Basic Accounting System courses. Competencies needed: Organising and planning skills. Communication (written and verbal) skills. People management and empowerment skills. Computer literacy. Problem-solving skills. Attributes: Initiative and handling of conflict. Ability to work under pressure.
- DUTIES** : Key Responsibilities: Coordinate and maintain store administration of LOGIS. Managing and stocktaking of E-class items (warehouse), managing orders and payments, management of LOGIS and support, management of 0-9 files and assessment of suppliers. Supervision and evaluation of subordinates. Train and advise End-Users with regard to issues pertaining to Provisioning Administration. Function as LOGIS System Controller.
- ENQUIRIES** : Ms P Nchabeleng Tel: (012) 312-7709
- POST 33/57** : **SENIOR ADMINISTRATION CLERK GRADE I**
Chief Directorate: Population and Development
- SALARY** : R79 104 p.a.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 10 or equivalent Certificate plus extensive experience in administration and/ or Senior Certificate or equivalent qualification plus sufficient experience in administration. Competencies needed: Communication skills Computer literacy. Planning and organising skills Problem-solving skills Knowledge of provisioning and procurement prescripts. Office administration skills. Attributes: Friendly. Independent. Team Worker. Supportive.
- DUTIES** : Key Responsibilities: Order stationery and equipment for the Chief Directorate. Record and submit leave forms to the Directorate: Human Resource Management. Assist with the logistical arrangements for workshops, conferences, seminars and other events. Arrange journeys and accommodation for staff travelling nationally. Act as relief Secretary to Chief Director/ Director in absence of Secretary. Act as the sub-inventory controller of the Chief Directorate. Obtain quotations for goods and services.
- ENQUIRIES** : Ms R van Rensburg Tel No: Tel: (012) 312-7929

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Cnr Proes & Beatrix, Arcadia
- FOR ATTENTION NOTE** : Mr Katlego Futhane
- : Applications must be submitted on form Z83, obtainable from Public Service department or on the internet at www.gov.za/document and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualifications and ID document 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. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered

MANAGEMENT ECHELON

- POST 33/58** : **CHIEF FINANCIAL OFFICER REF NO 79303**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R830 502 per annum (Salary level 14)
: Pretoria
: A completed tertiary qualification in Finance. A postgraduate qualification and registration as a Chartered Accountant would be preferred. A minimum of five years practical experience at a Senior Management level dealing with finance and supply chain matters. Excellent management, communication and interpersonal skills. Excellent financial administration and accounting skills. Experience in and knowledge of the GAAP. Knowledge of the public sector and budget reform process. The ability to act as a change agent and manage in accordance with the strategic vision and objectives of the Department. Knowledge of Financial and Supply Chain Management in relation to the regulatory framework for the Public Service, eg Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations
- DUTIES** : Provide support to the Accounting Officer of the Department and line managers. Manage the departmental budget in accordance with Departmental Strategy and relevant prescripts. Co-ordinate and ensure effective and efficient performance of the Financial Management and Supply Chain Management function in all components of the Department. Put in place systems and procedures to ensure efficient management of expenditure control. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and maintaining measures to prevent fraud and maladministration. Provide timely and accurate financial and operational information necessary for strategic decision making. Ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Oversee the preparation and analysis of the Annual Financial Statements for the Department.
- ENQUIRIES** : Mr K Terry (012) 300 5570
- CLOSING DATE** : 29 August 2011

OTHER POSTS

- POST 33/59** : **DEPUTY DIRECTOR: WEBSITE MANAGER**
Unit: Corporate Information Management
- SALARY CENTRE REQUIREMENTS** : All inclusive remuneration package of R406 839 per annum (level 11)
: Pretoria
: An appropriate three year tertiary qualification Experience in: online communication and/or online information management areas; maintaining content (text and images, video) on Websites as well as handling enquiries on Websites and Intranets; website content management and development, and basic web design principles. Social Media, Advanced Computer literacy, It is essential that the candidate is able to work independently and accurately. Excellent knowledge of web trends as well as verbal, writing, editing and proofreading skills. The successful candidate should have good organisational, management, research and information gathering skills.

DUTIES : Responsible for building and maintaining relationships with both internal and external suppliers of information, as well as coordinating and overseeing all online activities. Identify effective and relevant online solutions for the organization and ensure that the latest online trends are being implemented and used effectively throughout the organization and that all online systems are being used effectively. Key Responsibilities: Responsible for the overall running of the website sub unit, Ensuring that all online systems are running effectively, Identifying new systems for the constant improvement and growth of the website sub unit, Responsible for building and maintaining relationships with both internal and external suppliers of information. Liaise with and determine web-based needs and requirements of stakeholders. Develop, co-ordinate and update information on organizational websites, social media sites and intranet on an on-going basis. Collect data and compile information for publication on online systems, Populate and maintain the integrity of the Content Management System (CMS) and indexing of all records, Budgeting and planning

ENQUIRIES : Ms Kassiani Lythrangomitis 012 308 1724
CLOSING DATE : 2 September 2011

POST 33/60 : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT**
Please note that this post is being re-advertised, for the Department was unable to identify a suitable candidate when it was advertised previously in May 2011.
Directorate: Stakeholder Management

SALARY : All-inclusive remuneration package of R206 982 per annum (salary level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelor degree (or equivalent qualification on NQF level 6) coupled with relevant experience in stakeholder relations management, research, writing and policy analysis.

DUTIES : The successful candidate will be required to assist the Directorate to, among others: organize regular interaction between the Principal and key stakeholders, provide research support in preparation for stakeholder engagements, prepare briefing notes for the Principal, undertake policy analysis on relevant matters and perform any relevant responsibilities deemed necessary by the Head of the Chief Directorate.

ENQUIRIES : Mr M Maki (012) 300 5212
CLOSING DATE : 2 September 2011

POST 33/61 : **ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT & LIBRARY SERVICES**
Unit: Corporate Information Management

SALARY : All-inclusive remuneration package of R206 982 per annum (salary level 9)
CENTRE : Pretoria
REQUIREMENTS : The incumbent must be in possession of Bachelor of Library and Information Science (BBibl)/ or Honours Degree in Library and Information Science (BInf Hons)., as well as relevant experience in providing in-depth knowledge of print and electronic Information Resources to clients. Good Planning and organisational skills, excellent communication (written and verbal) skills, analytic and problem solving skills, advanced computer literacy, friendly, independent and good interpersonal skills, ability to work under pressure.

DUTIES : Database management and oversight of the electronic catalogue updating and maintenance; Ensuring continuous update and maintenance of the Knowledge Management & Library Services webpage; proactive and reactive provision of information resources, Continuously identify new library / knowledge management trends and technologies for implementation; Information analysis and packaging, Information material collection development and maintenance, Monitor the selection and acquisition of library material and control stock inventory in library ;conduct user needs analysis and solicit feedback to ensure provision of relevant publications and information services, liaise with stakeholders and other service providers to keep up-to-date with current and relevant publications, network with other Information and Knowledge Resource Centers, Develop and implement the policies, procedures and strategies; Search relevant databases and other sources of information to support research projects by branches and units in The Presidency; Management of special projects and other additional support services to Corporate Information Management Unit.

ENQUIRIES : Mr Renata Shilubana-Lechaba (012) 300 5444/1725
CLOSING DATE : 2 September 2011

NATIONAL DEPARTMENT OF TOURISM



NB: People with disabilities are encouraged to apply for these posts. For more information, please visit our website at www.tourism.gov.za

- APPLICATIONS** : The Director-General, Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: The Tourism House, 17 Trevena Street, Sunnyside, 0002 for the attention of Mr G Moroke
- CLOSING DATE** : 5 September 2011
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). The Department of 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 these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 33/62** : **ASSISTANT DIRECTOR: CABINET AND CLUSTER COORDINATION NDT76/2011**
- SALARY** : R 206 982.00 per annum (Total inclusive package of R291 578.00 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year degree in Public Administration, Social Science, Business Management or an appropriate equivalent qualification; relevant experience in Government integrated governance system. Good knowledge of work of Government planning and reporting mechanisms; understanding of Government policy development processes. Understanding of the Tourism Sector; An understanding of Government policies, programmes and priorities (FOSAD, Cabinet and Cluster); Good knowledge of Government outcome based approach; Problem solving skills; Researching skills; Ability to work independently; good communication skills (verbal and written). Good interpersonal and stakeholder liaison skills; ability to work under pressure and time management; willingness to work extended hours.
- DUTIES** : Assist in content support for Ministerial and Departmental engagements with Cabinet, FOSAD and Cluster. Assist with research and analysis of policy; interpret and review policies related to Tourism sector. Assist in providing strategic support and direction for Tourism to deliver on intergovernmental co-ordination and policy analysis; promote the integration of the department's objectives into intergovernmental, national, provincial and local planning frameworks. Assist in reporting and compiling information for the Government outcome approach on quarterly basis; Assist in providing policy alignment support; assist the department to deliver on the Delivery Agreements (DA) signed by the Minister; Assist in providing quality and comprehensive research.
- ENQUIRIES** : Mr Sihle Zikalala. Tel: (012) 444 6735
- POST 33/63** : **ADMINISTRATIVE OFFICER: CORPORATE AFFAIRS NDT77/2011**
- SALARY** : R 140 208.00 per annum (Total inclusive package of R210 559.00 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year recognized tertiary qualification or Grade 12 certificate with extensive experience in office administration. Good understanding of finance and procurement procedures. Good computer literacy with knowledge of MS Excel, MS Powerpoint, MS Word, email and the internet. Good communication (written and verbal), interpersonal, organising skills. Ability to work individually and in a team, document management skills, ability to work under pressure and be able to multi task. Knowledge and understanding of filing systems. Knowledge of Logis.

DUTIES : The successful candidate will be responsible for the following key performance area:
Provide administrative support during meetings/ workshops, document management, ordering and distribution of stationery, handling of telephone accounts, asset management and salary advices, update and maintaining of filing systems, manage incoming and outgoing documentation. Making the necessary logistical arrangements, maintain the Chief Directorate's leave schedule, assist in compiling and submitting of claims and administering procurement processes.

ENQUIRIES : Ms N Sebola, Tel: 012 444 6152

POST 33/64 : **OFFICE ADMINISTRATOR II: CHIEF DIRECTORATE: CORPORATE AFFAIRS (NDT78/2011)**

SALARY : R 140 208 per annum (Total inclusive package of R210 559.00 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate with extensive work experience in office administration. A relevant post-matric/three year qualification will serve as an added advantage. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of Microsoft packages. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours when required.

DUTIES : Render effective office administrative support service in the office of the Chief Director and perform the following key functions: Receive visitors in office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Compile presentations, submissions, reports and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Manage the Chief Director's diary. Assist with procurement of goods and services for the Chief Directorate. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.

ENQUIRIES : Ms N Sebola, Tel: 012 444 6152

POST 33/65 : **SENIOR ADMINISTRATION CLERK: TOURISM SERVICE EXCELLENCE (NDT79/2011)**

SALARY : R 113 568.00 per annum (Total inclusive package of R178 236.00 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate plus relevant working experience in office administration. A recognized three year tertiary qualification will serve as an added advantage. Good interpersonal, communication (verbal/ written), analytical and organizing skills. Good computer literacy and use of standard packages. Good administration, diary management. An understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently and with limited supervision. Willingness to work long hours when required.

DUTIES : The Development and maintenance of the stakeholder's database. Provide support in the implementation of service excellence action plans and interventions. Provide administrative support to the Directorate. Consolidate all queries from all stakeholders. To provide support for the implementation of consumer feedback mechanism. Compile presentations, submissions, report and documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance/ information. Make logistical arrangements for meetings and workshops. Responsible for the procurement process of goods and services for the Directorate. Make logistical arrangements for meetings and workshops. Make travel arrangements, taking minutes and perform other office administration related functions.

ENQUIRIES : Ms P Molele, tel. (012) 444-6443

POST 33/66 : **OFFICE ADMINISTRATOR I: POLICY DEVELOPMENT AND INTERGOVERNMENTAL COORDINATION NDT80/2011**

SALARY : R 113 568.00 per annum (Total inclusive package of R178 236.00 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate plus relevant working experience in office administration. A relevant post-matric, three year qualification will serve as an added advantage. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of standard packages. Good administration, diary management, mail and

telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours.

DUTIES

: Responsible for rendering effective office administrative support service in the office of the Director and perform the following key functions: Receive visitors in office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Compile letters and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Manage the Director's diary. Assist with procurement of goods and services for the office. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework

ENQUIRIES

: Ms N Sebola, tel. (012) 444-6152

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG DEPARTMENT OF FINANCE**

- APPLICATIONS** : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 2 September 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 33/67** : **CHIEF DIRECTOR: INTERNAL AUDIT (RISK & COMPLIANCE) REF NO: 70270680**
Directorate: Gauteng Audit Services
This is a 5- Year Fixed Term Performance Based Contract
Person Profile: Leadership, Visioning, Problem solving ability, customer relationship management, Facilitation and communication (written, verbal and responsive), analytical, business acumen, decision making, negotiation, quality management, innovation / continuous improvement, initiative, Internal audit flair.
- SALARY** : R 830 502 – R 1 007 865 per annum (total package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant diploma, degree, honours degree and CIA/CA. Minimum 6 years experience in senior management of an internal audit unit. Public Sector experience would be advantageous.
- DUTIES** : To support the General Manager: Gauteng Audit Services (GAS) in effectively discharging his / her responsibilities by delivering an internal audit service to a portfolio of departments within the Gauteng Provincial Government (GPG). Assist the General Manager: GAS in developing, implementing and managing a risk based audit strategy. Develop and manage risk based audit plans for a portfolio of departments in the GPG. Ensure that audit findings are appropriately reported and that the required action is undertaken. Perform reviews of audit projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all audits conducted in terms of the annual audit plan are properly scoped, planned, appropriately resourced and executed through close liaison with senior managers. To resolve complex and sensitive internal audit processes. Delivery of internal audit services. To quality assure internal audit processes. To ensure ongoing development of staff in GAS. To maintain service level agreements with line departments.
- ENQUIRIES** : Brenda Moiloa, Tel No: (011) 689- 6294
- NOTE** : The Gauteng Department of Finance is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with The Employment Equity target of the Department. Preference for this position will be given to females and people with disabilities.

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

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

MANAGEMENT ECHELON

- POST 33/68** : **HEAD: CLINICAL UNIT DENTAL GRADE I REF. NO: 70270394**
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R959 208 per annum (All Inclusive Packages)
- CENTRE** : Medunsa Oral Health Centre

REQUIREMENTS : Registration as a Specialist in Maxillofacial and Oral Surgery. Experience as a Specialist. Appropriate teaching experience. A good research track record. Proven leadership and management skills.

DUTIES : Assisting in the management and leadership of the department. Management of Specialist training. Management of undergraduate teaching. Research and innovation. Service rendering. Otherdelegated management tasks.

ENQUIRIES : Prof. T.S. Gugushe. Tel. No: (012) 521 4800

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 26 August 2011

POST 33/69 : **HEAD: CLINICAL UNIT DENTAL GRADE I REF. NO: 70270395**
Directorate: Intergrated Clinical Dentistry

SALARY : R959 208 per annum (All Inclusive Packages)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : A relevant clinical postgraduate qualification and full registration with the HPCSA. Understanding and being able to apply progressive principles of teaching, learning and assessment in higher education, including curriculum development and or innovation. Experience in clinical dentistry and practice management. Experience in administrative skills. Good interpersonal communication skills. Good research track record. An additional post-graduate qualification in higher education will be an added advantage.

DUTIES : Co-ordinating, managing, monitoring and participating in the teaching of Intergrated Clinical Dentistry for final year dental students. Management and administration within the School of Oral Health Sciences and Medunsa Oral Health Centre. Patient management. Research.

ENQUIRIES : Prof. T.S. Gugushe. Tel. No: (012) 521 4800

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 26 August 2011

POST 33/70 : **HEAD CLINICAL UNIT: ACCIDENT AND EMERGENCY REF. NO: 70270625**
Directorate: Accident and Emergency

SALARY : R959 208 per annum (All inclusive package)

CENTRE : Tembisa Hospital

REQUIREMENTS : MBChB and registration with the Health Professional Council of South Africa as Medical Specialist. Extensive knowledge in Accident and Emergency department. A minimum of seven (7) years experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal speciality (Accident and Emergency).

DUTIES : Execute advisory commitment; formulate strategic policies which will enable the hospital to successfully fulfil its role in delivering quality service to the community. Compile budget and manage personnel activities. Provide ongoing development and post graduate training to all medical professional and non professional workers, effective provisioning in utilizing of personnel by means of effective resource utilization and application of labour practices in order to achieve organizational professional standards. Participate in Outreach activities. Leads clinical governance and quality assurance in the department of Accident and Emergency. Represent the hospital in higher level committees. NOTE: The employer reserves the right to fill or not the post.

ENQUIRIES : Dr. D.N. Msibi. Tel. No: (011) 923 2053

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 09 September 2011

POST 33/71 : **MEDICAL SPECIALIST GRADE II: RADIOLOGY 2 POSTS REF. NO: 70270575**
 Directorate: Radiology

SALARY : R701 664 – R744 720 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : MBChB Degree. 5 Years experience as a Radiology Specialist Registration with the HPCSA as a Specialist in Radiology. Computer literate (Microsoft Office). Administrative and management knowledge. Teambuilding skills, people skills and interpersonal relations skills. Communication skills, organization skills, problem solving- and interventional skills. Must be highly motivated and enthusiastic to contribute to the radiology care. Management and interventional radiology experience will be an advantage, but not an inherent job requirement.

DUTIES : Perform clinical specialist duties and patient care in radiology. Be involved in the supervision and training of registrars. Work as part of the multidisciplinary team to provide effective patient care. Should be able to perform commuted overtime as per departmental requirement. Perform duties assigned by the Head of Department. Attend to emergency services after hours. Maintain assurance standards and other departmental policies. Manage a unit within the radiology department. Contribute to Radiology planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Dr. I. Nagdee, Tel no: (011) 933 9406
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/72 : **MEDICAL SPECIALIST GRADE II REF. NO: 70270585**
 Directorate: Obstetrics and Gynaecology

SALARY : R701 664 – R744 720 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : MBChB Degree. 5 Years experience as an Obstetrics and Gynaecology Specialist. Registration with the HPCSA as a Specialist. Administrative and management knowledge.

DUTIES : Provide specialist services in obstetrics and gynaecology as required at a level 3 hospital. Lead clinical teams that include junior specialists, registrars and interns to achieve service delivery in clinical obstetrics and gynaecology. To assist in the training of interns, medical officers and registrars. Assist the head of department with administrative duties as periodically required. Teach undergraduate and postgraduate students in obstetrics and gynaecology. Should be able to perform commuted overtime as per departmental requirement. Maintain assurance standards and other departmental policies. Initiate and participate in departmental research projects and supervise postgraduate students with their research. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Prof. E.J. Buchmann, Tel no: (011)933 8156
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

OTHER POSTS

POST 33/73 : **ASSISTANT PHARMACY MANAGER: PHARMACEUTICAL SERVICES REF. NO: 70270586**
 Directorate: Pharmacy

SALARY : R498 210 - R578 19 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Degree in B. Pharm. Current registration with the South African Pharmacy Council as a Pharmacist. Project management skills. Advanced computer literacy. Team building and leadership skills. A valid driver's license – Code 8. An in-depth understanding of the National Drug Policy, all pharmacy legislation and the Public Finance Management Act. Recommendations: A minimum of 5 years experience as a

Pharmacist post registration with the South African Pharmacy Council. A qualification in management.

DUTIES : Overall management of the Chris Hani Baragwanath Hospital (CHBH) Pharmacy including all satellite pharmacies on the premises. Assist in the development of the annual pharmaceutical budget. Sound management of the allocated budget inclusive of the Equitable Share and all relevant grants. Overseeing the down referral process of stable patients. Ensuring the availability and accessibility of essential medicines including ARVs to all CHBH patients. Development and management of relevant standard operating procedures Including those that promote medicine rationale use. Facilitation of the functioning of the institutional PTC. Coordination of training and development of pharmacy personnel. Management of all pharmaceutical projects that may arise. Contribute to Pharmacy planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Dr. N. Lesia. Tel No: (011) 933 8154

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/74 : **DEPUTY DIRECTOR: RADIOGRAPHY – GRADE I REF. NO: 70270589**

SALARY : R475 806 – R528 072 per annum

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Bachelors Degree in Radiography. Computer literacy. Diploma/Degree appropriate qualification that allows registration with HPCSA as a Radiographer. Registration with the Health Profession Council of South Africa as a Radiographer plus proof of payment for the period 2011. A minimum of 3 years appropriate experience in the Radiography profession after registration as a Radiographer with the South African Council as an Radiographer, of which 2 years must be appropriate experience in management. Knowledge of the public service legislations, policies and procedures. Good written, interpersonal and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Knowledge and understanding of the Public Finance Management Act. Ability to work in a stressful environment with exceptional ability to motivate staff and subordinates. Ability to manage a number of staff from diverse cultures and background. In depth knowledge in radiography and the new diagnostic modalities. Ability to work independently with minimal supervision.

DUTIES : Manage, plan, coordinate, implement and maintain the radiography services. Responsible for the overall administrative management and supervision of radiographic services, radiographers and related workers at Chris Hani Baragwanath Academic Hospital. Control, monitor and motivate for human, equipment and other resources. Ensure that radiographic services are provided according to policies, procedures and set standards and all patients are treated competently and effectively. Facilitate research among radiographers and participate in regional and provincial standing committees as delegated. Promoting and implementing ongoing research and projects in the section. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analyzes and maintenance of a high standard of quality assurance. Assist with operational staff and student supervision, evaluation and training. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Ms. P. Naik. Tel. No: (011) 933 8154

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/75 : **MEDICAL PHYSICIST GRADE II REF. NO: 70270587**
Directorate: Nuclear Medicine

SALARY : R475 806 – R528 072 per annum

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : An appropriate qualification that allows for Registration with the HPCSA as a Medical Physicist. 8 Years appropriate experience after registration with HPCSA as a Medical Physicist. License holder for Radiology and Nuclear Medicine. Computer literacy (Ms Word, Ms Excel). Sound knowledge of Government Regulations, Policies and Acts. Ability to implement policies. Good communication (verbal & written) interpersonal relations supervisory, planning and organizing skills. Must be able to work under pressure.
- DUTIES** : Quality assurance. Acquisition of new equipment and maintenance of equipment. Performance of quality assurance tasks on all equipment in the Radiology and Nuclear Medicine Department. Writing specifications for new equipment after consultation with diagnostic radiology physicians and radiographers. Commissioning and acceptance of equipment as well as the training of staff in the use of equipment. Management and supervision of the maintenance of equipment. Evaluation of tenders submitted and managing the medical physics responsibilities towards the diagnostic Radiology Department. Assist in drafting the equipment budget for diagnostic radiology. Act as member of the management team of the diagnostic Radiology Department. Ensure that Radiation protection is adhered to. Management and supervision of acquisition of new equipment. Participation in management structures of department. Sound working relationships with Radiologists, Radiographers, Nuclear Medicine Staff and support staff. Provide technical Reports and advice where necessary.
- ENQUIRIES** : Dr. I. Nagdee. Tel. No: (011) 933 940
- APPLICATIONS** : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 29 August 2011
- POST 33/76** : **DEPUTY MANAGER: NURSING, PN-A8 5 POSTS REF. NO: 70270633 MEDICINE & PSYCHIATRY; REF. NO: 70270634 SURGERY & OPHTHALMOLOGY; REF. NO: 70270635 CLINICAL SUPPORT; REF. NO: 70270636 MOTHER & CHILD AND REF. NO: 70270637 OPD INCLUDING PHARMACY PATIENT AREA**
- SALARY** : R468 069 – R526 812 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the South African Nursing Council as Professional Nurse as well as proof of receipt of current registration with the SANC. A Minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to must be appropriate/recognizable experience at management level. Diploma/Degree in Nursing Management, Nursing Education and Community Health Nursing will be an advantage. Registration in one of the Nursing Specialty areas (R212) and possession of a certificate/diploma in Hospital or Health Management will be and added advantage. Drivers license. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self motivated, willingness to learn and must have integrity. A certificate/diploma in hospital or health management will be an advantage.
- DUTIES** : Overall management of the Business Unit including operational plans. Establish And maintain nursing care standards to ensure effective and efficient nursing services. Implementation of strategies to prevent medico-legal hazards and compliance to set standards. Ensure that the human resource processes are implemented, performance agreements and quarterly reviews are adhered to. Establish and maintain appropriate systems to ensure effective and efficient management of resources in accordance with the stipulations of the PFMA. Ensure that there is compliance to all legal prescripts. Ensure that six national priorities and the national core standards are implanted and maintained. Ensure adherence to labour relations prescripts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Report to the Clinical Manger of the Division/ Department.
- ENQUIRIES** : Ms. D. Ngidi. Tel. No: (011) 933 0134/Dr. N. Lesia. Tel. No: (011) 933 8154
- APPLICATIONS** : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application

including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
29 August 2011

CLOSING DATE

POST 33/77

MIDDLE MANAGER: SECURITY REF. NO: 70270595
Directorate: Logistics

SALARY

R406 839 – R479 238 per annum

CENTRE

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

NQF 6 (National Diploma or Degree in Social Science/Police Science) Plus 5 years management experience or Grade 12 certificate with 10 years working experience in a security related environment. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self motivated, willingness to learn and must have integrity.

DUTIES

Monitor the implementation of security measures, policies and guidelines in the department. Manage the vetting process in the department. Monitor the implementation and compliance with Occupational Health and Safety Act. Manage investigations relating to security breaches and advice management on security threats. Liaise with SAPS, NIA and other agencies on security management matters. Supervise and manage resources. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES

Mr. G. Mahlangu. Tel. No: (011) 933 9750

APPLICATIONS

Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

29 August 2011

POST 33/78

ASSISTANT MANAGER NURSING (AREA) PN-A7 4 POSTS REF. NO: 70270631, MEDICAL (2 POSTS) AND REF. NO: 70270632, SURGERY (2 POSTS)
Directorate: Nursing

SALARY

R309 327 – R358 593 per annum

CENTRE

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

Basic R425 Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with the SANC as a Professional Nurse. Current Registration with the South African Nursing Council. A Minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. At least 3 years of the period referred to must be appropriate/recognizable experience at management level. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self motivated, willingness to learn and must have integrity. A certificate/diploma in hospital or health management will be an advantage.

DUTIES

Establish and maintain nursing care standards to ensure effective and efficient Nursing services. Daily risk assessment to prevent serious adverse events and medico legal hazards. Management of Human Resources, management of leave and absenteeism. Performance management and development of staff, performance agreement and quarterly reviews. Efficient management of financial resources, management of stock and equipment, adherence to ordering schedule. Ensure that there is compliance to all legal prescripts. Ensure that sic national priorities and the national core standards are implemented and maintained. Ensure adherence to labour relations prescripts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES

Ms. D. Ngidi. Tel. No: (011) 933 0134

APPLICATIONS

Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

29 August 2011

POST 33/79 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PN-B3 (5 POSTS) REF. NO: 70270592 PAEDIATRICS (2 POSTS); REF. NO: 70270642 CRITICAL CARE (2 POSTS); REF. NO: 70270643 OBSTETRICS AND GYNAECOLOGY**

SALARY : R309 327 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the Specialties referred to in the glossary of terms. Registration with the South African Nursing Council as Professional Nurse. A Minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of current registration with the council. Computer Literacy (Ms Word, Ms Excel). In-depth clinical knowledge of the core services of the business unit. Knowledge of public service policies and procedures. Ensure implantation of clinical nursing practice, education and patient safety. Promote quality of nursing care as directed by the professional scope of practice and standards. Basic understanding of Human Resource, Financial and Procurement policies and practice. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self motivated, willingness to learn and must have integrity. A certificate/diploma in hospital or health management will be an advantage.

DUTIES : Overall management of the Business Unit including operational plans. Establish and maintain nursing care standards to ensure effective and efficient nursing services. Implementation of strategies to prevent medico-legal hazards and compliance to set standards. Ensure that the human resource processes are implemented. Performance agreements and quarterly reviews are adhered to. Establish and maintain appropriate systems to ensure effective and efficient management of resources in accordance with the stipulations of the PFMA Ensure that there is compliance to all legal prescripts. Implementation and supervision of all nursing procedures in the ward. Control and management of all human and material resources. Implementation of a sustainable performance management and development programme. Implementation of Core Standards. Ensure adherence to labour relations prescripts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Ms. D. Ngidi. Tel. No: (011) 933 0134
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/80 : **ASSISTANT DIRECTOR: (OCCUPATIONAL THERAPY) GRADE I REF. NO: 70270579**
Directorate: Occupational Therapy

SALARY : R284 331-R315 567per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Bachelors Degree in Occupational Therapy. Computer literacy. Registration with the Health Profession Council of South African as an Occupational Therapist plus proof of payment for the period 2011. A minimum of 3 years appropriate experience in the Occupational Therapy profession after registration as an Occupational Therapist with the South African Council as an Occupational Therapist, of which 2 years must be appropriate experience in Management. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Experience in a general public service hospital will be an advantage.

DUTIES : Manage all staff in the department (Sourcing and selection of staff, performance evaluation and staff allocation). Manage the budget, control expenses and execute and allocate all administrative tasks. Manage and coordinate the occupational therapy programme in consultation with the coordinator of the sub-section. Coordinate the

student training programme and liaise with the training institutions. Manage quality assurance in the department. Manage the continuing professional development programme. Implement and monitor sectional and provincial policies and contribute to the development thereof. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Ms. Naik. Tel. No: (011) 933 8154
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/81 : **CHIEF ORTHOTIST/PROSTHETIST REF. NO: 70270608**
Directorate: Orthotist/Prosthetist

SALARY : R256 188 – R284 331 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : National Diploma in Orthotist/Prosthetist. Computer literacy. (Ms Word, MsExcel). Registration with the Health Profession Council of South African as an Orthotist/Prosthetist plus proof of payment for the period 2011. A minimum of 3 years appropriate experience in the Orthotist/Prosthetist profession after registration as an Orthotist/Prosthetist with the South African Council as an Orthotist/Prosthetist, of which 2 years should be in a supervisory position. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team.

DUTIES : Manufacturing of Orthoses/Prosthesis and attend to patients Orthosis/Prosthesis needs. Be part of the outreach programmes. Monitor and supervise subordinates. Teach students in fabrication of appliances. Manage Human Resource in the section. Plan, organize and participate in information dissemination. Manage (plan, coordinate and implement) the Orthotist/Prosthetist service in the allocated section and manage own patient load. In the absence of the Head of Department the Chief Orthotist/Prosthetist is expected to attend relevant meetings and assume relevant functions on behalf of the Head of Department. Monitor and motivate for equipment and other resources. Promoting and implementing ongoing research and projects in the section. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analyzes and maintenance of a high standard of quality assurance. Assist with operational staff and student supervision, evaluation and training. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Mr. D. Mashaba. Tel. No: (011) 933 8816
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/82 : **CHIEF OCCUPATIONAL THERAPIST – GRADE I 2 POSTS REF. NO: 70270590**
Directorate: Occupational Therapy

SALARY : R256 188 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Bachelors Degree in Occupational Therapy. Computer literacy. Registration with the Health Profession Council of South African as an Occupational Therapist plus proof of payment for the period 2011. A minimum of 3 years appropriate experience in the Occupational Therapy profession after registration as an Occupational Therapist with the South African Health Profession Council as an Occupational Therapist, of which 2 years should be in a supervisory position. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Post-graduate training or specialization within occupational therapy will be an advantage.

DUTIES : Manage (plan, coordinate and implement) the occupational therapy service in the allocated section and manage own patient load. In the absence of the Head of

Department, the Chief Occupational Therapist is expected to attend relevant meetings and assume relevant functions on behalf of the Head of Department. Monitor and motivate for equipment and other resources. Promoting and implementing ongoing research and projects in the section. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analyzes and maintenance of a high standard of quality assurance. Assist with operational staff and student supervision, evaluation and training. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Ms. P. Gibbs. Tel. No: (011) 933 829
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/83 : **OPERATIONAL MANAGER NURSING GRADE 1 PN-A5 (GENERAL UNIT) 4 POSTS REF. NO: 70270640 MEDICINE (2 POSTS) AND REF. NO: 70270641 SURGERY (2 POSTS)**
 Directorate: Nursing

SALARY : R244 185 – R274 830 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy (MS Word, Ms Excel) In-depth understanding and implementation of nursing and health legislations. Clinical nursing practice, education and patient safety. In depth knowledge of professional scope of practice. Basic understanding of Human Resource, Financial and Procurement policies and practice. Understanding of and compliance to all legal prescripts. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self motivated, willingness to learn and must have integrity.

DUTIES : Implementation and supervision of all nursing procedures in the ward. Control and management of all human and material resources. Implementation of a sustainable performance management and development programme. Implementation of Core Standards. Management of pharmaceutical drugs. Form and integral part of the multidisciplinary team. Liaise with all relevant stake holders to achieve the goals of the institution. Ensure that there is compliance to all legal prescripts. Ensure that sic national priorities and the national core standards are implanted and maintained. Ensure adherence to labour relations prescripts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Ms. D. Ngidi. Tel. No: (011) 933 0134
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/84 : **PROFESSIONAL NURSE GRADE I 3 POSTS REF NO: 70270747**
 Directorate: Ekurhuleni Health District

SALARY : R210 630- R244 185 per annum
CENTRE : J. Dumane
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425,i.e., diploma or degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse plus one year post basic diploma in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC in terms of R212. Advanced Midwifery will be an added advantage. A minimum of 4 years appropriate experience in nursing after registration as professional nurse. One year experience after the post basic course. Be able to work as a team member. Be

able to work shifts including night shifts. Driver's license is recommended. Knowledge of Acts and Regulations.

DUTIES : To render primary care according to set National Department of Health guidelines and protocols. To supervise subordinates including non-clinical staff. Deliver quality customer care to the community, clinical assessment, history taking, examination, diagnosis, treatment and record keeping. Ensure proper maintenance of equipment and consumables. Drug supply management, ordering, receiving, control, safe keeping and adherence to primary SOPs. Compile a disease profile and conduct research on the most prevalent conditions to improve service delivery. Conflict Management. Provide training and mentoring to colleagues, students and subordinates and make use of teachable moments or on the spot training. Treats patients with dignity according to Batho Pele Principles and Patients' Rights Charter. Health education and promotion. Good record keeping. Triage. Interaction with multi-disciplinary team. Perform duties assigned to her in the admission, labour ward, post natal, Primary Health Care consulting rooms and emergency rooms. To be involved in health campaigns.

ENQUIRIES : Ms N. L. Mnyande. Tel: (011) 863 7791
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/85 : **CLINICAL NURSE PRACTITIONER GRADE I (PHC) REF NO: 70270748**
Directorate: Ekurhuleni Health District

SALARY : R210 630 –R244 185 per annum
CENTRE : Marry Moodley
REQUIREMENTS : Diploma in Clinical Assessment, Diagnosis, Treatment and Care. Minimum of four years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Willing to work shift in 24 hours services.

DUTIES : Rendering a caring Primary Health Care service both within and outside the clinic including General Nursing, Midwifery, and all aspects. Reproductive Health, children's health, with the focus on care being Health Assessment Treatment, TB, Mental Health. Be an active member to assist with developing the District Health System.

ENQUIRIES : A. B. Sayed, Tel no: (011) 421 8680
APPLICATIONS : Applications should be delivered to: HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/86 : **PICTURE ARCHIVING COMMUNICATION SYSTEMS ADMINISTRATOR (PACS) REF. NO: 70270644**
Directorate: Radiology

SALARY : R206 982 – R250 035 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 Plus National Diploma or Degree in Information Technology or Equivalent Diploma (A+,N+, MCSE). Computer literate (Ms Word and Ms Excel) 5 years working experience in the role of supporting systems. Knowledge of the Linux Management, Ms Office Suite, TCP/IP protocols and networks. Knowledge and experience in Radiology equipment. Must be able to work autonomously. Service orientated, self driven, able to work independently without direct and constant supervision. Must be a driven, customer focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. supervisory, planning and organizing skills. Must be able to work under pressure. Knowledge of radiology department workflow will be an advantage.

DUTIES : Daily system monitoring, storage media management, User Management. Network management. Quality control and performance monitoring, study monitoring and patient information management. Training for new and ongoing users. Security, including development and monitoring of policies and procedures. Providing proactive technical administration, planning, coordination, documentation.. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports of reports. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES : Dr. I. Nagdee. Tel. No: (011) 933 9604
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application

including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
29 August 2011

CLOSING DATE

POST 33/87

ASSISTANT DIRECTOR: PREVENTION MOTHER TO CHILD TRANSMISSION OF HIV (PMTCT) 2 POSTS REF. NO: 70270622
Directorate: HIV/AIDS & STI

SALARY

CENTRE

REQUIREMENTS

R206 982 - R243 810 per annum (plus benefits)
Central Office
Bachelor Degree in Nursing and Midwifery. Verbal and non verbal Communication skills. Computer literacy. Valid drivers licence. Knowledge and experience in HIV/AIDS.

DUTIES

The incumbent will ensure the successful implementation of PMTC programme. Achieve NSP objective to eliminate HIV in children and keep mothers alive. Develop strategic and operational plans in line with MDG's and NSP. Conduct workshops to update Districts on policies and procedures. Collaborate with all stakeholders. Monitor and support Districts. Compile reports for provincial and national management.

ENQUIRIES

APPLICATIONS

Ms. Lillian Mnisi. Tel. No: (011) 355 3029
Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

26 August 2011

POST 33/88

ASSISTANT DIRECTOR: HIV COUNSELLING AND TESTING REF. NO: 70270623
Directorate: HIV/AIDS & STI

SALARY

CENTRE

REQUIREMENTS

R206 982 - R243 810 per annum (plus benefits)
Central Office
Relevant Bachelors Degree in Social Sciences. Verbal and non verbal communication skills. Computer literacy. Valid driver's licence. Knowledge and experience in HIV/AIDS counseling and project management skills.

DUTIES

The incumbent will lead a team to ensure that the mentorship project for counsellors is implemented and oversee quality assurance. Develop strategic and operational plans, design budget in line with PFMA and DORA. Conduct workshops, support and supervise mentors and counselors. Compile written reports for Provincial and National management. Work in collaboration with all stakeholders to ensure coordination of services.

ENQUIRIES

APPLICATIONS

Ms. Lillian Mnisi. Tel. No: (011) 355 3029
Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

26 August 2011

POST 33/89

ASSISTANT DIRECTOR: PEOPLE LIVING WITH HIV SUPPORT GROUP REF. NO: 70270624
Directorate: HIV/AIDS & STI

SALARY

CENTRE

REQUIREMENTS

R206 982 - R243 810 per annum (plus benefits)
Central Office
Relevant Bachelors Degree in Social Sciences. Verbal and non verbal communication skills. Computer literacy. Valid driver's licence. Knowledge and experience in HIV/AIDS.

DUTIES

The incumbent will lead a team to ensure the successful implementation of the Basic care package for people living with HIV (PLHIV). Conduct workshops to capacitate NPO's to organize support for PLHIV. Develop strategic and operational plans and design, support and supervise mentors and counsellors. Compile written reports for provincial and national management. Work in collaboration with all stakeholders to ensure coordination and integration of services.

ENQUIRIES

APPLICATIONS

Ms. Lillian Mnisi. Tel. No: (011) 355 3029
Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application

including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
26 August 2011

CLOSING DATE

POST 33/90

4 X PROFESSIONAL NURSE GR 2 (GENERAL NURSING) PN- A3 REF NO: 70270704
Directorate: Folateng Unit

SALARY

CENTRE

REQUIREMENTS

R172 035 – R199 437 per annum (plus benefits)
Pretoria West Hospital
Basic qualification accredited with the SANC in terms of Gov. Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with a minimum of 10 years appropriate recognizable experience in nursing after registration with the SANC as a Professional Nurse. Experience in Labour Ward essential. Good communication, interpersonal and organizational skills. Ability to work independently with private doctors.

DUTIES

Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Supervise and train sub-ordinates.

ENQUIRIES

APPLICATIONS

Ms L Madiba, Tel: No: (012) 380 -1407
Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

09 September 2011

POST 33/91

POST ELECTRONIC GATEKEEPER 4 POSTS REF. NO: 70270607
Directorate: Administration

SALARY

CENTRE

REQUIREMENTS

R140 208 – R165 159 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH)
Qualifications in Medical Biosciences or basic medical/scientific knowledge so as to be able to understand laboratory requests forms and significance of tests and the needs for accurate identification. Relevant BSC degree with 2 years working experience. Experience in Medical/Scientific environment. Computer literate (Ms Word, Ms Excel, PowerPoint, Access). Outgoing personality to be able to interact confidently with professional staff Ability to understand the concept and relevant details of the hospital cost centers. Ability to obtain information quickly. Ability to think and come up with cost saving projects for the hospital. Good Communication skills. High ethical standards (access to confidential patient data). Must be a driven, customer focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure. Candidates may be requested to undergo a test on any of the above aspects.

DUTIES

Screen lab tests requests to avoid inefficiencies. Assist in linking requests to cost centers. Advise management on ways to maximize use of NHLS services. Block inappropriate requested lab tests. Intercept tests where insufficient data has been supplied on the request forms. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports of reports. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

ENQUIRIES

APPLICATIONS

Dr. N. Lesia. Tel. No: (011) 933 8154
Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE

29 August 2011

- POST 33/92** : **CLIENT INFORMATION OFFICER REF NO: 70270613**
Directorate: Administration
- SALARY** : R 140 208 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 with 10 years experience or National diploma in information / communication or equivalent qualification. Knowledge of PFMA and Treasury regulations. Good verbal and written communication skills. Be able to work under pressure. Computer literacy. Client liaison and administrative experience. Ability to manage the section and have sense of responsibility. Proficiency in a variety of languages.
- DUTIES** : Exercise overall control of client information system unit. Monitor that time is properly managed to ensure the smooth traffic of calls. Handle applications for telephone and calling systems service. Maintain a fault report register and follow-up on prompt repairs thereof. Control attendance and leave register and arrange shifts for staff. Perform all personnel related functions and facilitate training and development of staff. Handle grievances and implement disciplinary mechanism.
- ENQUIRIES** : MS L.M MOENG (012 725 2440/2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 29 August 2011
- POST 33/93** : **COMMUNITY LIAISON OFFICER 2 POSTS REF. NO: 70270621**
Directorate: HIV/AIDS & STI
- SALARY** : R140 208 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Grade 12 Certificate and post Matric qualification in Administration or Computer Science. Verbal and non-verbal communication skills. Computer literacy. Valid driver's licence. Knowledge and experience in HIV/AIDS.
- DUTIES** : Develop database for Human Resource, Non Profit organization, community health workers and retired nurses. Update database regularly. Facilitate flow of reports and capture data. Monitor CHW payments and post financial reports on database. Generate HR, CHW and financial reports regularly. Work in collaboration with programme managers, financial managers and district coordinators.
- ENQUIRIES** : Ms. Lillian Mnisi. Tel. No: (011) 355 3029
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 26 August 2011
- POST 33/94** : **PROFESSIONAL NURSE GRADE I REF NO: 70270746**
Directorate: Ekurhuleni Health District
- SALARY** : R139 878 – R162 156 per annum
CENTRE : Marry Moodley
REQUIREMENTS : Registration with SANC as a general nurse, Psychiatric nurse, community nurse and Midwife. Recommendations: Knowledge of clinical work at the Primary Health Care Level. Knowledge of Batho Pele Principals, Patient Rights' Charter and Responsibilities. Knowledge of District Health Services principals relevant to a practice as a nurse.
- DUTIES** : To do clinical work at the clinics in the SDR. Willing to work in all disciplines such as maternity, Psychiatric, and Communicable including TB and HIV Clinic. Be prepared to work under pressure and work nights shift to render 12/24 hours PHC Services.
- ENQUIRIES** : A. Sayed. Tel: (011) 421 8680
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400
- CLOSING DATE** : 09 September 2011
- POST 33/95** : **RECORDS CLERK 3 POSTS REF NO: 70270611**
Directorate: Administration
- SALARY** : R94 575 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : National Diploma in Records management or equivalent qualification or Grade 12 with 5 years relevant experience or Grade 10 with 10 years relevant experience in Record management, Good communication skills (verbal and written). Good interpersonal relations and ability to work in a team or independently. Ability to work under pressure. Record management course will be an added advantage. N.B Candidates might / will be subject to testing.

DUTIES : Draw and receive fills. Keep register of all files up to date and safe. Tracing of files. Filling of records. Capturing / recording of patient's information. Train and develop junior staff member in the section. Perform all administrative duties related to patient record section.

ENQUIRIES : MS L.M MOENG (012 725 2440/2300)

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011

POST 33/96 : **ENROLLED NURSE GRADE I 4 POSTS REF NO: 70270745**
Directorate: J. Dumane

SALARY : R93 915 – R105 021 per annum

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 with a 2 years enrolled nurse's course. Registration with S. A. Nursing Council as an enrolled nurse coupled with at least 1 year nursing experience service. Be able to work as a team member. Be able to work shifts including night shifts.

DUTIES : Deliver quality customer care to the community. Treats patients with dignity according to Batho Pele Principles and Patient's Rights Charter. Health education and promotion. Good record keeping. Triage. Interaction with multi-disciplinary team. Perform duties assigned to her in the admission, labour ward, post natal, Primary Health Care consulting rooms and emergency rooms. To do dressings of patients. To be involved in health campaigns. To work at school health team.

ENQUIRIES : Ms N. L. Mnyande, Tel no: (011) 863 7791

APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/97 : **ENROLLED NURSE GRADE I REF NO: 70270741**
Directorate: Ekurhuleni Health District

SALARY : R93 315 – R105 021 per annum

CENTRE : Marry Moodley

REQUIREMENTS : Proof of registration with South African Council as a staff Nurse. Experience as a Staff Nurse and post training. Recommendation good interpersonal and communication skills. Willing to work shifts and night duty.

DUTIES : Assist with general assessment, screening and nursing care under supervision of Professional Nurses in P. H. C and School Health Services ect. Specimen collection according to scope of practice. Support and subordinates. Accurate recording. Prepared to work under pressure and work night shift in 24 hour services.

ENQUIRIES : A. Sayed, Tel no: (011) 421 8680

APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/98 : **ADMIN CLERK REF NO: 70270744**
Directorate: East Rand Regional Pharmacy (ESDR)

SALARY : R79 104 – R93 180 per annum (plus benefits)

CENTRE : ERRP Nigel Prepack

REQUIREMENTS : Good oral and written communication and interpersonal skills. Good computer literacy skills. Embedded knowledge in the management of: stores, finances, safety, transport. Good and effective team player.

DUTIES : Procurement of stock and management of procurement registers and maintenance of records. Management of requisitions and returns from all outlets. Organize own activity and that of staff with regards daily activities, leave, etc. ensure adherence to quality control. Exercise control over stationary, waste management and report to

superior. Participate in all stock management processes and report any deviations. Perform other routine clerical functions as delegated.

ENQUIRIES : Mr. M. P. Mashiane, Tel no: (011) 876 1775
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400
CLOSING DATE : 09 September 2011
POST 33/99 : **ADMIN CLERK PHC 4 POSTS REF NO: 70270749**
Directorate: Ekurhuleni Health District

SALARY : R79 104 – R93 180 per annum (plus benefits)
CENTRE : Ekurhuleni Health District- SSDR- Ramokonopi CHC
REQUIREMENTS : Grade 12 or Equivalent. Ability to communicate in any of the official languages particularly English. Must have knowledge in record keeping and filing of patient's records. Must be willing to work night shifts to render 24 hour PHC services. To have knowledge of customer care by implementation Batho Pele principles and follow the patients' Rights Charter. Be computer literate. Administration work experience will be recommended.

DUTIES : Registration of patients/clients at the reception and consultation area. Compile daily and monthly statistics. Tracing of patients / clients files.

ENQUIRIES : Ms Sonto Marumula, Tel no: (011) 878 8540
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400
CLOSING DATE : 09 September 2011

POST 33/100 : **HOUSEKEEPING SUPERVISOR X 2 POSTS REF NO: 70270618**
Directorate: Admin (cleaning services)

SALARY : R79 104 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 certificate plus 2 years experience in cleaning services. Experience in cleaning specifically in the health institution will be an added advantage. Good interpersonal and communication skill.

DUTIES : Supervising cleaners, assisting the cleaning manager with allocation and monitoring the section. Cleaning the hospital environment and do the checklist in all toilets within the hospital, receiving of cleaning stock materials and distribution. Responsible for ordering of stock in the absence of the manager / supervisor in charge of cleaning. Prepared to work shifts.

ENQUIRIES : Ms D.M Tlhale (Tel 012 725 2343 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/101 : **NURSING ASSISTANT GRADE I, II AND III 4 POSTS REF NO: 70270620**
Directorate: Nursing

SALARY : R 72 156 – 101 961(Nursing O.S.D) plus benefit
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 certificate that allows registration with the SANC as Nursing Assistant. Good communication skill. Ability to work under pressure and as part of a team .Ability to plan, priorities and organize workload. Knowledge of Batho Pele and Patients rights.

DUTIES : To provide ability elementary nursing care services under the supervision of a professional nurse within the scope as defined by SANC and the charter of nursing practice. Assist patients with activities of daily living (Physical care).Provide elementary clinical nursing care. Maintain professional growth / ethical standards and self development. Ability to work with a team.

ENQUIRIES : Ms S.J Boshoman (Tel 012 725 2312 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

NOTE : External applications from neighboring communities will be considered.

CLOSING DATE : 29 August 2011

POST 33/102 : **WARD CLERK X 6 POSTS REF NO: 70270614**
Directorate: Administration

SALARY : R 79 104 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Computer literacy in MS Word and Excel. Good communication and human Relation. Knowledge in PAAB system will be an added advantage.

DUTIES : Administer patients, Registration of specimen in a register book. Daily patient administration in the ward. Discharging of patients. Handling of any queries with regard to patient's e.g. previous admission dates. Capturing of in-patient and out-patient statistics. Making other logical arrangements, ordering of stationery and equipments. Checking inventory and maintenance repairs. Answering telephone calls and do record keeping and filling. Willing to work shifts.

ENQUIRIES : MS E.N MOLOKOMME (012 725 2307 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/103 : **ADMINISTRATION CLERK REF NO: 70270700**

SALARY : R 79 104 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate with 0 – 2 years relevant administration experience. Must have a valid driver's licence. Good communication skills, customer relations skills, report writing skills, organizational skills and proficiency in Microsoft Office. Able to work under pressure.

DUTIES : Perform a variety of routine directive – intensive clerical duties related to the Departmental and external stakeholders. Render auxiliary services to supervisory and professional personnel. Capture information electronically and manually. Record movement of documents (incoming and outgoing). File documents orderly. Receive files as per request. Coordinates logistical arrangements for adjudication committee and external stakeholder meetings. Order, issue and receive stock. Answer telephone calls. Attend to office enquiries from stakeholders.

ENQUIRIES : Mrs. Patience Ntamane, Tel No: (012) 334 – 4546
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 02 September 2011

POST 33/104 : **MATERIAL RECORDING CLERK REF NO: 70270701**
Directorate: Procurement

SALARY : R 79 104 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Grade 12. Recommendations: mathematics, organizing. Ability to operate computers. Interpersonal relationship. Problem solving and good communication.

DUTIES : To provide clerical Procurement functions concerning issuing of stock items in the warehouse. Assist with enquiries regarding issues and deliveries telephonically. Assist with requests from senior officials. Maintaining records of issues. Assist with audit queries. Assist with annual stocktaking.

ENQUIRIES : Mr. M P Thubakgale, Tel: (012) 318 - 6774
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 02 September 2011

- POST 33/105** : **CLIENT INFORMATION CLERK 2 POSTS REF NO: 70270612**
Directorate: Administration
- SALARY** : R79 104 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 10 / Abet Certificate with relevant experience .Professionalism and strong communication skills , ability to work under pressure including weekends, Keep switch board tidy and be able to work as a team. Computer literacy / call center certificate will be an added advantage.
- DUTIES** : Operating the switchboard by answering incoming and outgoing calls and ensuring that customers are referred promptly and correctly. Taking of messages and correct distribution. Supplying basic information to internal and external clients regarding Departmental services. Updating internal telephone directory and keeping of database of other important contact numbers. Responsible for fault reporting on telephone system and liaising with service providers in this regard.Utilise the telephone management system to monitor telephone costs, including printing of reports and verifying information. Keeping and completing registers pertaining to telephone systems, Assist in ordering of stationery and issuing of alpha codes. Keep track of the expenditure as per TMS records and telephone policy. General rendering basic administrative support services as might be required.
- ENQUIRIES** : MS L.M MOENG (012 725 2440/2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 29 August 2011
NOTE : External applications from neighboring communities will be considered
- POST 33/106** : **NURSING ASSISTANT GRADE I (NA) 2 POSTS REF NO: 70270740**
Directorate: Ekurhuleni Health District
- SALARY** : R72 156 – R81 216 per annum (plus benefits)
CENTRE : Nokuthela Ngwenya CHC
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant. (Enrolled Nursing Assistant). Good communication skills. Ability to work with people. The candidate must be willing to work shifts, night duty, weekends and public holidays. Be able to rotate within different departments.
- DUTIES** : Provide a quality comprehensive nursing care programme for the prevention, promotion and rehabilitation care of clients. Provide assistant to medical and other nursing professionals. Ensure the implementation of Patient’s Rights and Batho Pele Principles. Implement and adhere to National and Provincial policies and guidelines.
- ENQUIRIES** : Mrs. J. G. Khumalo, Tel no: (011) 737 9742
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 atlin Street, Germiston 1400
- CLOSING DATE** : 09 September 2011
- POST 33/107** : **PORTER SUPERVISOR REF NO: 70270616**
Directorate: Support Services
- SALARY** : R66 750 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 10 or ABET certificate. Ability to read and write.
DUTIES : Monitoring and managing transportation of patients from registration point to different clinical areas within the hospital. Transport corpses from the wards to the mortuary. Off loading of patients from the ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs at all times. Enter patient data on porters register at emergency area. Supervising porters.
- ENQUIRIES** : Ms L.M Moeng (Tel 012 725 2440 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.
- CLOSING DATE** : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/108 : **CLEANERS- PHC 4 POSTS REF NO: 70270743**
 Directorate: Ekurhuleni Health District

SALARY : R55 830 – R65 794 per annum (plus benefits)
CENTRE : Ekurhuleni Health District- SSDR- Ramokonopi CHC
REQUIREMENTS : Grade 10 or equivalent. Be initiative. To have good interpersonal relationship with the patients / staff. To have sound communication skills. Be prepared to work night shift. Be prepared to use/ wear personal protective clothing as stipulated in Occupational Health and Safety Act.

DUTIES : To ensure that the facility is kept clean daily and during the night. To do toilets checks 2 hourly. To assist in ordering of the cleaning material for the facility. To ensure that the cleaning material is used for what it is intended for and al. to ensure good disposal of medical and general waste according to Occupational Health and Safety Act. To sort soiled patients linen. To pack clean linen coming from the laundry.

ENQUIRIES : Ms Sonto Marumula, Tel no: (011) 878 8540
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/109 : **CLEANERS 3POSTS REF NO: 70270750**
 Directorate: Ekurhuleni Health District

SALARY : R55 830 –R65 763 per annum
CENTRE : Nokuthela Ngwenya CHC (ESDR)
REQUIREMENTS : ABET (numeracy and literacy / GR. 10. Ability to read and write. Good communication skills, ability to work with people. The candidate must be willing to work shifts, night duty, weekends and public holidays. Be able to rotate within the different departments.

DUTIES : Perform cleaning duties in different departments. Cleaning of floors, walls, windows, doors, bathrooms, toilets, sluice room, etc. dust and polish furniture, floors. Clean equipments, dust bins and remove waste. Preparing and serving of meals in Mou.

ENQUIRIES : Mrs. J. G. Khumalo, Tel no: (011) 737 9742
APPLICATIONS : Applications should be delivered to : HR , Ekurhuleni Health District, 3rd Floor, 40 Catlin Street, Germiston 1400

CLOSING DATE : 09 September 2011

POST 33/110 : **CLEANER X 12 POSTS REF NO: 70270617**
 Directorate: Admin (cleaning services)

SALARY : R55 830 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : ABET certificate. Must be able to read and write. Good verbal and written communication skills. Experience in Health department will be an added advantage. Be able to work under pressure / shifts. Physical fitness will be considered.

DUTIES : Perform cleaning services on a routine nature by utilizing a variety of aids and cleaning chemicals. Be prepared to clean floors, kitchen, washing of windows and do other cleaning tasks. Work shifts. The execution of tasks takes place mainly under direct supervision and requires minimal training. Be prepared to rotate within the scope of work. Sluicing of soiled linen. Adhere to Healthcare waste management.

ENQUIRIES : Ms D.M Tihale (Tel 012 725 2343 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/111 : **PROPERTY CARETAKER X 4 POSTS REF NO: 70270619**
 Directorate: Logistic services

SALARY : R55 830 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : ABET level 2. Experience in gardening will be an added advantage. Good communication and interpersonal skills. Ability to work in a team and under pressure.

DUTIES : Maintenance of garden, cutting of grass, Removal of garden waste. Adherence to safety regulations. Relieve as requested.

ENQUIRIES : Mr. S.D Morake (Tel 012 725 2332 / 2300)

APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/112 : **MORTUARY ATTENDANT REF NO: 70270615**
Directorate: Administration

SALARY : R55 830 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : ABET- Ability to read and write. Good communication and interpersonal skills. Ability to work under pressure and willingness to learn.

DUTIES : Collection of corpses from ward to mortuary. Maintenance of a clean environment. Cleaning of mortuary stretchers and shelves. Caring and kind interaction with the bereaved families. Assist relatives to identify the bodies. Adhere to Batho-Pele principals and Occupational Health and Safety regulations as well as Infection control prescripts.

ENQUIRIES : Ms L.M Moeng (Tel 012 725 2440 / 2300)
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered.

POST 33/113 : **STORES ASSISTANT X 2 POSTS REF NO: 70270626**
Directorate: Supply Chain and Pharmacy

SALARY : R 55 830 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Abet / Grade 10 , Ability to read and write. Ability to work under pressure.
DUTIES : Unpacking and packing of stock in general / pharmacy stores. Delivery of stock to end users within Odi District Hospital. Cleaning of stores as well as messenger duties related to stores duties and any other task given by the supervisor.

ENQUIRIES : MR P.K MASHABANE (012) 725 2393/2300
APPLICATIONS : Applications must be submitted or hand delivered to: Gauteng Department of Finance, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified.

CLOSING DATE : 29 August 2011
NOTE : External applications from neighboring communities will be considered

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

The department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of the occupational classes of department"

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificate service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, eg ref APRO/1/2006. Please that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 30 days of the closing date, kindly consider your application as unsuccessful.

MANAGEMENT ECHELON

POST 33/114 : **CLILNICAL MANAGER (MEDICAL) GRADE 1 REFERENCE NO: TURT CHC 11/2011**
District: UGU Health District

SALARY : All inclusive package R 651 327 per annum+ 22% rural allowance
CENTRE : Turton Community Health Centre
REQUIREMENTS : Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Officer PLUS 3 yrs experience after registration with the HPCSA as a Medical Practitioner. A valid code 8 driver's license. Knowledge, Skills, Training And Competencies Required: Clinical knowledge, competency and skills in general domains such as obstetrics, surgery, primary health care etc. Knowledge and understanding of relevant Acts, Policies and regulations used in the KZN department of health Sound management, negotiation, planning, interpersonal, conflict management and problem solving skills Policy formulation skills Good communication skills (written and verbal) Good team building and leaderships skills

DUTIES : Key Performance Areas: Overall management of the medical and related units Provision of a safe, ethical, legal and high quality medical care Provide support to all medical, therapeutic and professional staff Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved Ensure control over expenditure, equipment and miscellaneous stores in the Medical and related components Formulate strategic plans in keeping with the requirements of the institution Monitor and implement quality improvement plans in the medical units

ENQUIRIES : Dr. F. Olowookorun 039-688 3000
APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.
FOR ATTENTION : HR Practices
CLOSING DATE : 02 September 2011

OTHER POSTS

POST 33/115 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REFERENCE NO: TURT CHC 13/2011**
District: UGU Health District Office

SALARY : All inclusive package R 498 210 per annum+ 17% rural allowance
CENTRE : Turton Community Health Centre
REQUIREMENTS : STD 10 Certificate, A Bachelor of Pharmacy Degree Registration with SAPC as a Pharmacist Current registration with the Pharmacy Council. A minimum of 3 years appropriate experience after registration as a Pharmacist with SAPC. A valid code 8 driver's license. Knowledge/Skill And Competencies Required: In depth knowledge and understanding of the public pharmaceutical service, policies and procedures as well as the legislative prescripts governing pharmacy practice and control of medicine. Good communication, supervisory, team building, leadership and interpersonal skills. Ability to work under pressure and co-ordinate productivity in the

section. Sound knowledge of financial and human resource management Good understanding of relevant acts, regulations, the Essential Drug Program and National Drug policy. Computer literacy.

DUTIES : Key Performance Areas: Management of pharmaceutical services in the CHC Management of procurement, storage, distribution and use of pharmaceuticals in the CHC. To execute all duties, functions and responsibilities to the best of his/her abilities and within all legislations. Manage and control of junior staff, pharmacy assistants and community service pharmacists. Maintain accurate and appropriate patient records as per legal requirements. Manage co-ordination of clinic schedule and pre-packaging and pre-dispensing to community clinics. Engage in effective communication and interactions between departments, personnel and other service providers in order to render a quality service. Provide information on medicines, counseling and education to health professionals and patients. Manage allocated Budget and implement the financial management control system for the pharmacy. Assist the Medical Manager with co-ordination of drug and therapeutics committee. Development and implementation of quality improvement program for the unit. Compile monthly/ quarterly reports for submission to relevant structures. Responsible for all human resource management functions in the unit.

ENQUIRIES : Dr. F. Olowookorun 039-688 3000
APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240
FOR ATTENTION : HR Practices
CLOSING DATE : 02 September 2011

POST 33/116 : **MEDICAL OFFICER GRADE 1, 2, 3: 3 POSTS REFERENCE NO: TURT CHC 12/2011**

SALARY : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R 455 634.00, Grade II R 520 971 and Grade III R 604 605 Other Benefits: 22% Rural Allowance

CENTRE : Turton Community Health Centre
REQUIREMENTS : Grade I Requires appropriate qualification plus registration with HPCSA as a Medical Practitioner Requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade II requires appropriate qualification ,registration certificate plus 5 years experience after registration with the HPCSA as a Medical Practitioner Requires 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade III requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA as a Medical Practitioner Requires 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department Knowledge, Skills, Training And Competencies Required: A sound knowledge of Medical, ARV and TB procedures and protocols. Good Interpersonal and supervisory skills. Sound assessment, diagnosis and management skills. Broad medical and surgical knowledge skills. Ability to function as part of multi-disciplinary team. Technical and supervision of junior and student doctors and nurses. Sound Medical ethics. Sound clinical knowledge

DUTIES : Key Performance Areas: Examine, diagnose and treat patients in OPD, ARV Clinic and short-stay ward. Emergency & non emergency and other discipline. Provide appropriate Medical Care to all attending the CHC Ability to assist the medical staff in the smooth running of the department. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Handle medical and surgical emergencies. Perform calls after hours and weekends. Perform minor procedures. Participate in quality improvement program, clinical audits, peer review meetings, mortality and morbidity meeting. Supervise and assist to Junior Medical staff and nurse. Provide outreach medical services to PHC clinics referring to the CHC Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc.

ENQUIRIES : Dr. F. Olowookorun 039-688 3000
APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

FOR ATTENTION CLOSING DATE : HR Practices
: 02 September 2011

POST 33/117 : **MEDICAL OFFICER: ARV ROVING TEAM REFERENCE: ILE 19/2011**

SALARY : Grade 1: An all inclusive Salary Package of R455 634 per annum
: Grade 2: An all inclusive Salary Package of R520 971 per annum
: Grade 3: An all inclusive Salary Package of R604 605 per annum

CENTRE REQUIREMENTS : Ilembe Health District Office
: An appropriate B Degree in the Medical field plus HIV / AIDS Management Proof of current registration with the HPCSA as a Medical Practitioner Valid Code EB Driver's Licence (Code 08) Computer literacy: MS Office Software Applications Proof of current and previous work experience endorsed and stamped by Human Resources., EXPERIENCE: Grade 1: NIL, Grade 2: 5 Year's appropriate experience in the clinical field after registration with HPCSA as a Medical Practitioner, Grade 3: 10 Year's appropriate experience in the clinical field after registration with HPCSA as a Medical Practitioner

DUTIES : Good understanding of the clinical necessities regarding HIV and AIDS Knowledge of the legislative and policy framework as well as journals and papers informing the area of operation Ability to analyze complex information and accurately transform that into user friendly policies and guidelines providing institutional CEO's with clearly defined "process maps" to assist in the ARV Roll out without compromising good governance imperatives, Ability to priorities issues and other work related matters and comply with the time frames, good team management skills, Good communication skills (both verbal and written) Good problem solving skills, Data management skills Basic general management skills, knowledge and practical experience of the District Health System, Sound medical ethical skills, Knowledge of current Health and Public Service legislation, Assist the MMC Team when required Comprehensive care management and treatment of HIV and AIDS clients as part of a multidisciplinary ARV Roving team, participate in the development and meeting of the strategic objectives of the antiretroviral rollout programme, assist with the development, maintaining and upgrading of ARV clinical protocols, assist the MMC Team when required of the programme, ensure the provision of safe, ethical and high quality medical care Conduct in-service education in health facilities ensure availability of clinical protocols for the management of HIV and AIDS in all health facilities, provide other duties that can be allocated according to the hospital and District needs, mentor nurses who are doing NIMART, Manage performance of junior staff

ENQUIRIES : Mrs. N N Khumalo: Deputy Manager Integrated Health service and development
: Contact no: 032-4373524

APPLICATIONS : Please forward applications to: The District Manager, Ilembe Health District Office,
: Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION CLOSING DATE : Mr S.B MABIKA
: 26 August 2011

NOTE : Non-South African citizens applicants need to have a valid work permit in
: conformance with HR circular 49/2008.

POST 33/118 : **FINANCE MANAGER REFERENCE NO: PSH 92/11**

SALARY : R 406 839 (All Inclusive Package)

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Appropriate bachelor's degree/ three (3) year National Diploma in Finance/
: Accounting or equivalent qualification plus 3 years managerial experience in a
: finance/ SCM component. Computer literacy including Excel, BAS Valid code EB
: Driver's license (Code 08) Knowledge, Skills And Experience: Thorough knowledge of
: laws, regulations, policies, instructions, practice notes and systems applicable to
: Financial Management in the Public Service such as Public Finance Management
: Act, the Treasury Regulations and the Treasury Guidelines In-depth knowledge of the
: budget procedures Ability to perform independently and under pressure Good
: communication and interpersonal relations Computer literate Planning and organizing
: skills Problem solving skills

DUTIES : Responsibilities / KRA'S: Monitor institutional cash flow particularly against budgetary
: benchmarks and Ensure annual procurement plan is developed, implemented and
: monitored. Ensure revenue management system & enhancement plans are in place
: in order to maximize revenue generation. Ensure correct budget allocation and
: monitor cash flow Ensure correction and timely expenditure allocations Ensure timely
: clearing of suspense accounts with relevant documentation Monitor financial
: transactions with an aim of reducing irregular/ fraudulent transactions Ensure that
: SCM is done as prescribed by SCM legislations & policies Ensure functionality of the

following committees, MTEC, SCM, Cash Flow Ensure that assets and liabilities are effectively managed Ensure that payables are done within 30 days Ensure timely reporting Provide financial management guidance and support to managers Ensure HR management within your component

ENQUIRIES : MR GBC KHAWULA 039 – 6886208
APPLICATIONS : Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240
FOR ATTENTION : Mr. N Shude
CLOSING DATE : 31 August 2011 at 16h00
NOTE : Instructions To Applicants: Application form (Z83) fully completed and signed, detailed C.V. with certified copies of ID, educational qualifications, no copies of certified copies will be accepted and must be not more than 6 months certified. N.B. if you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

POST 33/119 : **OFFICE ADMINISTRATOR: REAL ESTATE: (LEVEL 8): REFERENCE NO. G83/2011**
Cluster: Infrastructure Development and Clinical Support

SALARY : R 174 117 per annum Other Benefits: -13th cheque; Medical Aid (Optional; Housing Allowance: Employee must meet prescribed requirement

CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate B-Degree/National Diploma in Public Administration/Business Management; PLUS A minimum of three (3) years experience in a Real Estate /Property Management environment;PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in General Office Administration, Report Writing and Medium Term Expenditure Framework will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Deputy Manager: Infrastructure Development and Clinical Support, and will render general administrative support and secretariat services to the Manager Infrastructure Development and Managers in the Component, and as such the ideal candidate must:- Possess knowledge of office procedures, practices, and equipment. Possess knowledge of the principles and practices of public administration. Possess knowledge of the functions and regulations applicable to the area of operation. Have the ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedures. Have the ability to establish and maintain effective working relationship with clients. Have the ability to correct captured information in writing (professional submissions and reports) Be computer literacy with a proficiency in MS Office Software applications.

DUTIES : Key Performance Areas:- Administer activities in order to ensure an adequate information flow. Assist the Deputy Manager in the office to ensure that information produced for reports is well researched and reliable. Provide user-friendly archiving and document retrieving services for the unit. Implement and maintain office processes ensuring professionalism when delivering service to the clients of the Component. Compile, implement and maintain Real Estate hiring and letting plan, thereby ensuring fiscal discipline in accordance with planned acquisition strategies. Render an administrative support service ensuring that human resource management transactions of the Unit are correctly submitted to the Corporate Service Centre of Head Office. Manage the performance of subordinates Coordinate the renewal of lease agreements. Coordinate new accommodation requests, prepare submission for financial approval and submit applications for requested accommodation. Update and maintain schedule register for all immovable assets. Monitor and evaluate the use of state assets. Ensure the effective and efficient supervision of staff.

ENQUIRIES : Mr B Mthembu: (033) 341 7059
APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

FOR ATTENTION : Mrs J Williams
CLOSING DATE : 26 August 2011

POST 33/120 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 ,2,3 REFERENCE NO: TURT CHC 14/2011**
District: UGU Health District Office

SALARY : Grade 1: R 173 949, Grade 2: R 204 906, Grade 3: R 241 374 PA Other benefits 17% rural allowance, 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements)

CENTRE : Turton Community Health Centre

REQUIREMENTS : Grade 1 Requires appropriate qualification plus registration with HPCSA as a Radiographer Requires 1 year relevant experience after registration as a Radiographer with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 2 requires appropriate qualification ,registration certificate plus 10 years experience after registration with the HPCSA as a Radiographer Requires 11 years relevant experience after registration as a Radiographer with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 3 requires appropriate qualification, registration certificate plus 20 years experience after registration with HPCSA as a Radiographer Requires 21 years relevant experience after registration as a Radiographer with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department Knowledge, Skills, Training And Competences Required: In-depth knowledge of diagnostic radiography procedures and imaging. Sound knowledge of radiation protection legislation, Occupational Health and Safety Act and other relevant Acts and Regulations. Good communication and interpersonal skills. Sound knowledge of radiation Quality Assurance programs. Ability to work autonomously, adaptable and innovative. Supervisory skills. Computer literate

DUTIES : Key Performance Areas: Work and supervise all aspects of Diagnostic Radiography in the CHC. Ensure optimal care of patients. Participate in Quality Assurance and Quality Improvement programs. Provide assistance, training and supervision to junior staff in the unit. Manage support staff. Participate in after-hours and weekend duties as required. Promote Batho Pele principles in the execution of duties. Prepare budget estimates for the unit and control use thereof.

ENQUIRIES : Dr. F. Olowookorun 039-688 3000

APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

FOR ATTENTION : HR Practices

CLOSING DATE : 02 September 2011

POST 33/121 : **SPEECH THERAPIST REFERENCE NO: SPEECHTHERAPIST/1/2011**
Department: Speech Therapy and Audiology

SALARY : Grade 1: R173 949.00 pa Plus 13th Cheque, Medical Aid: Optional and Homeowners's Allowance: Employee must meet prescribed requirements. Experience: None after registration with Health Professional Council of South Africa (HPCSA) in Speech and Hearing Therapy in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa in Speech and Hearing Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
Grade 2: R204 906 pa Plus 13th Cheque, Medical Aid: Optional and Homeowners's Allowance: Employee must meet prescribed requirements. Experience : Minimum 10 years Speech Therapy experience after registration with Health Professional Council of South Africa (HPCSA) in Speech and Hearing Therapy in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum 11 years Speech Therapy experience after registration with the Health Professional Council of South Africa in Speech and Hearing Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
Grade 3: R241 374 pa Plus 13th Cheque, Medical Aid: Optional and Homeowners's Allowance: Employee must meet prescribed requirements. Experience: Minimum 20 years Speech Therapy experience after registration with Health Professional Council of South Africa (HPCSA) in Speech and Hearing Therapy in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum 21 years Speech Therapy experience after registration with the Health Professional

Council of South Africa in Speech and Hearing Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital (IALCH)
: Bachelors degree in Speech and Hearing Therapy or Bachelors in Communication Pathology: Speech Language Therapy Registration Certificate with HPCSA and Proof of current registration. Knowledge, Skills, Training And Competence Required: Application of theoretical knowledge of assessment and treatment procedures for different communication pathologies as applicable to level of care rendered at Inkosi Albert Luthuli Central hospital. Exposure to, and ability to work within specialised units e.g. Burns unit, High care wards, ICU's (pediatrics and adults). Training in Neuro-Developmental Therapy principles. Ability to work with voice disorders in particular Laryngectomy patients Ability to work with patients with specialised feeding and swallowing difficulties (dysphagia), as well as working with patients with little or no functional speech (Alternative Augmentative communication – AAC) Sound knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem solving abilities.

DUTIES : To ensure effective and efficient management of all persons referred with communication pathologies. To manage clients within a multi-disciplinary team framework. Manage and provide a high quality Speech Therapy services in accordance with Batho Pele principles Ensure that safe and effective policies and procedures are in place and fully implemented. Build capacity and engage in skills transfer to other personnel. Promote the profession of Speech Therapy and Audiology whenever possible. Engage in effective communication and interaction between departments, personnel, and other service providers.

ENQUIRIES APPLICATIONS : Rasheena Dooki Tel No: 031 2401052
: All applications must be addressed to the Human Resource Manager, and should be handed in at HR Reception level 4 Management Building or posted to Private Bag X03 Mayville, 4058

CLOSING DATE : 26 August 2011
NOTE : Please note that due to financial constraints, there will be no payment of S & T claims.

POST 33/122 : **CLINICAL TECHNOLOGIST REF NO: ECHOCARDIOGRAPHER/1/2011**
Department: Cardiology

SALARY : Grade 1: R173 949 pa Experience: None after registration with Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa One year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession in Clinical Technology in respect of foreign qualified employees, of whom it s not required to perform Community Service as required in South Africa
Grade 2: R204 906 pa Experience: Minimum 10 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa Minimum 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa
Grade 3: R241 374 pa Experience: Minimum 20 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa Minimum 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession in Clinical Technology in respect of foreign qualified employees, of whom it s not required to perform Community Service as required in South Africa

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: National Diploma in Clinical Technology. Current registration with the Health Professions Council of South Africa as a Clinical Technologist/ Ultrasonographer Experience in echocardiography would be added advantage. Knowledge, Skills, Training And Competencies: Sound knowledge of Echocardiographic procedures and ultrasound equipment. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills Computer literacy

DUTIES : Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality

service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of technology including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties.

ENQUIRIES : Prof D.P.Naidoo, Tel: 031 2402207
APPLICANTS : All applications must be on the prescribed Z83 form, which is obtainable from any government department, and must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4, Management Building or posted to Private Bag, X03, Mayville, 4058.

CLOSING DATE : 26 August 2011
NOTE : Please note that due to financial constraints, there will be no payment of S & T claims.

POST 33/123 : **SUPPORT MANAGEMENT OFFICER: REAL ESTATE: LEVEL 7: REFERENCE NO G84/2011**
Cluster: Infrastructure Development and Clinical Support

SALARY : R140 208.00 per annum Other Benefits: - 13th Cheque, Medical Aid (Optional), Housing Allowance: Employees must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Grade 12 Certificate; PLUS A minimum of three (3) years experience in a Real Estate/Property Management environment; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in financial reporting, PFMA, Labour Relations, Medium Term expenditure framework and Performance Management will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Deputy Manager: Real Estate, and will be responsible to ensure efficient service delivery by means of the provision, administration and management of residential and office accommodation and the letting of tuckshops at all hospitals and health institutions within the KZN Department of Health, and as such the ideal candidate must:- Possess knowledge of safe keeping of furniture and equipment. Have the ability to prioritise issues and other work related matters. Possess excellent interpersonal skills to effectively deal with a wide range of stakeholders in a highly professional manner. Possess high levels of accuracy and excellent communication skills (both verbal and written).

DUTIES : Key Performance Areas:- Provide Real Estate Services to all hospitals and health institutions within the KZN Department of Health. Attend all bid briefings, inspection of sites/premises offered and hired. Maintain a database of all properties leased. Prepare submissions/ motivations for financial approval. Co-ordinates the receipt of monthly occupational returns / reports from hospitals and checking thereof to ensure compliance to the Employee Housing Policy. Monitor the renewal of lease agreements. Monitor the payments of monthly rental and updating of the electronic payment register. Prepare and submit weekly reports of hiring and letting section. Deal with requests to invite bids for the letting of tuck shops. Attend to routine enquires on hiring and letting of properties. Manage the performance of subordinates. Disciplinary control of subordinates. Coordinate and compile needs assessment for office accommodation. Prepare and submit application for office and residential accommodation. Ensure the effective and efficient supervision of staff.

ENQUIRIES : Mr Mthembu: (033) 341 7049
APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

FOR ATTENTION : Mrs J Williams
CLOSING DATE : 26 August 2011

POST 33/124 : **ASSISTANT MANAGER: VIP PROTECTION: (LEVEL 9): REFERENCE G86/2011**
3 Year Contract
Cluster: Office of the MEC: KZN Health

SALARY : (Negotiable) Plus all Ministerial Benefits
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Policing/Security Management and/ or five years experience as Section Commander in VIP; PLUS - Unendorsed valid Code B driver's licence (Code 08). Recommendations:- -Training programmes and/or experience in Project Management, Security Management, VIP Protection Services, Conflict Management and CIA/CCSA Certificate will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to Security Manager: Department of Health, and will

be responsible to ensure the effective and efficient protection of the Member of the Executive Council, as such the ideal candidate must:- -Possess extensive knowledge of VIP safety and security best practices. -Possess sound knowledge of the Criminal Procedure Act. -Possess sound knowledge of the Protection of Information Act, Ministerial Handbook and MISS. -Have the ability to interpret policies, procedures and strategies to secure the safety of the MEC. -Have the ability to liaise with private and state law enforcement. -Have strong interpersonal, communication and presentation skills. -Have the ability to identify possible threats and dangers to the MEC. -Possess good analytical and conceptual ability. -Proactive problem solving.

DUTIES

: Key Performance Areas:- -Formulate and implement close protection policies and procedures within the Department. -Collect and analyse security data to enable proper security planning of the MEC's safety and security. -Ensure the professionalism in the MEC's security staff. -Coordinate the MEC's close protection with the Protection and Security Services, SAPS and other relevant State Security Agencies. -Manage memorandums of understanding (MOU) with other State Security Agencies. -Conduct profiling of areas to ensure the safety and security of the MEC during official visits. -Ensure the effective and efficient management of resources allocated to the sub-component.

ENQUIRIES

: Mr M Mpinda: (033) 395 2724

APPLICATIONS

: All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

FOR ATTENTION

: Mrs S D Shezi

CLOSING DATE

: 26 August 2011