



DATE OF ISSUE: 12 MARCH 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 10 OF 2010

1. Introduction

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give preference in 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, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should 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.
- 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 Special attempts must be made to ensure that excess employees are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

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

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

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **12 APRIL 2010**

AMENDMENTS : **Department of Justice and Constitutional Development:** Kindly note that the posts mentioned below that were advertised in the Public Service Vacancy Circular 08 of 2010 (DPSA) dated the 25 May 2009 has been withdrawn. INTERMEDIARIES REF: 05/10/LMP Magistrate Louis Trichardt. Magistrate Mankweng. Magistrate Tzaneen. Magistrate Phalaborwa Enquiries: Mr E Kotze 015 ☎ 287 2025
Department of Water Affairs: Please note that the post no 08/131 Community Development Officer salary should be R 130 425 and not R 161 970 per annum, the post of senior community Development Officer R 161 970 should be Community Development Officer R 130 425 per annum and post no 08/133 Control Auxiliary Services Officer salary should be R 130 425 and not R 161 970 per annum as advertised.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
EDUCATION	A	03
ENERGY	B	04 – 05
ENVIRONMENTAL AFFAIRS	C	06 – 08
HUMAN SETTLEMENTS	D	09
INDEPENDENT COMPLAINTS DIRECTORATE	E	10 – 11
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	12 – 17
MINERAL RESOURCES	G	18
OFFICE OF THE PUBLIC SERVICE COMMISSION	H	19
RURAL DEVELOPMENT AND LAND REFORM	I	20 – 23
SOCIAL DEVELOPMENT	J	24 – 25
STATISTICS SOUTH AFRICA	K	26 – 27
TOURISM	L	28 – 37
THE PRESIDENCY	M	38

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	N	39 – 40
GAUTENG	O	41 – 42
KWAZULU NATAL	P	43 – 50
LIMPOPO	Q	51
NORTH WEST	R	52 – 84
WESTERN CAPE	S	85 – 88

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 07 April 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

OTHER POST

- POST 10/01** : **DEPUTY DIRECTOR: BRANCH CO-ORDINATOR REF: K55821**
Branch: Social Responsibility and Auxiliary
- SALARY** : R448 521 per annum all inclusive salary package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of an appropriate, recognised Bachelor's degree or equivalent qualifications supported by experience in administration, financial and project management. Computer literacy and excellent writing skills are essential, as is the ability to organize and manage workflow. Knowledge of and experience in Government administrative (e.g. procurement, finance, etc) policies, procedures and planning, project management and the use of electronic information resources is crucial. The incumbent will be required to be a proactive individual, able to work under pressure and must be capable of working independently without constant supervision.
- DUTIES** : The incumbent will: Assist with the management of workflow for a Branch comprising 3 Chief Directorates and 7 Directorates. Provide administrative support to the Branch Head and the respective managers. Prepare a budget for the office of the Deputy Director-General. Keep track of the finances of the Branch and advise the Deputy Director-General timeously should corrective action be necessary. Prepare letters, memoranda and submissions. Develop agendas and write minutes for all meetings. Establish office procedures and operating systems. Liaise with managers within the branch as well as with other executive assistants and the Parliamentary Office. Collate and prepare Strategic and Operational Plans for the Branch. Collate and finalise Quarterly Reports, annual report and monthly programme reports quality assure submissions and manage monthly cash flow of the Deputy Director-General's office. The incumbent will also be expected to manage some projects on behalf of the Branch Head.
- ENQUIRIES** : Ms M Moshoaliba 012 312 5899
- NOTE** : Short listed candidates will be required to undertake a written test and make a presentation during the interview. Interviewed candidates will be subjected to a competency assessment.

DEPARTMENT OF ENERGY

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE : The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001
 : Ms E Lethole / Ms H Marakalala
 : 26 March 2010
 : 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. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 10/02 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R192 540 per annum, Level: 9
 : Head Office
 : A 3 year Degree / Diploma in commerce / administration with relevant work experience. PLUS the following key competencies: Knowledge of: the functioning of the Parliamentary and Cabinet System, strategic functioning of the department as well as key portfolios and their responsibility, Functioning of the DG's office, Department's Procurement system, Operation of the Switchboard and telephone Etiquette Skills: • Good verbal and written communication, • Good Interpersonal skills, Typing and computer • Skills, supervisory skills and Time Management • Creativity • creative thinking and ability to make serious decisions impacting on the Department. Personal attributes: • Patience, Service with a smile, Hardworking, Good listener and a Team player.

DUTIES : Manage outgoing documentation, correspondence and ensure quality control, Make a follow up on referrals and draft responses • Administer incoming and outgoing submissions • Maintain a database on decisions and commitments to provide a progress report. • Co-ordinate inputs from various branches and compile a report on the relevant topic • Supervise staff • Perform duties as requested and instructed by the executive of the office

ENQUIRIES : Ms Yolisa Mapekula ☎ 012 444 4063/4278

POST 10/03 : **ENERGY LICENSING OFFICER**

SALARY CENTRE REQUIREMENTS : R161 970 per annum, Level: 8
 : Cape Town
 : A recognised Bachelor's degree or National Diploma in one of the following fields: Economics, Business Management or Energy Studies PLUS the following key competencies: Knowledge of: The South African Energy and petroleum industries; Client care management or call centre experience; Document management; Knowledge of the Petroleum Products Act and the Liquid Fuels Charter. Required Skills: An analytical and innovative thinker; Good problem solving ability; should display attention to detail; Good interpersonal skills; the ability to work under pressure.

DUTIES : Handle electronic and telephonic enquiries regarding petroleum licensing; Compliance monitoring, Capturing and updating of the licensing information system and keep records thereof in the regional registry; Verify the completeness and integrity of petroleum licence applications. Ensure that licensing processes are adhered to in the Regional Office; provide an office support service for the Energy inspector. Recommendation/Note: Knowledge of South African Petroleum Industry will be an added advantage

ENQUIRIES : Mr Ncedo Ganiso ☎ 021427 1018

POST 10/04 : **ADMINISTRATION OFFICER**

SALARY CENTRE REQUIREMENTS : R130 425 per annum, Level: 7
 : Cape Town
 : Grade 12 with relevant experience in administration. PLUS the following key competencies: Knowledge of: • Government and functioning of the DG's

office. Department's Procurement system, Operation of the Switchboard and telephone Etiquette. ☑ Skills: • Good verbal and written communication, • Good Interpersonal skills Typing and computer • Skills and Time Management ☑ Creativity: • Creative thinking and ability to make a decision with regard to referring calls and correspondence to ☑ Personal attributes: • Hardworking, a Team player and customer service oriented.

DUTIES : Receive all incoming correspondence and ensure acknowledgement thereof
 • Register correspondence manually and electronically. • Scrutinise all incoming correspondence and refer to the relevant managers. • Prepare and distribute EXCO and Manco documentation to the relevant managers in the Department.
 • Handle filling of documents in the office. • Perform duties as requested and instructed by the executive of the office. Recommendation/Note: Bachelor's Degree / National Diploma in Administration will serve as an added advantage
ENQUIRIES : Ms Yolisa Mapekula ☎ 012 444 4063/4278

POST 10/05 : **RECEPTIONIST/SECRETARY (OFFICE OF THE MINISTER) 2 POSTS**

SALARY : R105 645 per annum, Level: 6
CENTRE : Pretoria & Cape Town
REQUIREMENTS :

A Grade 12/ relevant diploma and relevant experience PLUS the following key competencies:☑ Knowledge of Objectives of the DOE and Ministry • Computer Equipment • Recordkeeping • Administrative processes • Protocol • Security measures ☑ Skills • Computer literate • Interpersonal relations • Ability to communicate information (including records) ☑ Communication: Networking and liaison • Well developed verbal and written communication ☑ Creativity

DUTIES : The successful candidate will be responsible for the following: Render support service to the Minister/Head of the Office of Minister regarding corporate support service • Perform the typing and telephone services in the office • Read daily newspaper and compile news clipping for the Minister • Trace telephone calls and conduct follow ups • Keep asset register in compliance with auditor requirements • Manage fax and telephone service • Assist with parking of guests • Maintain effective conduct information • Preserve the good image of the office • Arrange procurement of office stationery and groceries • Ensure collection of mail once a day • Arrange flight, hired car and accommodation bookings • Attend to DOE visitors • Refer questions and queries to responsible officials • Acknowledge receipt of correspondence. • File requisite correspondence • Manage sensitive information and documents accordingly

ENQUIRIES : Ms M Theko ☎0124444048

POST 10/06 : **DRIVER**

SALARY : R73 584 per annum, Level: 04
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A Matric with relevant experience and a valid unendorsed code B(8) driver licence and Professional Driver Permit (PDP) PLUS the following key competencies:☑ Knowledge of: • Transport circular driving • knowledge of Pretoria☑ Skills: Excellent driving skills • Problem solving skills • Excellent verbal communication Organizing skills☑ Communication: Good verbal and negotiation skills☑ Creativity • Provide solution that are not prescribed • Creative thinker

DUTIES : Collect / delivery of mails at the post office • Submit the notification /collection receipts at the post office for registered mail and parcel at the relevant counter • collect and deliver (ferry) official at different places for official trip • Assist transport with taking and collecting GG cars services to and from different garages Recommendation/Note: Need to drive country wide when required

ENQUIRIES : Ms M Theko 0124444048

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The Department of Environmental Affairs is an equal opportunity, affirmative action employer.

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates will be subjected to a competency assessment and the signing of an employment contract and a performance agreement. Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, For more information, please visit our website at www.environment.gov.za Call Centre: 086 111 2468. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. The Department reserves the right not to make an appointment

MANAGEMENT ECHELON

POST 10/07 : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND PUBLIC AWARENESS**
REF NO: AP05/2010
Chief Directorate: Communications

SALARY : R652 572 (An all-inclusive remuneration package)
CENTRE : All posts are based in Pretoria
REQUIREMENTS : A recognised three year degree/diploma in communications or journalism or an equivalent qualification, plus extensive experience in the field of communications, with a specific focus on stakeholder engagements and public awareness and outreach programmes. A clear understanding and/or exposure to the government communications system; Experience in policy development and implementation; Good communication skills (verbal and written) and good interpersonal and stakeholder liaison skills. Proven strategic management and leadership skills; good experience in project management; good coordination skills; good report writing skills; financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations are essential; strong research capabilities. Knowledge of the environment sector will be an added advantage. Must be in possession of a valid drivers licence (Code 08). Must be able and willing to travel and work long hours including weekends. Work well under pressure and in a team.

DUTIES : The successful candidate will provide overall strategic management and leadership to the Directorate: Stakeholder Engagement and Public Awareness and perform the following key functions: Oversee the development and implementation of stakeholder engagement strategy informed by the department's priorities; Oversee the development and implementation of the department's public awareness and outreach strategy and programmes; Develop and manage the department's events calendar and stakeholder database in support of Chief Directorate programmes and projects; Provide leadership in the development of key environment days' concept documents to support the department's public awareness programmes; define events strategies and calendar of events to implement programmes of awareness, outreach and campaigns. Proactive identification of stakeholder interventions in line with environmental landscape (issue management). Monitor and evaluate implementation of stakeholder and awareness strategies. Manage personnel and service providers. Budget projections and management.

ENQUIRIES : Mr Albi Modise – Tel (012) 310 3123
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr JM Kutu
CLOSING DATE : 23 March 2010

POST 10/08 : **DIRECTOR: CORPORATE COMMUNICATIONS REF NO: AP07/2010**
Chief Directorate: Communications

SALARY : R 652 572 (An all-inclusive remuneration package)
REQUIREMENTS : A recognized three year degree/diploma in communications/ journalism or a relevant equivalent qualification plus good general management experience;

Relevant extensive experience in the field of communications , with a focus in one or more of following areas : writing and editing, internal communications , exhibitions , publications , electronic productions (e.g. internet, intranet) ; corporate identity and branding ; Good understanding and/or exposure to the government communications system; Good strategic management and leader skills ; Experience in project management ; Experience and skills in policy development and implementation; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal, coordination and Stakeholder liaison skills.

DUTIES : The successful candidate will provide overall strategic management and leadership to the Directorate: Corporate Communications and perform the following key functions : Develop and implement an internal communications strategy that is aligned to the broader communication strategy of the department and government ; Manage the development and implementation of electronic communications products ; Develop and implement internal communications products ; Provide editorial and management support in the Production of all publications for the department (i.e. brochures, newsletters, annual reports etc) ; develop and implement corporate identity, marketing and branding strategies ; Manage contracts entered into with service providers; Provide general communications support and advice to the department ; Manage financial and human resources in the Directorate.

ENQUIRIES : Mr Albi Modise, Tel: (012) 310 3123
APPLICATIONS : Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr JM Kutu
CLOSING DATE : 23 March 2010

OTHE POSTS

POST 10/09 : **DEPUTY DIRECTOR: CHEMICAL MANAGEMENT REF NO: AP16/2010**

SALARY : R448 521 per annum (all inclusive package)
CENTRE : Pretora
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in natural, engineering or environmental science. the incumbent must have intensive experience in management and a working knowledge of environmental matters relating to chemical management. She/He have sound understanding of the legislation framework governing chemical management, as well as experience in managing some aspect of chemical management. A solid background in project management and knowledge of the international framework on chemicals management will be added advantage. Technical Skills Required, Negotiation skills, Networking skills, Conflict management skill, Good interpersonal relations, Project Management, Good Communication skills, Ability to work independently and efficiently under pressure, Ability to work to interact at all level with internal and external stakeholders.

DUTIES : The successful candidate will be required to identify priority chemicals. To identify policy and regulations for the sound environmental management of chemicals. To develop a classification system for chemicals. To provide technical input and guidance to legislation and policy development, environmental impact assessment, capacity building, authorisation and regulatory processes related to chemical management. To develop and administer voluntary agreements with industry aimed at minimising the use of toxic chemicals. To investigate and advice on mechanisms for the safe handling, transportation and disposal of chemicals. To provide technical input and guidance to international processes on chemicals management. To develop plans for the proper management of chemicals and for meeting South Africa's obligations with respect to Multilateral Environment Agreements on chemicals management. To set and monitor targets for improved chemical management. To disseminate information on chemical and, in particular, to promote awareness of the dangers of chemicals

ENQUIRIES : Ms Dee Fisher Tel: (012) 310 3857
FOR ATTENTION : Dumisani Moyane
CLOSING DATE : 25 March 2010

POST 10/10 : **ASSISTANT DIRECTOR: PRIORITY AREA MANAGEMENT REF NO: AP14/2010**

- SALARY** : R240 318 per annum (total salary package of R323 686 per annum/Conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Bachelor's degree or equivalent qualification in the natural sciences and/or environmental management and appropriate experience or knowledge of current air quality issues. In order to fill the post efficiently and effectively, the incumbent must have experience in or an advanced knowledge of the implementation of environmental legislation particularly knowledge of the National Environmental Management Air Quality Act 39 of 2004, good managerial, organizational, communication, interpersonal and administrative skills, knowledge of financial management, knowledge of project management, knowledge of stakeholder engagement, good verbal and written communication and report writing skills. People with disabilities qualifying in the aforementioned requirements are welcome to apply.
- DUTIES** : The Department of Environmental Affairs is looking for a dynamic person to assist in carrying out the following key performance areas: (1) Priority Area Identification, (ii) Priority Area Management Plans, (iii) Priority Area Management Plan implementation, (iv) Priority Area Management Reporting and (v) Support to Provincial Departments.
- ENQUIRIES** : Ms Mathabo Phoshoko (012) 310-3365
- CLOSING DATE** : 25 March 2010

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS FOR ATTENTION : URS Response Handling, PO Box 11506, Tierpoort, 0056. Tel: 012 811 1900/1
CLOSING DATE : Ms N Boqo
 : 26 March 2010
NOTE : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

OTHER POSTS

POST 10/11 : **ASSISTANT DIRECTOR: CHANGE, EE, BATHO PELE AND SPECIAL PROGRAMMES REF NO: DOHS/31/2010**

SALARY CENTRE REQUIREMENTS : R192 540 per annum.
 : Pretoria
 : An appropriate Bachelor's degree in Social Science or Law plus extensive experience in Organizational Transformation. Knowledge of Public Service Regulations, Public Service Act, Employment Equity, Labour Relations Act and relevant policies. Analytical and system thinking. Facilitation and communication skills. Problem-solving and decision-making skills. Knowledge of change management; Employment Equity; Batho Pele and Organizational special programmes. Well developed communication skills (verbal and written). Manage organizational transformation issues. Knowledge of computer programmes.

DUTIES : Develop mainstreaming guidelines on the organizational transformation special Programmes; Facilitate the implementation of organizational change management programme; Coordinate the implementation of an Employment Equity plan implementation strategy; Compile an annual Employment Equity report and submit to the Department of Labour; Coordinate the implementation of organizational Batho Pele revitalization programme. Coordinate the implementation of the Departmental JobAccess Strategy and Disability Management programme. Coordinate the implementation of the organizational Service Delivery Improvement Plan.

ENQUIRIES : Mr SV Nkosi , Telephone: 012 421 1336

POST 10/12 : **SENIOR PERSONNEL OFFICER GRADE III (HRD) REF NO: DOHS/30/2010**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
 : Pretoria
 : Applicants must be in possession of a Senior Certificate or equivalent qualification. The successful candidate must have sound knowledge of Human Resources Development, Public Service Act, Public Service Regulations, Skills Development Act, Skills Development Levies Act, SAQA Regulations and HR practices. Good communication skills (written and verbal), facilitation skills, administration skills and computer literacy are essential.

DUTIES : The successful candidate will be responsible for normal HR practices which will include inter alia: Training and Development, Induction Course, ABET, Study Aid, Data Capturing, Learnerships and Internships, Arrangement of Venues. The successful candidate will also be responsible for rendering the overall Administration function for the Sub-Directorate: Human Resources Development.

ENQUIRIES : Mr J Mkhize , Telephone: 012 421 1663

INDEPENDENT COMPLAINTS DIRECTORATE

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

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

OTHER POSTS

POST 10/13 : **ADMINISTRATION CLERK**

SALARY : R73 584 per annum, Level 4
CENTRE : ICD Gauteng Provincial Office: Johannesburg
REQUIREMENTS : A Senior Certificate or equivalent qualification. Good interpersonal and communication skills. Basic knowledge of administrative procedures, Treasury Regulation, financial procedures, HRM prescripts, provisioning administration prescripts and records management procedures. Knowledge of internal control systems, Persal as well as Basic Accounting System. Candidate must able to work under pressure and be Computer Literate.

DUTIES : Perform administrative duties and assist in printing and distributing telephone statements. Make telephone printouts and distribute same. Update telephone expenditure register. Update BAS payment register. Liaise with Telkom regarding faults or requests for new service. Register outgoing mail and handle franking machine. Assist with auxiliary duties. Assist as a switchboard operator.

ENQUIRIES : Ms M Tshabalala Tel no: 0112201500
APPLICATIONS : Private Bag X25, Johannesburg 20th floor Marble Towers Building, 2000, CNR Pritchard & Von Weilleigh, Johannesburg

FOR ATTENTION : Ms F Dlakana Tel no: 011 220 1500
CLOSING DATE : 26 March 2010

POST 10/14 : **ADMINISTRATION CLERK**

SALARY : R73 584 per annum
CENTRE : Mpumalanga
REQUIREMENTS : Senior certificate with at least 2 years experience in Human Resource Management, Finance, Administration, Provisioning and Transport Management. The ideal candidate should display competency in Both verbal and written communication, computer literacy, general skills, basic knowledge of budget processes, internal control systems Persal as well as basic accounting system.

DUTIES : Key competencies include: Administer all Human Resource Functions including personnel Performance Management, Recruitment and Selection, Appointments. Administer all Provisioning functions including official and subsidized vehicles, placing orders and ensuring the effectiveness in timeous payments to suppliers Administer Auxiliary services and maintenance of all assets and buildings. Administer all financial functions including preparations of the office budget, monitoring and production of monthly financial reports. Implementation of relevant internal control systems in the provincial office. Capturing of data on Persal.

ENQUIRIES : Ms Emma Mamabolo: 013 754 1000
APPLICATIONS : Independent Complaints Directorate Private Bag X 11325 Nelspruit 1200
FOR ATTENTION : Ms Emma Mamabolo
CLOSING DATE : 26 March 2010
NOTE : The person appointed to this position will be subjected to Security clearance and the signing of an Agreement to Maintain Secrecy. His / her character should be beyond reproach.

POST 10/15 : **INTERNSHIP: AUXILIARY SERVICES CLERK 1 POST REF: Q9/2010/10**
 Re Advert

SALARY : Stipend: R 3000
CENTRE : Pretoria

- REQUIREMENTS** : An unemployed South African citizen with a completed Degree/ Diploma in Business or Public Management or any degree or qualification related to the post. The incumbent must be self-driven and computer literate. He/she must be able to work under pressure and should have good personal and communication skill (verbal and Writing). People with disability should apply
- DUTIES** : Handling switchboard for incoming and outgoing calls, take messages. Forward calls to the appropriate divisions/sections/officials. Handle incoming and outgoing faxes. Print and distribute monthly telephone accounts, compile report thereof. Keep the register for all telephone accounts and make Telkom payments. Update telephone register and roster (Cellphone & Landline). Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay. Handle all administration of the switchboard (Reporting of faults) Attend to all duties that may be required from time to time
- ENQUIRIES** : Ms S Mokae @ (012) 423 1412
- APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001
- FOR ATTENTION** : Ms T Marumo
- CLOSING DATE** : 26 March 2010
- NOTE** : The person appointed to this position will be subjected to security clearance and the signing of an Agreement to Maintain Secrecy. His / her character should be beyond reproach.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

OTHER POSTS

POST 10/16 : **SENIOR STATE LAW ADVISER: OFFICE OF THE STATE LAW ADVISER REF NO: 10/54/LAS**

SALARY : R464 013 – R 653 499 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRE : State Law Advisor: Cape Town

REQUIREMENTS : LLB or four year recognized legal qualification; At least eight years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative will be an added advantage. Skills and Competencies: Litigation; Legal Research and drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer Literacy; Planning and organizing skills; Analytical and report writing skills.

DUTIES : Scrutinize and certify Draft Bills of all national departments with regard to their constitutionality and drafting form and style; Appear before committees on both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize draft international agreements and subordinate legislation; Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/justification.

ENQUIRIES : Mr Godfrey Masingi ☎ (012) 315-1164

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

CLOSING DATE : 29 March 2010

POST 10/17 : **SENIOR ASSISTANT STATE ATTORNEY REF NO: 10/55/SA**

SALARY : R437 184 – R615 711 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Cape Town

REQUIREMENTS : An LLB or four year recognized legal qualification; Admission as an Attorney; At least 8 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strong communication skills with the ability to motivate and direct people; Supervisory and mentoring skills; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

- 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, CCMA, Tax Court and other tribunals; Attend to liquidation and insolvency queries Draft and/or settle all types of agreements/contracts on behalf of the various state departments; The rendering of legal opinions on behalf of state departments and government institutions All forms of arbitration, including inter-departmental arbitrations Debt collection.
- ENQUIRIES APPLICATIONS** : Mr S Radebe 📞 (012) 357 8240
- CLOSING DATE** : 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 29 March 2010
- POST 10/18** : **ASSISTANT DIRECTOR: CHILD JUSTICE AND CHILDREN’S COURTS REF NO: 10/48/CS**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
Degree in Public Administration; or Business Administration; or a 3 year legal qualification; and/or At least three (3) years’ appropriate experience; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act and budgetary/financial management will also be an advantage; and a valid driver’s license. Skills and Competencies: Good interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Computer literate (MS Office); Good communication (written and verbal) skills; and Willing to work overtime when required.
- DUTIES** : Provide administrative and strategic support regarding all administrative issues to the Directorate: Child Justice and Family Law; Act as manager for all the administrative issues in the Directorate (such as the keeping of the leave and memoranda-registers, the Secretariat of Directorate meetings and following up of outcomes, pulling together reports from the various Sub- Directorates for the Director’s attention) for the whole Directorate: Child Justice and Family Law; Support the Office of the Director: Child Justice and Family Law accordingly; as well as assisting the Secretariats of the various Cluster Task Teams (Inter-sectoral Child Justice Steering Committee, Restorative Justice Task Team and Domestic Violence Task Team), in relation to the arrangement and reporting of meetings; The management of the Directorate’s budget and expenditure monitoring and reporting; Managing the projects in the Directorate through project management principles; Drafting and submitting regular progress reports to management.
- ENQUIRIES APPLICATIONS** : Mr I Tshabalala 📞 (012) 357-8186
- CLOSING DATE** : 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 29 March 2010
- POST 10/19** : **ASSISTANT STATE ATTORNEY 2 POSTS REF NO: 10/49/SA**
- SALARY** : R 152 685 – R 164 487 per annum. (Salary will be determined in accordance with experience) The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: East London
An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least two years appropriate post qualification Legal/Litigation experience; Valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication (written and verbal) skills; Project management; Creative and analytical; Problem solving and conflict management; Ability to motivate and direct people.
- DUTIES** : Drafting of conveyancing documents; Represent the state on litigation in the High Court, Magistrate court, Labour Court, Supreme Court of Appeal, Constitutional Court, Land Claims, CCMA, Tax and Tax tribunals; Give effect to the Department’s strategic plans, policies and prescript; Provide supervision and

training to other professionals staff; Furnish legal advice and opinion; Maintain all records of work performed and provide statistics required.

ENQUIRIES APPLICATIONS : Mr S Radebe ☎ (012) 357 8240

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 March 2010

POST 10/20 : **ADMINISTRATION OFFICER: CHILD JUSTICE AND FAMILY LAW REF NO: 09/309/IA**

SALARY : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
Degree in Public Administration; or Business Administration; and/or At least one year appropriate experience; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; and A valid driver's license. Skills and Competencies: Good interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Computer literate (MS Office); Good communication(written and verbal) skills; and Willing to work overtime when required.

DUTIES : Provide administrative and strategic support regarding all administrative issues to the Sub-Directorate: Family Law and Maintenance; Act as manager for all the administrative issues in the Sub-Directorate (such as the keeping of the leave and memoranda-registers, the Secretariat of Sub-Directorate meetings and following up of outcomes, pulling together reports from the various Units for the legal Administration Officer's attention) for the Sub-Directorate: Family Law and Maintenance; Support the Office of the Legal Administration Officer: Family Law and Maintenance accordingly; including the arrangement and reporting of relevant meetings); The management of the Sub-Directorate's budget and expenditure monitoring and reporting; Managing the projects in the Sub-Directorate through project management principles; Drafting and submitting regular progress reports to management; and Any other administrative matters which may require attention.

ENQUIRIES APPLICATIONS : Adv MM Khoza ☎ (012) 315-1856

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 March 2010

POST 10/21 : **STATE ACCOUNTANT: MISCELLANEOUS PAYMENT OFFICE REF NO 10/58/CFO**

SALARY : R130 425 - R153 636 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
A three year Bachelor's Degree/ Diploma in Finance or equivalent qualifications; At least one year experience in the financial environment; Knowledge of the Public Finance Management Act and the National Treasury Regulations; Knowledge of Basic Accounting System (BAS); Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word) Good communication(written and verbal) skills; Good interpersonal relations; Accuracy and attention to detail; Analytical skills; Problem solving skills; Supervision skills;

DUTIES : Authorize payment advise on BAS received from National office's branches; Ensure Telkom interface reports are cleared on a monthly basis; Handling and resolving of Telephone queries from the Court and Telkom; Ensure that foreign payment received are captured immediately and authorized on SafetyNet; Ensure that the Transfer payment are processed monthly timeously; Manage subordinates; Authorising and checking payment advices manually for Auditor-General and exclusive Chauffeuring (monthly); Handling of counter, telephonic, written and audit queries; Ensure that documents control process is done on a weekly basis; Checking and authorizing of general journal on BAS; Reconciling the accounts; Reporting to the Assistant Director the daily workflow of payments; Planning of daily work and distribution of payment to subordinates.

ENQUIRIES : Ms M Kganyago ☎ (012) 315 1844

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

CLOSING DATE : 29 March 2010

POST 10/22 : **PERSONAL ASSISTANT TO THE MASTER REF NO: 10/57/MAS**

SALARY : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Mafikeng

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, Supply Chain Management and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and Competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which includes tables, graphs); Language skills and ability to communicate well with people at different levels and from different background; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

DUTIES : Make travel arrangements; Process travel and subsistence claims for the Master and members of the unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the Master; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the Master (e.g. news paper, clippings, internet articles and circulars; Provides support to the Master regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

ENQUIRIES : Ms M Kganyago ☎ (012) 315 1844

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

CLOSING DATE : 29 March 2010

POST 10/23 : **PERSONAL ASSISTANT REF NO: 10/51/SA**

SALARY : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: East London

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; Knowledge of Financial Supply chain management and/or Human Resources administration procedure and processes; Knowledge of procedure and processes applied in Office Management Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

DUTIES : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remain up to date with regards to prescripts/policies and procedures application to the work terrain to ensure effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager

ENQUIRIES : Mr. S Radebe ☎(012) 357 8042
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

CLOSING DATE : 29 March 2010

POST 10/24 : **SECRETARY TO DIRECTOR: CHILD JUSTICE AND FAMILY LAW REF NO: 10/52/CS**

SALARY : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, Supply Chain Management and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government Skills and Competencies: Good interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Computer literate (MS Office); Good communication (written and verbal) skills; and Willing to work overtime when required.

DUTIES : Provide administrative and strategic support and act as Secretary for the Director: Child Justice and Family Law; Act as co-coordinator for administrative issues (such as the keeping of the leave and memoranda-registers, the Secretariat of Directorate meetings and following up of outcomes, pulling together reports from the various Sub- Directorates for the Director's attention) for the whole Directorate: Child Justice and Family Law; Support the Office of the Director: Child Justice and Family Law accordingly; in relation to the arrangement of meetings, the management of the Director's diary and travel arrangements, the support of the management of the Directorate's budget and expenditure monitoring; and Any other administrative matters which may require attention.

ENQUIRIES : Mr I Tshabalal ☎ (012) 357 8182
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

CLOSING DATE : 29 March 2010

POST 10/25 : **SENIOR ADMINISTRATION CLERK REF NO: 10/56/MAS**

SALARY : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master of High Court: Bloemfontein
REQUIREMENTS : A Grade 12 or equivalent qualification; Relevant administrative experience; Skills and Competencies: Computer literacy (MS Word) Good communication skills (written and verbal); Good interpersonal relations; Ability to work under pressure; Problem solving; Accuracy and attention to detail; Knowledge of BAS and JYP.

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

ENQUIRIES : Mr. LB Tshabalala ☎ (051) 411-5500
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

CLOSING DATE : 29 March 2010

POST 10/26 : **SENIOR ACCOUNTING CLERK: GUARDIANS FUND REF NO: 10/38/MAS**

SALARY : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject plus two years relevant experience. Relevant experience; Knowledge of BAS; Skills and Competencies: Computer literacy (with focus on Excel); Good communication (verbal and written); Good interpersonal relations; Accuracy and

attention to detail; Ability to work under pressure and be self motivated; Basic Accounting knowledge.

DUTIES : Administer and maintain the Guardians Fund Books and Registers; Responsible for the office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts; Capture and update accounting details; Manage and administer daily payments, compile payment sheets and covering letters; Write cheques, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Compile Statistics; Attend to client services and attend to public enquiries.

ENQUIRIES : Mr. G Masingi (012) 315 1893

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

CLOSING DATE : 29 March 2010

POST 10/27 : **REGISTRY CLERK REF NO: 10/50/SA**

SALARY : R 73 584 – R 86 679 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience; Knowledge and/or experience of working in a legal or government office would be an advantage; Knowledge of Hotkey (computerized register) for new cases will be added advantage; Code eight drivers license will be an added advantage. Skills and Competencies: Good interpersonal and organizational skills; Computer literacy; Communication skills (verbal and written) Ability to work under pressure and in a team

DUTIES : Mail Administration; Open, sort and distribute daily mail, dispatch mail, draw files, file and trace documents and maintaining files; Managing files in the archives; Keeping and updating registers both manually and electronically; Trace and maintain files; Opening and Registering of cases on the system-Hotkey; Attend to written and telephonic enquiries. Relieve the telecom Operator when necessary; Offer assistant to Chief Registration Clerk. General office duties.

ENQUIRIES : S Radebe ☎ (012) 357 8240

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

CLOSING DATE : 29 March 2010

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms E Lethole / Ms H Marakalala
<u>CLOSING DATE</u>	:	26 March 2010
<u>NOTE</u>	:	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. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

<u>POST 10/28</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT AND FACILITIES MANAGEMENT</u>
<u>SALARY</u>	:	R240 318 per annum Level: 10
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma: Transport Management or equivalent qualifications plus relevant experience and a valid unendorsed code B (08) driver licence PLUS the following key competencies: <ul style="list-style-type: none"> ☐ Knowledge of: Fleet Management, policies and prescripts • Facilities Management (Office accommodation) • Facilities policies and prescripts • Public Financial Management Act • ☐ Skills: • Excellent verbal / written communication skills • Presentation / Training skills • Problem solving skills • Advanced computer, Numeric and Management skills ☐ Communication: • Good verbal skills (Training and presentations) • Good writing skills (Submissions, letters, minutes) • ☐ Creativity: Innovative thinking • Provide solutions that are not prescribed.
<u>DUTIES</u>	:	Oversee the provision of sufficient and reliable vehicle transport & facilities Oversee compliance with administration and management processes • Assist with development and implementation of processes, prescripts, policies • Advise and train users on relevant departmental strategies, prescripts, policies • Serve as proxy for departmental vehicles and compile management reports.
<u>ENQUIRIES</u>	:	Ms. M. Masanabo ☎ 012-3178080
<u>NOTE</u>	:	Driver's licence is a must as the incumbent need to travel country wide from time to time.
<u>POST 10/29</u>	:	<u>ADMINISTRATION OFFICER: DEMAND MANAGEMENT</u>
<u>SALARY</u>	:	R161 970 per annum Level: 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / B Degree in Finance or equivalent qualification in Logistics / Procurement with relevant SCM experience PLUS the following key competencies: <ul style="list-style-type: none"> ☐ Knowledge of PFMA • SCM • PPPFA and its regulation ☐ Skills: Numeric skills. Computer Literacy • Planning and Organisational • Analytical thinking ☐ Communication: • Excellent written & verbal Communication • Good interpersonal relations at all levels ☐ Creativity • Self-driven • Problem solving capabilities • Ability to work under pressure. Recommendation/Note: Understanding of costing/forecasting/budgeting
<u>DUTIES</u>	:	Assist line managers with demand planning (end-user specifications) • Perform cost, commodity and market analysis • Liaise with Logistics & Finance for expenditure trends & budgeting in terms goods Service • Consolidate & monitor all departmental requirements • Supervise staff
<u>ENQUIRIES</u>	:	Mr. LN Masiza ☎ 012 317 8317

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.

FOR ATTENTION : Ms A West

CLOSING DATE : 01 April 2010

OTHER POSTS

POST 10/30 : **SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT**

SALARY : R161 970 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Diploma/ Degree in Commerce (NQF level 6) coupled with at least 3 years relevant experience • Preference will be given to candidates with appropriate experience; who have in-depth knowledge of Logistic Information System (LOGIS) and Basic Accounting Management (BAS) • Experience in asset management and management of theft and losses • Ability to work under pressure with strict deadlines and good knowledge of the PFMA, Treasury Regulations, and related policies • Good interpersonal relations and communication skills • Good computer literacy skills (MS Excel and MS Word) • A driver's licence.

DUTIES : The successful candidate will be responsible for: • Check and authorize asset related transactions on LOGIS and BAS • Update Asset Register • Check and control updates of individual asset records per office and official • Mark and record assets according to asset management procedures • Perform physical asset verification in Head Office and Regional Offices • Reconcile asset transactions on BAS and LOGIS • Update Loss Control Register • Prepare documents to be referred to Loss Control Committee • Act as a secretary to the Loss Control Committee • Compile information pertaining to assets and losses to be reported/included in the Annual Financial Statements • Resolve and respond to assets management and loss related audit queries • Supervise the work performance of subordinates by, inter alia, allocating and controlling work and maintaining office discipline.

ENQUIRIES : Mr P Mnyatheli, Tel: (012) 352 1106

POST 10/31 : **ADMINISTRATION CLERK (STORES/WAREHOUSE)**

SALARY : R 72 138 Per annum. (The successful candidate will be required to sign a performance agreement)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Grade 12 or equivalent with extensive appropriate experience in stores or warehouse environment. Logis and computer literacy. A valid code 8 (B) driver's licence. Skills and competencies: Good communication (written and verbal) skills; Interpersonal skills; Computer literacy (MS Office); attention to detail.

DUTIES : The successful candidate will be responsible for: • Replenishment of stores • Receiving, recording and issuing of goods and stationery • Data capturing • Calculating and completion of bin cards • Regular stocktaking and maintaining/controlling of stock levels • Ensure compliance with Supply Chain Management prescripts • Supervision of intern (s) and/or leaner (s).

ENQUIRIES : Mr J Joubert, Tel: (012) 352 1056

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 26 March 2010

NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Internet <http://www.ruraldevelopment.gov.za>

OTHER POSTS

POST 10/32 : **DEPUTY MANAGER: CLIENT RELATIONS MANAGEMENT REF NO: S8/3/2010/186**
Directorate: Supply Chain Management

SALARY : R240 318 per annum, Level 10

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Bachelor degree or any appropriate equivalent qualification. * Extensive knowledge of Supply Chain Management (Public Sector Procurement). * 1 year experience in supervising junior staff. * Computer literacy. * A valid code 8 drivers License. * The ideal candidate is a result-driven, customer focused individual with excellent planning, organizing, communication (written and verbal) and presentation skills. * Analytical and innovative skills. * Ability to work under pressure and deliver to tight deadlines. Background and experience in call centre will be an added advantage.

DUTIES : The successful candidate will be responsible for managing an effective and efficient Client Relations Management and tracking systems for optimum results on the provision of goods and services. Provide optimum help desk service to Cost Centre Managers, Shared Services Centers and accredited Supply Chain Management units. * Managing the handling and resolving of all queries related to Supply Chain Management internally and externally. Interacting with clients for improved services and providing feedback. * Managing the CRM tracking systems, logging of calls and turnaround times for resolving of queries including the reporting of discrepancies. * Identifying and analyzing trends and recommending necessary - interventions, solutions and training. * Measuring and ensuring sustained Customer satisfaction, Workflow and document control. * Providing management information on the performance of the SCM units. * Conduct and evaluate customer research and marketing conditions. * Ability to provide and implement strategic input to the call center and its annual operating plan. * Supervise human resources in the office

APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Corner Jacob Mare and Paul Kruger, Pretoria

FOR ATTENTION : Human Resource Management

NOTE : Males are encouraged to apply

POST 10/33 : **SENIOR SUPPLY CHAIN PRACTITIONER: POLICY, PERFORMANCE MONITORING AND RISK MANAGEMENT REF NO: S8/3/2010/184**
Directorate: Supply Chain Management

SALARY : R161 970 per annum Level 8
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor degree or equivalent qualification. * Extensive working experience in: Supply Chain Management * Training and facilitating workshops of skills development in staff. * Financial Management systems: BAS and LOGIS. * Report writing and Presentations. * Computer in Microsoft Office suite * Sound understanding of the PFMA, Treasury Regulations, and related SCM scripts. * A valid driver's license. * Experience in Policy Development and Analysis, Risk Management and Supervisory skills will serve as an added advantage.

DUTIES : Assist with risk management program in Supply Chain Management unit of DRDLR. * Liaise with National Treasury about new developments in Supply Chain Management (SCM) procedures and monthly reporting to National Treasury. * Identify the training needs of SCM officials in the Department. * Liaise with Departmental HR Development unit on behalf of SCM units. * Assist in producing study materials and manuals for SCM workshops. * Assist in conducting SCM training and facilitating workshops for the Departmental SCM units' staff and senior managements. * Collect and analyze performance management information from all SCM Units. * Produce and consolidate monthly Financial Reports for Departmental SCM units. * Assist in implementing effective systems for the overall management of the monitoring, evaluation and compliance with the SCM policies and procedures. * Supervise junior staff in the office

APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Comer Jacob Mare and Paul Kruger, Pretoria

FOR ATTENTION : Human Resource Management

POST 10/34 : **SENIOR SUPPLY CHAIN PRACTITIONER: CLIENT RELATIONS MANAGEMENT REF NO: S8/3/2010/185**
Directorate: Supply Chain Management

SALARY : R161 970 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification. * A minimum of 1 -2 years working experience. Experience in Supply Chain Management. * Excellent verbal and written communication skills. * Experience in supervising junior officials. * Sound understanding of the PFMA, Treasury Regulations and other related prescripts. * Good computer literacy in Microsoft Office suite. * Good office administration. * A valid driver's license. * Experience in ITSM, BAS, LOGIS, Proquote and background and experience in handling Clients Queries in a Call Centre system will be an added advantage.

DUTIES : Monitor the handling and resolving of all queries related to Supply Chain Management both internally and externally. * Interact with clients for improved services and provide feed back. * Monitor the CRM tracking systems, log calls and turnaround times for resolving the queries, including the reporting of discrepancies. * Identify and analyze trends and recommend necessary interventions, solutions and training. * Measure and ensure sustained customer satisfaction, workflow and document control. * Provide Management Information on the performance of the SCM Units. * Supervise Junior Officials in the office

NOTE : Only women will be considered for this position
APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Comer Jacob Mare and Paul Kruger, Pretoria

FOR ATTENTION : Human Resource Management

POST 10/35 : **SENIOR HUMAN CAPITAL PRACTITIONER REF NO: S8/3/2010/189**

SALARY : R161 970 per annum, Level 8
CENTRE : Shared Service Centre: Western Cape
REQUIREMENTS : An appropriate recognised three-year degree or Diploma in Human Resource Management. * Proven experience in Recruitment and Selection processes and in Labour Relations. * Good personal relations and communications skills. * Working knowledge of the Public Service Regulations, Employment Equity Act,

Labour Relations Act, Public Service Resolutions, Grievance, Misconduct and Dispute Procedures, Skills Development Act, and the BCEA. * Knowledge of the PERSAL system will be an added advantage. * Computer Literacy and report writing skills. * A valid EB drivers licence. * The official required for this position should be solution and service orientated, confident, creative, disciplined, accurate, responsible and professional.

DUTIES : * The facilitation and co-ordination of the Recruitment and Selection process for all client offices and the Shared Service Centre (SSC). * Ensure that all relevant processes are adhered to prior to recruitment of personnel. * Draft and check advertisements to ensure compliance with Regulatory Framework. * Provide HR advice for shortlisting and interview panels. * Compilation and updating of Recruitment and Vacancy reports. * Update the Employment Equity statistics for the SSC and ensure EE compliance. * Conduct misconduct/grievance investigations. * Represent the Department at disciplinary and grievance hearings as well as conciliation and arbitration. * Give sound advice with regard to the above processes to Line Management. * Must be able to work independently. * Alternative duties may be added as decided by the Director

ENQUIRIES APPLICATIONS : Ms H Ward Tel: (021) 658 4315
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray

POST 10/36 : **SENIOR ACCOUNTING CLERK REF NO: S8/3/2010/187**

SALARY CENTRE REQUIREMENTS : R105 645 per annum, Level 6
: Office Of The Surveyor General: Limpopo (Polokwane)
: A National Senior Certificate or equivalent qualification with experience in Finance, especially within the Public sector. * Workable knowledge of Public Finance Management Act (PFMA) and Treasury Regulations will be an advantage. * Knowledge of Basic Accounting System (BAS) and Pastel Accounting. * Good interpersonal relations, customer Service and organizing skills. * Computer literacy especially in MS Word, MS Excel and Ms Outlook. *Ability to work under pressure and have the knowledge of government financial administration with specific preference to cashier and banking duties.

DUTIES : * The successful candidate will be responsible for: Cashier Duties. * Receive state monies and issue receipts. * Safe keeping of state money of state money. * Prepare banking records of all cash and cheques received for depositing. * Capture BAS receipts. * Check remittance register and cheques. * Mange petty cash for the office and replenish it on monthly basis. * Assist with additional tasks as required by supervisor

ENQUIRIES APPLICATIONS : Mr. J Mashele Tel (015) 297 5002
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Comer Jacob Mare and Paul Kruger, Pretoria

FOR ATTENTION : Human Resource Management

POST 10/37 : **REGISTRY CLERK REF NO: S8/3/2010/188**

SALARY CENTRE REQUIREMENTS : R87 978 per annum, Level 5
: Office of the Surveyor General: Western Cape (Cape Town)
: Applicants must have a National Senior Certificate or equivalent. * Registry experience and/or knowledge of the functioning of a Surveyor-General's Office. * The following will be recommendations: Must be computer and numeracy literate. * Must be able to work under pressure and as a team member. * Must be able to apply the relevant aspects of the PFMA and the National Archive Act. * Attendance at a Records Management course, good verbal and written communication skills, and inter-personal skills would be an added advantage.

DUTIES : * Open files according to the approved filing system. * File correspondence on files. * Maintain approved filing and document tracking system. * Open and record post and handle remittance. * Register and process cadastral documents for technical and professional examination and approval. * Monitor the movement of Cadastral documents on the authorized electronic system. * Operate office equipment and machines (mailing machine, copiers). * Process the dispatching of approved cadastral documents

ENQUIRIES APPLICATIONS : Mr J Semela Tel: (021) 467 4800
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, at: Department of

Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray

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** : 26 March 2010
- 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). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 10/38** : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING**
Directorate: Labour Relations
- SALARY** : Total Package: R378 456 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification in Labour Relations/Labour Law PLUS credible relevant experience in labour relations field, with specific reference to collective bargaining. A legal qualification will be an added advantage. Knowledge of (i) Labour relations legislation, policies and procedures. (ii) Public Service Coordinating Bargaining Council and Public Health and Social Development Sectoral Bargaining Council Collective Agreements. (iii) Public Service Act. (iv) Public Service Regulations. (v) Public Finance Management Act. A valid drivers licence. Willingness to travel. Competencies needed: Planning and organising skills. Analytical thinking and innovation. Computer literacy. Change and diversity management. Costing and budgeting skills. Research skills. Negotiation skills People management skills. Presentation skills. Communication (written, verbal and liaison) skills. Project management skills. Attributes: Assertive. Accurate. Positive. Confident. Systematic. Adaptable. Self-starter. Ability to work independently and as part of a team.
- DUTIES** : Represent the employer in collective bargaining structures of the PHSDSBC including, but not limited to, task teams, committees and the Chamber. Conduct research in respect of proposed human resources policy interventions for the Social Development Sector. Ensure the enforcement and implementation of collective agreements and sector labour relations policies within the Social Development Sector. Assist in ensuring that Chambers of the PHSDSBC are functioning efficaciously and propose concrete strategies to improve their effectiveness, where required. Provide expert advice and support to Provincial Department of Social Development with regard to sector labour relations matters. Assist with management of the Labour Relations Committee of HRCF. Support senior managers on negotiations including preparations and with all matters incidental thereto. Facilitate the resolution of sector related disputes and provide expert advice. Strike management. Spearhead the establishment and entrenchment of strategic partnerships with stakeholders/ social partners, especially in collective bargaining. Develop, manage and review operational plans for the Sub-Unit. Staff management and development.
- ENQUIRIES** : Mr M Mntuyedwa, Tel no: (012) 312-7527/ 7449

<u>POST 10/39</u>	:	<u>DEPUTY DIRECTOR: DEMAND ACQUISITION</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R378 456 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> An appropriate Bachelors Degree in Economics, Commerce, Public Administration and Logistics and/ Purchasing Management or equivalent qualification PLUS sufficient experience in the Supply Chain Management environment. <input type="checkbox"/> Knowledge of the Supply Chain Management Policies, Government tender procedures, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and the Broad-Based Black Economic Empowerment Act. Competencies needed: <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Interpersonal relations skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Negotiation skills, <input type="checkbox"/> Financial Management skills. <input type="checkbox"/> Project management skills. Attributes: <input type="checkbox"/> Ability work in a team. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Accurate and complaint.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Manage the Department Demand management plan. <input type="checkbox"/> Conducts needs analysis and identify strategic sourcing strategies. <input type="checkbox"/> Manage and maintain an effective Supplier database. <input type="checkbox"/> Provide reports on socio economic objectives. <input type="checkbox"/> Provide advice in the development of specification or terms of reference prior to sourcing quotations or advertising of bids. <input type="checkbox"/> Manage the administration of the bidding process. <input type="checkbox"/> Ensure compliance with SCM Regulations. <input type="checkbox"/> Render effective and efficient support service in line with prescripts. <input type="checkbox"/> Manage secretariat function for the Departmental Bid Committees. <input type="checkbox"/> Manage transversal Contracts. <input type="checkbox"/> Measure supplier's performance in line with internal customer satisfaction against the service rendered. <input type="checkbox"/> Provide advisory reports to directorate on supplier related issues. <input type="checkbox"/> Manage departmental travel services including the travel contract. <input type="checkbox"/> Provide management reports on Demand and Acquisition Management functions.
<u>ENQUIRIES</u>	:	Mr D Naidoo Tel no: (012) 312-7688
<u>POST 10/40</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE I: SERVICES TO WOMEN</u> Directorate: Gender Focal Point
<u>SALARY</u>	:	R186 006 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree in Social Work or equivalent qualification plus a minimum of 8 years appropriate experience in social work after registration as a social worker with South African Council for Social Service Professions (SACSSP). <input type="checkbox"/> Experience in the social work field focused on women issues, Specialised knowledge of woman issues, <input type="checkbox"/> Knowledge of relevant policies and legislations. Competencies needed: <input type="checkbox"/> Project management skills. <input type="checkbox"/> Quality management skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Presentation skills. Attributes: <input type="checkbox"/> Optimistic. <input type="checkbox"/> Confident. <input type="checkbox"/> Patient. <input type="checkbox"/> Team leadership. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Assertive. <input type="checkbox"/> Accurate. <input type="checkbox"/> Systematic. <input type="checkbox"/> Independent. <input type="checkbox"/> Self-driven. <input type="checkbox"/> Problem solver. <input type="checkbox"/> Ethical.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Participate in the development, implementation, monitoring and evaluation of policies, strategies and programmes for service delivery to women. <input type="checkbox"/> Participate in the development of guidelines and minimum standards for the implementation of the Women Strategy. <input type="checkbox"/> Participate in the development of minimum standards for services to women. <input type="checkbox"/> Promote the role of women in families. <input type="checkbox"/> Monitor the implementation of the Women Strategy. <input type="checkbox"/> Advocate for women issues. <input type="checkbox"/> Ensure the empowerment of women in gender-related issues and socio-cultural challenges. <input type="checkbox"/> Facilitate research on issues pertaining to women to redirect services and programmes. <input type="checkbox"/> Prepare and make presentations on women issues. <input type="checkbox"/> Promote partnerships with other stakeholders, including civil society for service delivery to women. <input type="checkbox"/> Manage subordinate's work plans and conduct performance assessments. <input type="checkbox"/> Participate in forums with regard to women issues. <input type="checkbox"/> Keep up-to-date with new developments in the social work field. <input type="checkbox"/> Ensure that all the administrative functions required in the unit are performed to the required standard.
<u>ENQUIRIES</u>	:	Ms B Zungu Tel no: (012) 312-7361

STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : Applications can be forwarded by • Posting to the HR Officer, Stats SA, P/ Bag X 44, Stats SA, Pretoria, 0001 • Hand delivery at Stats SA, Cnr Andries and Vermeulen Streets, Pretoria.
- FOR ATTENTION** : Ms Lauren Nel
- CLOSING DATE** : 26 March 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POSTS

- POST 10/41** : **SUPPLY CHAIN MANAGEMENT OFFICER (TRANSIT) REF NO: 021/03/10**
 Person Profile: • This position will suit a trustworthy person with good communication, numerical, persistence, and negotiation skills • Ability to make decisions and work under pressure.
 (One permanent position exists in the Finance and SCM division at Head Office, Pretoria)
 (Please note that this is a re-advertisement, applicants who previously applied need not re-apply)
- SALARY** : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Prerequisites: • A three-year tertiary qualification in an SCM environment • Experience in the field of procurement • Knowledge of BAS, LOGIS, warehouse management and MS Office Suite.
- DUTIES** : Key Performance Areas: • Update system on goods received and ensure closure of orders • Liaise with relevant SCM units on performance of suppliers and expected goods according to specifications • Facilitate payments of received goods • Liaise with internal users, negotiate with suppliers and follow up on outstanding orders.
- ENQUIRIES** : Ms Lauren Nel at (012) 310 4858
- POST 10/42** : **TRANSPORT ADMINISTRATIVE OFFICER REF NO: 022/03/10**
 Person Profile: • This position will suit a person with: good communication and interpersonal skills • Good planning and writing skills • Ability to work under pressure.
 (One permanent position exists in the FMLS division at Head Office, Pretoria)
- SALARY** : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Prerequisites: • A three-year tertiary qualification in Office Administration • Transport management training will serve as an added advantage.
- DUTIES** : Key Performance Areas: • Ensure that GG vehicles are constantly maintained in a state of roadworthiness • Daily recording of vehicle kilometre usage • Provide standby support during field operations and normal day-to-day activities on a rotational basis • Daily scheduling of drivers' activities.
- ENQUIRIES** : Ms Lauren Nel at (012) 310 4858
- POST 10/43** : **OFFICE ADMINISTRATOR REF NO: 023/03/10**
 Person Profile: • This position will suit a person that has good interpersonal, communication, planning and organising skills • Ability to multitask and be versatile • Ability to work under pressure and meet deadlines.
 (One permanent position exists in the Labour Relations component under the HRM division at Head Office, Pretoria)

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Prerequisites: A three-year tertiary qualification in Office Administration/Business Administration and relevant experience • Experience in office, project or general administration • Knowledge of MS Office

DUTIES : Key Performance Areas: • Render general administrative support services to the component • Administer leave applications and finances for the component • Perform provisioning administrative functions for the component • Design, implement and monitor a filing system for the component • Act as a secretary for the departmental bargaining chamber.

ENQUIRIES : Ms Lauren Nel at (012) 310 4858

POST 10/44 : **ADMINISTRATIVE OFFICER REF NO: 025/03/10**
Person Profile: • This position will suit a person that has customer relationship management, problem solving, analytic and communication skills • Service delivery innovation.
(One permanent position exists in the Organisation and Development component under the HRM division at Head Office, Pretoria)

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Prerequisites: A three-year tertiary qualification in Human Resources Management or related field • Experience in human resources • Computer literate in MS Office • Experience in office, project or general administration.

DUTIES : Key Performance Areas: • Administer change management in StatsSA • Administer performance management activities in StatsSA • Coordinate change and performance management activities of the organisation • Coordinates and keep records of the component • Coordinates presentations, training and other activities of the component • Development and maintenance of database pertaining activities of the component •

ENQUIRIES : Ms Lauren Nel at (012) 310 4858

POST 10/45 : **RECEPTIONIST REF NO: 027/03/10**
Person Profile: • This position will suit a person that has good interpersonal, communication, planning and organising skills • Ability to multitask and be versatile • Ability to work under pressure and meet deadlines.
(One permanent position exists in the Nelspruit Provincial Office)

SALARY : R105 645 per annum
CENTRE : Nelspruit
REQUIREMENTS : Prerequisites: Senior Certificate • An appropriate secretarial qualification will be an added advantage • Knowledge of Logis is essential • Computer skills in MS Office Suite • Experience in office administration.

DUTIES : Key Performance Areas: • Operate the switchboard and attend to reception area • Provide secretarial support to the office staff • Assist with general office duties • Completion of request memo's along with transport and accommodation forms for approval • To courier parcels thorough courier services and dispatch them to the relevant section • To dispatch stationary to the staff upon request with the daily time-frame • Organise meetings, workshops and handle catering • Prepare presentations and coordinate activities as determined by management • Liaise with all stakeholders.

ENQUIRIES : Mr. Frank Thengwayo on (013) 754-0600

DEPARTMENT OF TOURISM

The National 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

- APPLICATIONS** : The Director-General, Department of Tourism, Private Bag X447, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)
- CLOSING DATE** : 29 March 2010
- FOR ATTENTION** : Mr G Ntshane
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment. Note: Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. Senior management candidates will be subject to reference checking, security clearance, competency assessment test and the signing of a performance agreement and employment contract.

MANAGEMENT ECHELON

- POST 10/46** : **CHIEF DIRECTOR: TOURISM PRODUCT AND ENTERPRISE DEVELOPMENT (REF: NDT36/2010)**
- SALARY** : Remuneration package of R790 953 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal need.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate tertiary qualification in Business Development or Economics or Business Administration plus extensive relevant experience in enterprise and product development and investment promotion. A relevant postgraduate qualification will serve as a recommendation. Strong strategic planning and leadership skills. Proven managerial experience, analytical, innovative, problem solving and human resources management skills. Good report writing. Experience in project management. High-level computer literacy. Ability to communicate effectively at all levels • Understanding of the Public Service environment .Thorough knowledge of the Public Finance Management Act and related Treasury Regulations. Valid driver's licence and willingness to travel. Minimum of five to eight years' management experience with exposure to strategic and business planning process . Computer literacy. Information presentation and report writing skills. Good verbal and written communication skills. Knowledge of related legislation. Ability to work under pressure.
- DUTIES** : Provide strategic direction, control and management of the Chief Directorate • Facilitate implementation of the Tourism Enterprise Development, Product Development and Investment Promotion strategies and policies • Promote the development of the tourism sectoral infrastructure • Facilitate access to financing and other incentives to ensure optimal development of tourism • Create a supporting environment climate for enterprises to enter and grow in the sector • Promote investment and product development to grow the sector and to diversify products offered.
- ENQUIRIES** : Ms S Nhlumayo, tel. (012) 310 3600
- POST 10/47** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF: NDT 23/2010)**
- SALARY** : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate tertiary qualification in Financial Management, Accounting, or equivalent qualification (NQF Level 7) • Extensive experience in supply chain

management or financial management • Knowledge and understanding of the State Tender Board Act, the Public Service Act and procurement legislations and regulations • In-depth knowledge and application of the Public Finance Management Act and Treasury Regulations, the Supply Chain Management Act and the Broad Based Economic Empowerment Act (BBEEA) • Sound knowledge of the Preferential Policy Framework Act (PPFA) • Understanding of the SITA Act • Computer literacy • A valid driver's licence.

DUTIES : Lead, direct and oversee the implementation of Supply Chain Management framework within the Department of Tourism • Develop and facilitate the implementation of Supply Chain Management Systems to be consistent with legislative and other good governance arrangements • Ensure the development of the strategic objectives for supply chain management • Provide strategic guidance and expert advice in terms of supply chain management • Ensure effective selection of strategic service providers and management of the relationships • Ensure effective selection of strategic service providers and management of the relationships • Ensure prevention and effective management of loss events • Identify critical suppliers, supplier risk and ensure business continuity planning in terms of the identified risks • Ensure the effective and efficient management of tender specification and adjudication processes • Ensure effective commodity management and monitoring and implementation of sound procurement and asset management systems • Ensure compliance with provisions of PFMA, Treasury Regulations, Broad-Based Black Economic Empowerment Act, Preferential Policy Framework Act and SITA Act • Participate in the development of the strategy for the department • Ensure effective resources and people management • Provide leadership and strategic direction.

ENQUIRIES : Mr RH Ackermann, tel. (012) 310 3684

POST 10/48 : **DIRECTOR: FINANCIAL MANAGEMENT. (REF: NDT 24/2010)**

SALARY : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Pretoria
An appropriate tertiary qualification in Financial Management, Accounting, or equivalent qualification (NQF Level 7) • Extensive experience in financial management • Knowledge and understanding of the Public Service Act, and other relevant regulations and prescripts • Knowledge and understanding of applicable Human Resources frameworks • In-depth knowledge and application of the Public Finance Management Act and Treasury Regulations, Payroll, BAS, and other financial systems • Computer literacy • A valid drive licence

DUTIES : Ensure strategic co-ordination and leadership of the Financial Administration • Ensure the development of the financial management strategic objectives • Provide strategic guidance and expert advice on the financial management matters • Prepare and submit monthly analysis reports • Prepare the Medium-Term Expenditure Framework • Prepare the Annual Financial Statements • Ensure the effective co-ordination and management of the financial management of a public entity • Ensure effective and efficient implementation of policies, systems and procedures • Build partnerships with stakeholders • Monitor the performance of the unit • Ensure effective people management within the unit • Provide leadership and strategic direction.

ENQUIRIES : Mr RH Ackermann, tel. (012) 310 3684

POST 10/49 : **DIRECTOR: PROGRAMME MANAGEMENT: CHIEF DIRECTORATE: SOCIAL RESPONSIBILITY IMPLEMENTATION (REF: NDT 28/2010)**

SALARY : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
An appropriate tertiary qualification in Development Studies, Social Studies or Public Administration • Additional studies in programme or project management would be advantageous • At least three to five years' practical contract and/or programme management experience acquired in the field of community development • Experience working with provincial, local governments and community organisations • Knowledge of the Expanded Public Works Programme (EPWP) and Tourism industry • Staff management experience • Leadership, management, strategic, analytical, conceptual and problem solving

skills • Computer literacy • High level of verbal and written communication skills in English • Presentation skills • Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations • Working knowledge of the SAQA Act • A self-motivated person with the ability to prioritise delivery of quality programmes and to work without constant supervision • Ability to manage personal time efficiently and help other people to meet deadlines • Willingness to work after hours • Valid Code 08 driver's licence and ability to travel frequently.

DUTIES : Be responsible for the overall management of project implementation, including management of contracted external project implementers • Plan effectively and schedule efficiently to ensure completion of tourism and deliverables to standard required and within the time and cost allowed • Manage the implementation of non-accredited and accredited training for EPWP workers employed in the SRP-funded projects • Facilitate corrective or legal actions where there is breach of contract or progress is not satisfactory • Liaise with other Directorates as appropriate to facilitate efficient and effective implementation of projects • Perform financial management • Ensure monthly reporting in accordance with the EPWP reporting requirements • Manage, guide and develop staff.

ENQUIRIES : Ms L Matlakala, tel. (012) 310 3812

POST 10/50 : **DIRECTOR: EMPLOYEE DEVELOPMENT. (REF: NDT30/2010)**

SALARY : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Pretoria
 : An appropriate tertiary qualification in Human Resources or a relevant qualification at an equivalent NQF level • Proven strategic management and leadership skills • Extensive experience in the field of Human Resources Management, with a specific focus on Human Resources Development, Performance Management, Employee Wellness and Labour/Employee Relations • A good understanding of the public service regulatory framework • Proven experience in policy development and implementation • An understanding of the Employment Equity (EE) Act and overall knowledge of government's transformation policies and priorities • Good communication skills (interpersonal and report writing) • People management skills • Project and financial management skills • Knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : Reporting to the Chief Director: Corporate Affairs, the successful candidate will provide overall strategic management and leadership to the Directorate: Employee Development and perform the following key functions: • Provide sound strategic planning and preparation of the directorate's annual business plan • Oversee the development and implementation of the department's Human Resource Development and Wellness Strategies • Oversee the implementation of the department's skills development programmes • Develop and implement a Workplace Skills Plan (WSP) • Develop and implement an employee performance management system for the department • Ensure the promotion of sound Employee Relations in the workplace • Implement an effective and efficient Employee Health and Wellness Programme for the department • Ensure compliance with the Occupational Health and Safety Act • Implement and ensure mainstreaming of Youth, Gender, Children and Disability Programmes in the Department • Oversee the development and implementation of appropriate HR policies, procedures and guidelines in relation to Human Resources Development, Performance Management, Employee Wellness and Employee Relations matters • Manage financial and human resources in the Directorate.

ENQUIRIES : Mr A Mafanele, tel. (012) 310 3855

POST 10/51 : **DIRECTOR: PUBLIC SECTOR LIAISON (REF: NDT40/2010)**

Job Purpose: To deliver strategic support to the Chief Director and direction to sector managers ensuring consistency and integration in the implementation of the TECSA's organisational strategy.

SALARY : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in Public Sector Administration or equivalent • Strong Public Sector procurement framework knowledge • Extensive public sector experience • BBBEE and PPPFA knowledge • Operational excellence • Strategist with strong analytical skills • Strong people management and development skills • Willingness to travel • Good communication and computer skills • Open, honest and co-operative • Shows initiative in prioritising work • Good inter-personal relations and a team player.

DUTIES : Ensure that the Public Sector complies with the Tourism Charter and to further use its leverage in implementing programmes to advance empowerment in the Tourism Sector • Implement Public Sector Strategy as per public sector research projects recommendations • Ensure that provincial and metrofocal deliver on the Tourism Charter • Ensure that Local Government and district municipalities deliver on the Tourism Charter • Facilitate the rollout of the incentive and recognition framework to the Public Sector • Ensure that the Public Sector uses its leverage to deliver on the Tourism Charter • Roll out the recognition system and framework to Public Sector.

ENQUIRIES : Ms B Mosutye tel. (012) 310 3196

NOTE : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The people appointed in these positions will be subjected to reference checking and security clearance. Candidates will be subject to competency assessment test and the signing of a performance agreement and employment contract.

OTHER POSTS

POST 10/52 : **DEPUTY DIRECTOR: ACQUISITION/BIDS AND ASSET MANAGEMENT (REF: NDT26/2010)**
Directorate: Supply Chain Management

SALARY : R448 521 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A three-year relevant Bachelor's degree/three-year Diploma in the field of Purchasing Management/Supply Chain Management and extensive appropriate experience in asset management • Good knowledge of the PFMA, PPPFA, BBBEEA, Treasury Regulations, A Guide to Accounting Officers, Supply Chain Management Practice Notes as issued by National Treasury, Asset Management Practical Guide, LOGIS and BAS applications • Experience in management and supervision of staff • Good communication skills (verbal and writing) • Advanced computer literacy.

DUTIES : Support line functions when acquiring goods and services, this includes the entire bids administration (determination of specifications, advertisement, and closing, recording of received bids, evaluation and submission of recommendations to the Departmental Adjudication Committee (DAC)) • Render secretariat function to the DAC • Monitor contracts/service level agreements • The Asset Management function will include Asset Register update, thefts and losses and disposals of redundant and obsolete items • Co-ordinate monthly reports for management.

ENQUIRIES : Mr RH Ackermann, tel. (012) 310 3684

POST 10/53 : **DEPUTY DIRECTOR: IT BUSINESS SOLUTIONS (REF: NDT31/2010)**

SALARY : R448 521 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A relevant three-year ICT qualification or equivalent with appropriate experience, with a specific focus on development • Proven strategic management (and implementation of business solutions, including Geographic Information Systems) • A thorough understanding of and experience in implementation enterprise systems architecture, methodologies, frameworks and technologies currently used in systems development • Relevant experience in service level agreements and maintenance • Extensive experience in project and contract management, with a focus on change and configuration management as well as report writing skills • Experience in Geographic Information Systems and policy development • Financial management skills • Ability to communicate at all levels • Presentation skills • Ability to work under pressure • Must have excellent interpersonal skills and understand the strategic role of ICT in organisations • Strong planning, decision-making and other administrative skills • Training skills.

DUTIES : Provide overall strategic management and leadership to the Directorate: Information Technology • Manage and co-ordinate the development and maintenance of the Information Technology business solutions for the department • Manage the implementation of strategies and business applications

- Analyse the business processes of the department regarding systems integration
- Develop an enterprise systems architecture to identify possible ICT systems
- Develop management reports, and implement standards and best practices
- Ensure proper controls are in place for the effective utilisation of ICT services
- Manage the IT budget.

ENQUIRIES : Mr E Karg, tel. (012) 310 3408

POST 10/54 : **DEPUTY DIRECTOR: IT INFRASTRUCTURE: NETWORK MANAGER (REF: NDT32/2010)**

SALARY : R448 521 per annum (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A relevant three-year ICT qualification or equivalent with appropriate experience • Extensive knowledge on Novell and Microsoft Server environments that include GroupWise 7/8 • Expert knowledge on LAN and WAN environments with emphasis on transport protocols such as TCP/IP and network management tools • Extensive practical knowledge on the different backup technologies which include Data Protect • ITIL process implementation skills • A sound knowledge of IT systems, IT infrastructure and processes skills, with a focus on change management and configuration management as well as report writing skills • Ability to communicate at all levels, presentation skills and ability to work under pressure • Excellent interpersonal skills and understand the strategic role of ICT in organisations • Strong planning, decision-making and other administrative skills • Training skills.

DUTIES : Implement ITIL processes with a focus on Service Support and Delivery • Maintain the ICT in accordance with the business agreement and service level agreements between DEA and external ICT service providers • Assist in the development and implementation of ICT operations policies • Develop and implement business continuity and implement backup and recovery strategies and plan • Identify bottlenecks in the IT service delivery process • Configure and manage networking devices such as routers, switches, hubs, etc. • Manage resources and user support of the entire desktop environment • Manage the IT Help Desk function • Develop management reports • Generate monthly statistics on faults/requests logged and resolved and report against the key performance indicators in the service level agreements • Management and support of the LAN/WAN which include Internet and e-mail services, transversal systems and production servers • Ensure proper controls are in place for effective utilisation of ICT services • Manage the IT budget.

ENQUIRIES : Mr E Karg, tel. (012) 310 3408

POST 10/55 : **DEPUTY DIRECTOR: CLIMATE CHANGE AND TOURISM (REF: NDT 34/2010)**

SALARY : R378 456 per annum (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in Environmental Management/Sciences or any appropriate tertiary qualification in related field • A postgraduate degree will serve as an added advantage • Understanding and knowledge of tourism and climate change mitigation and adaptation issues (globally, regionally and locally) • Knowledge of government policies and processes • Ability to develop and interpret policies • Good organisational, administrative, decision-making, problem solving and interpersonal skills • Good communication (verbal and writing), and presentation skills • Good planning, conflict management and resolution skills • Ability to conduct research and draft reports • Ability to work and interact at a high level • Computer literacy (packages such as MS Excel, MS PowerPoint, MS Word, GroupWise, Internet, etc.) • A sense of responsibility and ability to work under pressure and independently with limited supervision • Willingness to work after hours when needed will be an added advantage.

DUTIES : Provide support to the Director: Responsible Tourism in promoting initiatives aimed at addressing climate change in the Tourism industry • Prepare policy discussion documents on Tourism and Climate Change • Develop Tourism's response strategy to climate change • Provide Tourism's input to policy and discussion documents aimed at informing South African negotiation positions for Climate Change in relevant multilateral institution and other forums • Identify and mobilise key tourism stakeholders affected and contributing to climate change • Facilitate necessary research to assess tourism impact on climate change • Facilitate engagement with key stakeholders • Co-ordinate and monitor Provincial climate change initiatives • Draft and facilitate signing of agreements with Tourism industry and in particular aviation and broader transport industry • Provide and

facilitate arrangements for implementation, monitoring and evaluation of climate change adaptation and mitigation measures in tourism • Compile appropriate stakeholder communication and awareness material • Co-ordinate Tourism's reporting on climate change and related issues.

ENQUIRIES : Mr B Langalibalele, tel. (012) 310 3830

POST 10/56 : **BRANCH ADMINISTRATOR: OFFICE OF VARIOUS DEPUTY DIRECTORS-GENERAL (3 POSTS) (REF: NDT35/2010)**

SALARY : R378 456 per annum (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in a related field • Proven extensive relevant experience with exposure to strategic and business planning process • Computer literacy • Information presentation and report writing skills • Good verbal and written communication skills • Knowledge of related legislation • Ability to work under pressure.

DUTIES : Provide management support to the Deputy Director-General: Tourism Development • Analyse and interpret Tourism Development Strategy • Facilitate and co-ordinate key business planning information with all the Chief Directorates • Draft business plan in line with the outcomes of the strategic planning sessions • Follow up on decisions from the office of the Deputy Director-General • Follow up on key decisions from the Ministers and Management meetings and other management forum and ensure timely implementation thereof • Design and implement appropriate communication strategies in partnership with the communications Chief Directorate • Manage correspondence in the Deputy Director-General's office • Design project management standards for the Branch • Monitor and evaluate implementation of projects • Ensure that all Branch projects are within scope, time and budget • Liaise and consult with the Office Administrator to the Deputy Director-General on a continuous basis to ensure effective office procedures and flow of work

ENQUIRIES : Mr G Ntshane, tel. (012) 310 3367

POST 10/57 : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES (REF: NDT42/2010)**

SALARY : R448 521 per annum (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification with extensive facilities and logistics experience at management level • Project management and knowledge of facilities directives, procedures and processes • Valid driver's licence • Ability to develop and implement policies, directives and related prescripts • Financial management skills and knowledge of PFMA and Treasury Regulations • Records management experience at management level • Advanced computer literacy • Writing and verbal communication skills • Planning and organising skills • Good interpersonal skills • Ability to work long hours and independently • Ability to gather and analyse information.

DUTIES : Manage auxiliary services • Manage registry services • Manage office accommodation • Manage telecommunication services • Manage SLAs with service providers • Ensure compliance to relevant policies and provide management reports • Compile and update need analysis • Ensure implementation of energy efficiency strategy • Management and development of subordinates • Implement National Archives Act • Management of leases and utility accounts.

ENQUIRIES : Ms N Ngcobo, tel. (012) 310 3933

POST 10/58 : **ASSISTANT DIRECTOR: TRAVEL SERVICES (REF: NDT43/2010)**

SALARY : R192 540 per annum (An all-inclusive remuneration package of R265 715 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification with extensive transport and travel experience at supervisory level • Knowledge of transport directives, procedures and processes • Ability to interpret and implement policies, directives and related prescripts in fleet management • Financial management skills and knowledge of the PFMA and Treasury Regulations • Computer literacy • Writing and verbal communication skills • Planning and organising skills • Good interpersonal skills • Ability to work long hours and independently • Ability to gather and analyse information • A valid driver's licence.

DUTIES : Administer the departmental travel services • Manage acquisition of subsidised, pool and ministerial vehicles • Monitor all allowances of subsidised vehicles • Monitor compliance with Transport Policy and provide management reports • Monitor service level agreement • Compile and update fleet analysis • Ensure adherence to Tourism Charter • Management and development of subordinates

ENQUIRIES : Ms N Ngcobo, tel. (012) 310 3933

POST 10/59 : **ASSISTANT DIRECTOR: SECURITY SERVICES (REF: NDT45/2010)**

SALARY : R192 540 per annum (An all-inclusive remuneration package of R265 715 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification with extensive security management experience, security managers certificate will serve as an added advantage • Knowledge of MISS document, security directives, procedures and processes • Ability to interpret and implement policies, directives and related prescripts in security administration • Financial management skills and knowledge of the PFMA and Treasury Regulations • Computer literacy • Writing and verbal communication skills • Planning and organising skills • Good interpersonal skills • Ability to work long hours and independently • Ability to gather and analyse information • A valid driver's licence.

DUTIES : Manage physical security and monitor the surveillance system • Administration of physical security section • Identify risks and threats to the security of the department • Monitor service level agreement • Develop and maintain security awareness presentation sessions • Ensure adherence to MISS • Management and development of subordinates.

ENQUIRIES : Ms N Ngcobo, tel. (012) 310 3933

POST 10/60 : **ASSISTANT DIRECTOR: BUILDINGS AND ENERGY MANAGEMENT (REF: NDT44/2010)**

SALARY : R192 540 per annum (An all-inclusive remuneration package of R265 715 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in Built Environment with extensive buildings and energy management experience • Knowledge of building-related prescripts and procedures • Ability to interpret and implement policies, directives and related prescripts in facilities management • Knowledge of energy efficiency strategy • Financial management skills and knowledge of the PFMA and Treasury Regulations • Project management skills • Computer literacy • Writing and verbal communication skills • Planning and organising skills • Good interpersonal skills • Ability to work long hours and independently • Ability to gather and analyse information • A valid driver's licence • Supervisory experience.

DUTIES : Administer buildings functions and administer leases of all buildings • Provide maintenance services in all buildings • Administer the implementation of the energy efficiency strategy and action plan for low cost energy measures • Administer utility accounts • Monitor service level agreement • Conduct building management awareness campaigns.

ENQUIRIES : Ms N Ngcobo, tel. (012) 310 3933

POST 10/61 : **ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT AND ADMINISTRATION (REF: NDT27/2010)**

SALARY : R240 318 per annum (An all-inclusive remuneration package of R323 686 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree in Office or Public Administration or Grade 12 with relevant work experience in contract administration • Working knowledge of government's litigation protocol, policies and legislation, and principles of financial management • Working knowledge of the project management cycle and processes • Document management: Understanding and analysing contracts • Knowledge and understanding of the PFMA and Treasury Regulations • Good interpersonal, communication, decision-making and organising skills • Computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, GroupWise and Internet • Good administration skills • An ability to work with limited supervision • Willingness to work after hours.

DUTIES : The successful applicant will be responsible for the management of contracts and monitoring of compliance to contracts of the Chief Directorate: Social Responsibility Implementation and ensuring compliance with public service

financial management procedures and prescripts. He/she will perform the following key functions: • Draft contracts in terms of the approved contract templates • Manage contract administration and workflow • Draft submissions and letters pertaining to contracts • Ensure safe custody of original contracts in terms of prescripts • Manage the centralised contract database • Liaise with stakeholders with regards to queries and the dissemination of information • Perform any other contract administration-related functions.

- ENQUIRIES** : Mr Jonga Kuhlane, tel. (012) 310 3620
- POST 10/62** : **ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION (REF: NDT29/2010)**
- SALARY** : R240 318 per annum (An all-inclusive remuneration package of R323 686 per annum - conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate plus a post-matric/three-year qualification in Office or Public Administration • Relevant work experience in finance administration, and principles of financial management • Working knowledge of the project management cycle and processes • Understanding and analysing financial statements • Understanding of cash flow management • Ability to manage correspondence by receiving and distributing documents • Knowledge and understanding of the PFMA and Treasury Regulations • Good interpersonal, communication, decision making and organising skills • Computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, GroupWise and Internet • Good administration, diary management, mail and telephone screening skills • An understanding of the Public Service Finance systems and procedures will also serve as an advantage • Ability to work with limited supervision • Willingness to work after hours.
- DUTIES** : The successful applicant will be responsible for the management of payments and monitoring of finances of the Chief Directorate: Social Responsibility Implementation and ensure compliance to public service financial management procedures and prescripts. He/she will perform the following key functions: • Manage the Chief Directorate procurement activities and compliance with Supply Chain Management procedures and pre-scripts • Ensure that all payments requested and recommended by project implementers and SRI regional offices respectively are transferred to project bank accounts • Verify payment documentation for correctness, completeness and compliance to both standard and special conditions of the contract • Ensure that all project payments made to implementers have been captured on Perform System • Compile BAS/PERFORM reconciliation • Manage petty cash of SRI regional offices and reporting thereof on a monthly basis whereof the expenditure trends per regional office will be indicated • Compile presentations, submissions and reports • Compile weekly payment reports • Liaise with stakeholders with regards to queries and dissemination of information • Perform any other financial administration-related functions.
- ENQUIRIES** : Mr David Ramotsepane, tel. (012) 310 3489
- POST 10/63** : **ASSISTANT DIRECTOR: ELECTRONIC COMMUNICATIONS (REF: NDT38/2010)**
- SALARY** : R240 3189 per annum (An all-inclusive remuneration package of R323 686 per annum - conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate tertiary qualification in Information Technology, website development and the management of electronic communications • An innovative and creative person with proven skills in the development of electronic products. Essential requirements for this post include: • Website design skills • Thorough knowledge of Internet usage • HTML editors/CMS (Content Management Systems) • HTML coding • DreamWeaver proficiency • Photoshop CS2 proficiency • Understanding of CuteFTP • Understanding the use of social network sites. Other skills include: • Good written communication and organisational skills • Creative brainstorming and strategic abilities • Editing and proofreading of copy • Excellent computer skills.
- DUTIES** : The successful candidate will report to the Director: Communications and her/his duty will primarily be to develop and manage the electronic communications services of the department and to be responsible for the following key performance areas: • Managing the update of the website and Intranet information services of the department • Developing electronic and digital communications for the department • Liaising with the department's branches in co-ordinating the upload of information on the intranet • Ensuring that information is current on the

departmental intranet • Ensuring that the department website is updated with fresh content • Uploading media statements on the department website • Uploading the department strategic documents as and when they are made available • Responding to queries received from the website • Designing and editing web pages • Providing strategic support in the development of an audio-visual and photographic library for the department • Performing other communications-related duties relevant to enhancing the performance of the Directorate: Communications, and the department as assigned by the Director: Communications from time to time.

ENQUIRIES : Mr Jay Singh, tel. (012) 310 3311

POST 10/64 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS AND PUBLICATIONS (REF: NDT39/2010)**

SALARY : R240 3189 per annum (An all-inclusive remuneration package of R323 686 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in and relevant experience in the implementation of internal communications strategies and the co-ordination of publications • An innovative and creative person with proven skills in the co-ordination of internal communications events/programmes and publications • An analytical thinker with communications, marketing, writing and project management experience, who can work under pressure • An understanding of government communications would be an added recommendation.

DUTIES : The successful candidate will report to the Director: Communications and her/his duty will primarily be to co-ordinate the production of all publications and internal communications of the National Department of Tourism and its Ministry. In this regard, the duties of the incumbent will be to: • Assist the directorate in developing and implementing a production schedule of all departmental publications in line with Management • Co-ordinate all internal and external bound communication events of the department • Assist in managing the effective and efficient use of the department's library services • Assist the directorate in developing, managing and maintaining an audio-visual and photographic library for the department • Perform other communications-related duties relevant to enhancing the performance of the Directorate: Communications and the department as assigned by the Director: Communications from time to time.

ENQUIRIES : Mr Jay Singh, tel. (012) 310 3311

POST 10/65 : **ASSISTANT DIRECTOR: SERVICE BENEFITS AND CONDITIONS (REF: NDT41/2010)**

SALARY : R240 3189 per annum (An all-inclusive remuneration package of R323 686 per annum - conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification in Human Resource Management or related qualifications plus extensive experience in Service Benefits and Conditions • Good planning, management, organisational and problem solving skills • Good communication and interpersonal skills • A thorough knowledge of and ability to interpret and give advice on government policies/legislations and other directives related to human resource management in government • Good knowledge of the general human resource procedures and practices • Computer literacy and extensive knowledge of the Persal system • A Certificate in Persal Administration will be an added advantage.

DUTIES : Be responsible for management, implementation and payment of service benefits such as leave, allowances, pensions, resettlement, medical assistance, overtime, and long service recognition • Manage policies on service benefits and conditions by checking compliance with legislation and other prescripts, and review existing policies and amend accordingly • Manage financial disclosure process by SMS officials and the performance of remunerative work outside the public service by all employees • Manage the service termination process • Monitor injury on duty by checking compliance with legislation, e.g. COIDA and OHS • Conduct information sharing session • Advise clients on service benefits matters.

ENQUIRIES : Ms T Mabitsi, tel. (012) 310 3292

POST 10/66 : **LEGAL ADMINISTRATION OFFICER: MR-5 (REF: NDT33/2010)**

SALARY : R190 902 - R470 970 per annum (An all-inclusive remuneration package)

CENTRE REQUIREMENTS : Pretoria
: Minimum: An LLB or equivalent legal qualification and at least six years' postgraduate legal experience in one or more of the following: Administrative Law, Constitutional Law, International Law, Law of Contracts and Delict, principles of interpretation of statutes and management of litigation • Analytical thinking and research skills • Excellent legal writing and verbal communication skills • Good computer literacy • Knowledge of tourism policies and legislation will be an added advantage • Ability to work independently with minimal supervision and produce high-quality work within the required timeframes.

DUTIES : Manage litigation for and against the department, handle court pleadings and liaise with the State Attorney and counsel • Provide comments on Bills, regulations, policies, notices and draft and vet contracts and international agreements • Draft legal opinions on interpretation and questions of law • Advise the department on the Promotion of Access to Information Act and the Promotion of Administrative Justice Act • Provide legal support at meetings.

ENQUIRIES : Ms M Setwaba, tel. (012) 310 3616

POST 10/67 : **SENIOR LEGAL ADMINISTRATION OFFICER: MR-6 (REF: NDT37/2010)**

SALARY CENTRE REQUIREMENTS : R242 253 - R588 816 per annum (An all-inclusive remuneration package)
: Pretoria
: An LLB degree or equivalent legal qualification • Eight years' postgraduate legal experience in Administrative Law, Constitutional Law, International Law, Law of Contract and Delict, principles of interpretation of statutes, civil procedure and alternative dispute resolution mechanism • Mediation and conflict resolution skills • Management experience • Negotiation, research and very good drafting and communication skills • Ability to think Independently, analytically, innovatively and good problem solving skills • Good computer skills • Knowledge of tourism policies and law, the PFMA, Treasury Regulations and of the Public Service Act will be an added advantage • Ability to work independently with minimal supervision and produce high-quality work within the required timeframes.

DUTIES : Manage litigation for and on behalf of the department • Liaise with the State Attorney and Counsel • Draft legislation• Provide comments on Bills, regulations, policies, notices • Render legal advice and opinions to the department on interpretation and on questions of law • Conduct legal research • Negotiate, draft and vet international agreements and other contracts as may be required • Advise the department on the Promotion of Access to Information Act and the Promotion of Administrative Justice Act• Provide legal support at meetings • Do presentations • Report on legislation and litigation • Manage staff as and when required

ENQUIRIES : Ms M Setwaba, tel. (012) 310 3616

POST 10/68 : **SENIOR LEGAL ADMINISTRATION OFFICER: MR-6 (REF: NDT37/2010)**

SALARY CENTRE REQUIREMENTS : R242 253 - R588 816 per annum (An all-inclusive remuneration package)
: Pretoria
: An LLB degree or equivalent legal qualification • Eight years' postgraduate legal experience in Administrative Law, Constitutional Law, International Law, Law of Contract and Delict, principles of interpretation of statutes, civil procedure and alternative dispute resolution mechanism • Mediation and conflict resolution skills • Management experience • Negotiation, research and very good drafting and communication skills • Ability to think Independently, analytically, innovatively and good problem solving skills • Good computer skills • Knowledge of tourism policies and law, the PFMA, Treasury Regulations and of the Public Service Act will be an added advantage • Ability to work independently with minimal supervision and produce high-quality work within the required timeframes.

DUTIES : Manage litigation for and on behalf of the department • Liaise with the State Attorney and Counsel • Draft legislation• Provide comments on Bills, regulations, policies, notices • Render legal advice and opinions to the department on interpretation and on questions of law • Conduct legal research • Negotiate, draft and vet international agreements and other contracts as may be required • Advise the department on the Promotion of Access to Information Act and the Promotion of Administrative Justice Act• Provide legal support at meetings • Do presentations • Report on legislation and litigation • Manage staff as and when required

ENQUIRIES : Ms M Setwaba, tel. (012) 310 3616

THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue.
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 19 March 2010
- NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POST

- POST 10/69** : **ASSISTANT DIRECTOR: PROJECTS AND MAINTENANCE**
Unit: Households and Accommodation
- SALARY** : R192 540 per annum
- REQUIREMENTS** : A tertiary qualification, Knowledge of project management, Built environment exposure, Driver's licence and a qualification in project management will be an added advantage.
- DUTIES** : The successful candidate will co-ordinate and oversee maintenance projects with the Department of Public Works, Co-ordinate the allocation of office space, Oversee the execution of minor maintenance work. Management of staff. Liaison with clients on projects and office allocations and Financial Management of sub unit allocated budget
- ENQUIRIES** : Ms Xoliswa Boqwana: 012 300 5971

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : The application forms must be forwarded for the attention of Ms G Gcwabe at the following address: HR Manager, Department of Agriculture, P/Bag X0040, BHISHO, 5605 or hand deliver to Room 1108, 11th Floor Dukumbana Building, Bhisho, Enquiries: 040 - 609 3403
- CLOSING DATE** : 19 March 2010
- NOTE** : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, ID and Curriculum Vitae must accompany these forms. Candidates must quote on their application, the number of this circular as well as the relevant reference number of the post and the centre(town) for which they are applying. This must be clearly indicated. Candidates requiring additional information must direct their enquiries telephonically to the person indicated in paragraph 1 above. No incomplete applications, nor faxed or late applications will be considered. Should you not receive any response from the Department within 60 days of the closing date, please regard your application as being unsuccessful. The Department reserves the right not to make an appointment. Candidates appointed will be subjected to security clearance.

OTHER POSTS

- POST 10/70** : **PERSONAL ASSISTANTS**
To the following SMS Members
Deputy Director-General: Administration and Chief Financial Officer (Ref: 1/2/2010)
Deputy Director-General: Agricultural Development (Ref: 2/2/2010)
Deputy Director-General: Rural Development (Ref: 3/2/2010)
Five Year Contract
- SALARY** : R130 425 – R153 636 per annum
- CENTRE** : Bhisho
- REQUIREMENTS** : A relevant secretarial diploma or equivalent qualification (NQF 6). Must have minimum of 3 years experience in rendering a support service to senior management. Must have language skills and the ability to communicate well with people at different levels and from different backgrounds. Must have good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, written communication skills, ability to act with tact and discretion, ability to do research and analyze documents and situations, good grooming and presentation, self-management and motivation. Must have knowledge of relevant legislation/ policies/ prescripts and procedures. Must have basic knowledge of financial administration.
- DUTIES** : Provides a secretarial/receptionist support service to the manager Renders administrative support services. Provides support to the manager regarding meetings and appointments. Supports the manager with the administration of the budget. Keeps abreast with the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is correctly administered.

DEPARTMENT OF EDUCATION

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

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number and the name of publication in which you saw this advertisement, for the attention of the Director Human Resources Administration, Department of Education, Private Bag X0032, Bhisho, 5605.
- CLOSING DATE** : 23 March 2010
- NOTE** : Applications must be submitted on Z83 obtainable for any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and Valid Driver's Licence. No faxed applications will be accepted. Short listed candidates will be expected to undergo competency profiling and security clearances. NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of three referees must be submitted. Only shortlisted candidates will be contacted.

MANAGEMENT ECHELON

<u>POST 10/71</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT, REF: 15/02.001</u>
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>SALARY</u>	:	All inclusive package of R790 953 – R959 871 all salary per annum (including basic salary 60% of packages, (the State's contribution to the Employee Pension Fund (13% of basic salary) and flexible portion can be structured according to the individual's needs.
<u>REQUIREMENTS</u>	:	Postgraduate degree in Financial Accounting coupled with extensive (five years) relevant experience in the following: of which three years should have been at senior management level. *Experience in managing resources i.e. financial, human and assets. *Strong managerial background in the field of general management and Administration as well as strong communication and facilitation skills. Proven analytic capacity and a clear understanding of the PFMA Treasury Regulation, MFMA etc. Well conversant in Preparation of financial reports. * Development of strategy plans linked to budgets. *Use of spreadsheets and word processing package (advanced computer literacy skill). *Knowledge of strategy formulation. *Adaptability initiative and creative thinking skills. *Good interpersonal relations. Ability to work under pressure in meeting deadlines. *. *Ability to lead people in strategic change, teamwork and cooperation and relationship management. *Good presentation skills and ability to interact with the Executive Council, the Provincial Legislature, Provincial Departments and other Provincial Treasury Stakeholders. *The candidate will be expected to work outside the normal working hours when required. * Code B driver's license is essential.
<u>DUTIES</u>	:	Plan and table credit budget that covers all activities of the department for which the estimate are based on reasonable revenue projections and ensure that it complies with national prescripts norms and standards. *Manage the development and implementation of an expenditure Monitoring and Evaluation Systems. *Provide advice to department for the alignment of the budget with the Government's policy priorities and advise policymaker on the feasibility and desirability of budget proposal. *Plan and implement IYM system to ensure that the department remains within its budget. *Monitor expenditure to ensure that it complies with the organic budget laws, financial regulations and instructions and annual budget laws. *Build capacity in the department's administration to ensure expenditure management. *Monitor budget execution and implement measures to prevent under spending on infrastructure and conditional grants. *Ensure proper alignment of the strategic plans and the budget. Implement Performance Management and Development System in the Chief Directorate. *Ensure appropriate responses are provided to all accounting and audit related queries.*preparation of annual Financial Statement.* Monitoring of payments relating to salaries and general creditors.
<u>ENQUIRIES</u>	:	Mr. Stowman @ 040 608 4549/ 4548/ 4064

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

APPLICATIONS : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222

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

OTHER POSTS

POST 10/72 : **MEDICAL OFFICER GR2/GR3 REF NO 70250254**
Directorate: Medical Department

SALARY : (Gr II) R423 846 per annum / (Gr III) R491 892 per annum (plus benefits)
CENTRE : Pretoria West Hospital

REQUIREMENTS : Registration with the HPCSA as a Medical Practitioner. A minimum of at least 5 years working experience for Gr2 or a minimum of at least 10 years working experience for Gr3 after registration with the HPCSA as Medical Practitioner. At least 3 years extensive appropriate clinical knowledge and experience in HIV and AIDS/STI and TB Management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Computer literacy. Management skills. Ability to work within the multidisciplinary team. Ability to work under pressure. Should be able to perform commuted overtime as per departmental requirement.

DUTIES : Function as part of the multidisciplinary team. Manage all patients eligible for ARV's according to National guidelines. Initiate patients on ARV's. Continuous monitoring of patients on ARV's. Serve as a champion for drug adherence. Manage patients according to the National TB/HIV collaboration guidelines. Identify patients for down-referral. Refer patients to other identified disciplines. Participate in continuous medical education and supervision activities. Forms part of the clinical service delivery team within the facility. Participate in pharmacovigilance activities. Participate in and support research.

ENQUIRIES : Dr M J Kganakga, Tel No: (012) 380 -1454
CLOSING DATE : 29 March 2010

POST 10/73 : **PHARMACIST REF NO: 70250331**
Directorate: HAST X1
Jubilee Hospital X 2

SALARY : R302 319 – 381 900 as per OSD
CENTRE : Jubilee District Hospital

REQUIREMENTS : Registration with the South African Pharmacy Council as a Pharmacist. 2 years experience post internship and community service. Must be computer literate. Research and analytical skills or experience, Must have communication – and leadership skills. Must have knowledge of finance and human resource management. Experience or qualification in an ARV setting is an advantage.

DUTIES : Ensure quality provision of pharmaceutical services and adherence to current good practice of pharmacy practices and manufacturing practices. Effective drug supply management. Implementation of policies and standards operation procedures. Ensure that systems are in place for the effective supply, chain management and stock control. Provide comprehensively advisory on professional specific matters. Train, educate and ensure development pharmacy staff and other health workers. Co-ordinate the activities of other allied workers.

ENQUIRIES : Dr. O.B. Modise, Tel. No. (012) 717-9338/02
CLOSING DATE : 30 March 2010

POST 10/74 : **SHIFT LEADER GRADE 3 TO 6**
: City of Johannesburg REF NO 70250325
: Ekurhuleni REF NO 70250326
: Westrand REF NO 70250327
: Sedibeng REF NO 70250328
: Tshwane REF NO 70250329
: Metsweding REF NO 70250330
: Directorate: Directorate: Emergency Medical Services

SALARY : R134 727 – R243 318 (plus benefits)
Finally salary will be determined by experience attached to the professional category

REQUIREMENTS : AEA/ECT/CCA/ECP with 10 year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA.

DUTIES : Responsible for all EMS activities in the station during the shift. Provide advice on procedures and policy matters to staff. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyze trip sheet and patient assessment forms and report discrepancies to the Station Manager. Ensure adherence to EMS procedures. Attend to major incidents. Ensure effective control over resources in the station during shift. Undertake any other duties as allocated by management.

ENQUIRIES : Mr TF Motimane Tel No: (011) 564 2005
CLOSING DATE : 26 March 2010

POST 10/75 : **PHARMACIST ASSISTANT LEARNER POST BASIC REF NO: 70250333**
: Directorate: Jubilee District Hospital

SALARY : R84 420 Pa as Per OSD
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Registration with the South African Pharmacy council as a Learner Post Basic Pharmacist assistant. Computer literacy will be an added advantage. Good communication skills (Verbal and written). Good interpersonal relations and the ability to work in a team.

DUTIES : ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a learner post basic pharmacist's assistant under the supervision of a pharmacist. Assist with the ordering of and receiving of schedule 0 – 6 medicine. Bulk compounding of stock in accordance with SOP's. Stock taking. Pre pack stock in accordance with the SOP's. Assist with the removal of pharmaceutical waste. Prescription reading and preparation following interpretation and evaluation by a pharmacist. Perform other duties assigned by the supervisor that is necessary for the provision of quality pharmaceutical services.

ENQUIRIES : Ms. C.k Mokhele Tel. No. (012) 717-9389
CLOSING DATE : 30 March 2010

POST 10/76 : **PHARMACIST ASSISTANT LEARNER BASIC REF NO: 70250332**
: Directorate: Jubilee District Hospital

SALARY : R62 298 as per OSD
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Registration with the South African Pharmacy council as a Learner Basic Pharmacist assistant. Experience in the Pharmacy setting will be and added advantage. Good communication skills (Verbal and written). Good interpersonal relations and the ability to work in a team.

DUTIES : ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a learner basic Pharmacists assistant under the personal supervision of a pharmacist. Assists with the ordering and receiving of schedule 0 to 5 medicine. Bulk compounding of stock in accordance with SOP's. Stock staking. Pre – pack stock in accordance with the SOP's. assist with the removal of pharmaceutical waste. Perform other related duties assigned by the supervisor that is necessary for the provision of quality pharmaceutical services.

ENQUIRIES : Ms. C.K Mokhele , Tel. No. (012) 717-9339
CLOSING DATE : 30 March 2010

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE**

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

- APPLICATIONS** : All applications should be forwarded to: The Manager, Human Resource Management: Department of Arts and Culture, Private Bag x9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3201 (Physical Address)
- FOR ATTENTION** : Ms N. I. S. Mbhele.
- CLOSING DATE** : 19 March 2010
- 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 (not copies of certified copies), driver's licence (where it is required) 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. Under no circumstances will photostat copies or faxed copies of application documents be accepted. 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. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants that do not comply with the instructions indicated above will be disqualified. Applications received after the closing date will be disqualified. Candidates are encouraged not to send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. NB: Please note that all recommended candidates will be subjected to a Competency Assessment test and the Department will conduct personnel suitability checks on all recommended candidates prior to being appointed.

OTHER POSTS

- POST 10/77** : **MANAGER: NORTHERN REGION OFFICE ACT/307**
- SALARY** : R652 572 – R 780 228 per annum (salary level 13) An all-inclusive package to be structured in accordance with the rules for Senior Management Services.
- CENTRE REQUIREMENTS** : Northern Region (Ulundi)
•An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience, three (3) years of which should be at a managerial level
•Ability to work in a multi-disciplinary team
•Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures
•Excellent communication and writing skills
•Planning and organizational abilities
•Ability to work independently, yet function optimally as part of a dynamic team
•Good office administration, planning and organizational skills
•Good negotiation and conflict resolution skills
•Critical analysis and research, analytical, project management and planning skills
•Computer Literacy (MS Word, Excel, PowerPoint, etc)
•Valid code 8/EB driver's license.
- DUTIES** : •Manage the provision of access and integration of arts, culture and language services to all communities in the Northern Region
•Manage synergy and monitor progress of the district in delivering on its strategy and continuously improving quality of operation
•Manage the implementation of arts and culture initiatives in the districts
•Develop an implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programs/activities performed within Northern Region
•Contribute to communication forums with communities and other forums including various chairing roles
•Analyze, evaluate, develop and monitor the implementation of the relevant policies
•Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
•Manage resources (i.e. physical financial etc.) within the Region.
- ENQUIRIES** : Mr B.E Mpungose (033) 264 3400

- POST 10/78** : **MANAGER: INTERNAL CONTROL AND RISK MANAGEMENT ACT/308**
- SALARY** : R652 572 – R 780 228 per annum (salary level 13). An all-inclusive package to be structured in accordance with the rules for Senior Management Services.
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : •An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience within the Internal Audit environment, three (3) of which should be at a managerial level •Good understanding of Public service legislation and prescripts applicable to government, including systems and procedures •Honesty, integrity, innovation, loyalty, responsibility, reliability, committed punctuality and accuracy •Excellent communication and writing skills •Ability to work independently yet function optimally as part of a dynamic team •Good leadership, motivational, listening and conflict management skills •Critical analysis and research, project management and planning and report writing skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) • Valid code 8/EB driver's license.
- DUTIES** : •Manage the development of risk management strategies •Manage audit reviews to ensure effective systems of internal control •Manage fraud investigation process •Provide professional advice on internal control and risk management matters •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS) •Manage resources (i.e. physical, financial etc.) within the directorate.
- ENQUIRIES** : Ms H Khumalo (033) 264 3400
- POST 10/79** : **MANAGER: LANGUAGE SERVICES ACT/309**
- Kindly note that this is a re-advertisement. Candidates who previously applied are encouraged to re-apply if they meet the requirements and are still interested.
- SALARY** : R652 572 – R 780 228 per annum (salary level 13) An all-inclusive package to be structured in accordance with the rules for Senior Management Services.
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : •An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience within the Language environment, three (3) of which should be at a managerial level •Language proficiency in ISizulu, English and /or Afrikaans •Familiarity with the latest language policy developments and legislative programs •Good leadership, motivational, listening and conflict management skills •Critical analysis and research, project management and planning and report writing skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) •Valid code 8/EB driver's licence.
- DUTIES** : •Manage and co-ordinate the provisioning of Language Services in the Province of KwaZulu- Natal •Engage in language development projects and the promotion of multilingualism in the Province •Manage and coordinate provision of administrative support services to relevant Provincial language structures and Geographic Names Committee •Manage all resources allocated to the component in line with the PFMA and other relevant legislation •Develop and implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programs /activities undertaken •Develop, implement translate and manage language policies, processes and programmes •Liaise with relevant stakeholders i.e language and geographical naming structure, Traditional Leaders, Municipalities and other Departments with regards to Language Development programs •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS) •Manage resources (i.e. physical, financial etc.) within the directorate.
- ENQUIRIES** : Mr M.B.Mnguni (033) 264 3400
- POST 10/80** : **MANAGER REF NO.: ACT/309**
- Directorate: Language Services
- Kindly note that this is a re-advertisement. Candidates who previously applied are encouraged to re-apply if they meet the requirements and are still interested.
- SALARY** : R652 572 – R 780 228 per annum (salary level 13) An all-inclusive package to be structured in accordance with the rules for Senior Management Services.
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : •An appropriate three (3) year tertiary qualification coupled with a minimum of five (5) years relevant experience within the Language environment, three (3) of which should be at a managerial level •Language proficiency in ISizulu, English

and /or Afrikaans •Familiarity with the latest language policy developments and legislative programs •Good leadership, motivational, listening and conflict management skills •Critical analysis and research, project management and planning and report writing skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) •Valid code 8/EB driver's licence.

- DUTIES** : Key Responsibilities: •Manage and co-ordinate the provisioning of Language Services in the Province of KwaZulu- Natal •Engage in language development projects and the promotion of multilingualism in the Province •Manage and coordinate provision of administrative support services to relevant Provincial language structures and Geographic Names Committee •Manage all resources allocated to the component in line with the PFMA and other relevant legislation •Develop and implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programs /activities undertaken •Develop, implement translate and manage language policies, processes and programmes •Liaise with relevant stakeholders i.e language and geographical naming structure, Traditional Leaders, Municipalities and other Departments with regards to Language Development programs •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS) •Manage resources (i.e. physical, financial etc.) within the directorate.
- ENQUIRIES** : Mr M.B.Mnguni (033) 264 3400

DEPARTMENT OF HEALTH

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

- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course.

OTHER POSTS

- POST 10/81** : **HUMAN RESOURCE MANAGER: REF NO: SMKH 02/2010**
- SALARY** : An all inclusive salary package of R 192 540 per annum, Level 09
- CENTRE** : ST Mary's KwaMagwaza Hospital
- REQUIREMENTS** : Appropriate Degree / National Diploma in Human resources Management or equivalent qualification plus 5 years experience in Human Resource Component of which 3 years must be supervisory experience. Knowledge, Skills: Knowledge of Legislative Prescripts, Knowledge of Human Resource Policies, Procedures and Circulars, Problem Solving, Management and Financial Management Skills, Computer, Decision making, Communication and sound analytical thinking skills, Innovative, Concern for excellence, drive and enthusiasm, Interpersonal relations and stress tolerance, Self development
- DUTIES** : Manage day to day functions of HR Department (Labour Relations, Human Resource Development and Practices) in the Hospital to ensure the rendering of high quality services, Participate in the development of Human Resource policies that are in line with HR strategies of the Department and ensure that they are implemented, Monitors budget and control the use of equipment allocated to HR component, Develop Human Resource Plan and Equity plan for the Hospital and ensure that they are put into practice, Identify training needs and ensure the implementation of in service training programmes, Promote efficiency in a manner in which financial and human resources are utilized in the HR department and that the use of resource is in accordance with the relevant government prescripts, Participate in the recruitment and selection of staff in

different fields within the Hospital, Attend Institutional, District and Provincial meetings

ENQUIRIES : Mr N.Biyela: 035-450 8329

APPLICATIONS : All applications should be posted to: The Chief Executive Officer, St Mary's Kwa Magwaza Hospital, Private Bag x 808, Melmoth, 3835

FOR ATTENTION : Mr N.Biyela

CLOSING DATE : 31 March 2010

POST 10/82 : **MEDICAL OFFICER GRADE 1 & GRADE 2: 2 POSTS REF NO: MOS 2010/01**
 Component: Mosvold Hospital Medical
 Institution: Mosvold Hospital

SALARY : Salary and Appointment Requirements, Medical Officer GR1:R365 271 – R411411 p.a.(All inclusive package)Appropriate qualification in the Health Science –MBCHB plus current registration with HPCSA as Medical Practitioner. Medical Officer GR2:R423846 –R477 462p.a.(All inclusive package)Appropriate qualification in the Health Science –MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer Other Benefits: 22% Rural Allowance of basic Salary, Commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE : Ingwavuma

REQUIREMENTS : Knowledge, Skills and Competencies: • Sound Clinical knowledge within the disciplines of medicines, orthopaedics, psychiatry, paediatrics, surgery and obstetrics and gynaecology. • Ability to assess, diagnose and manage patients, both outpatient and inpatients. • Knowledge of ethical medical practice.

DUTIES : Key Performance Areas: • Render cost effective medical care, incorporating clinical management and follow up. • Maintain medical records. •Knowledge of Health and Public Service Legislation, Regulations and Policies • Participate in out lying clinic visits. • Participate in quality improvement initiatives e.g. morbidity and mortality reviews • Participate in on call roster •Excellent communication skills and ability to teach and train staff within the team • Perform medico-legal duties.

ENQUIRIES : Dr D.F.J.Heese Medical Manger Tel: 035-5910122

FOR ATTENTION : Mr. J.S Mthombo

APPLICATIONS : Application should be forwarded to: The Human Resource Manager Mosvold Hospital Private Bag x 2211 Ingwavuma 3968

CLOSING DATE : 26 March 2010

POST 10/83 : **DENTIST GRADE 1 REF NO: MOS 2010/ 02**
 Component: Mosvold Hospital Medical
 Institution: Mosvold Hospital

SALARY : Salary and Appointment Requirements, Dentist GR1: R 344100 (All inclusive package) other benefits: 22% Rural Allowance of basic Salary The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE : Ingwavuma

REQUIREMENTS : Appropriate qualification in the Health Science, BChD plus current registration with HPCSA as a Dentist. Knowledge, Skills and Competencies: • Sound Clinical knowledge within the disciplines dentistry. • Ability to assess, diagnose and manage patients, both outpatient and inpatients. • Knowledge of ethical Dental practice.

DUTIES : Key Performance Areas: Perform exodontia within the scope of dental practice. Provide conservative dentistry services to prolong teeth mobility. Perform dental treatment and repair procedures such as scaling and polishing. Perform provisional and diagnostic procedures such as x-rays to patients Plan, implement and evaluate specific treatment and prevention programmes for individuals and groups Identify serious oral diseases and abnormalities. Co-ordinate referrals for maximum patient care. Give factual and professional advice on dental care to individuals, groups and communities. Provide counselling and support to patients undergoing rehabilitative dental health care treatments. Compile written and/or verbal reports; render statistical returns and administer effective patient record keeping.

ENQUIRIES : Dr D.F.J.Heese Medical Manger Tel: 035-5910122 ,

APPLICATIONS : Application should be forwarded to: The Human Resource Manager Mosvold Hospital Private Bag x 2211 Ingwavuma 3968

CLOSING DATE : 26 March 2010

FOR ATTENTION : Mr. J.S Mthombo

POST 10/84 : **MEDICAL OFFICER 1 POST REF NO: MOOCCHC/1/2010**
 Department: Occupational Health Clinic
 Hospital: Inkosi Albert Luthuli Central Hospital

SALARY : Salary Grade1: Medical Officer R365 217 per annum excl Commuted overtime, Experience: Not applicable
 Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime, Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
 Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime, Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

CENTRE REQUIREMENTS : Durban
 : An appropriate qualification in the health services PLUS Current registration with the Health Professions Council as an independent medical practitioner PLUS at least three years post registration experience, PLUS knowledge and experience in occupational medicine/general practice medicine. A post graduate Diploma in Occupational Health as well as ACLS Knowledge, Skills, Training and Competencies Required: Assessment, diagnosis and management of occupational diseases. In depth understanding of the process of compensation for occupational diseases. Ability to conduct risk assessments. Understanding of occupational hygiene. Ability to develop work related health and safety protocols and guidelines. Ability to triage acutely ill patients –Medical and Surgical. Ability to function as part of a sound multi - disciplinary team.

DUTIES : Provide emergency Medical care for employees. Chronic disease assessment and treatment of employees. Referral, of employees, to relevant specialists in cases where it is suspected that the employee has a work related disease. Other referrals to appropriate specialists for further management in the event of non work related diseases. Submissions to the Compensation Fund. Fitness to work routine and exit medical examinations. Medical surveillance for specific hazards. Development of policies and protocols relating to occupational health issues. Maintain and provide statistics and other information relating to occupational health issues. Contribute to providing services in the trauma and medical emergency units specifically but may extend to any other clinical department depending on the need.

ENQUIRIES APPLICATIONS : DR P. RAMDAS (031) 240 1554
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 01 April 2010

POST 10/85 : **SPECIALIST/LECTURER: SCHOOL OF MEDICINE: DEPARTMENT OF NEPHROLOGY REF NO: JHE 18/2010**

SALARY : The appointment to Grade I (R491 892 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade II (R544 109 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade III (R624 198 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality.

CENTRE REQUIREMENTS : King Edward VIII Hospital (Durban)
 : MBChB or equivalent, the applicant must be registered as a sub-specialist with the Health Professions Council of South Africa. A Valid Code EB Drivers License (Code 08) and Computer Literacy: Relevant computer software applications.

DUTIES : The incumbent of this post will report to the Head of Department of Nephrology, and will be responsible to provide academic/expert knowledge in education, research and service delivery in a specific space area of the discipline of Nephrology, within the framework of the Department of Health and University. Commuted overtime is required and is payable in accordance with applicable policies. Community Service in its diverse forms (Outreach, Community Service, Community Learning and Community Development) is central to staff academic promotion and recognition. The University of KwaZulu-Natal's academic promotions process is applicable. There are small scale human resource management activities. The appointment of a lecturer and senior lecturer level

require a master degree or specialist qualification. Appointments above these academic levels require a doctoral degree. Candidates without these qualifications may be appointed at another academic level. The applicant is to execute duties and functions with proficiency to support the aims and objectives of King Edward VIII Hospital. Assist staff employed by the Department as well as provide services in the discipline of Nephrology to patients at the healthcare facilities to which they are allocated. Supervise, teach and assess the undergraduate/postgraduate/vocational students to fulfil the programme requirements. Participate in healthcare research. Serve in a consultative advisory capacity, whenever so required to the University and the Department.

ENQUIRIES : Professor A. G. H. Assounga @ (031) - 240 1325
APPLICATIONS : All applications should be forwarded to: Human Resource Administration: King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 or hand deliver it to King Edward VIII Hospital

FOR ATTENTION : Mrs. S. Marimuthu
CLOSING DATE : 26 March 2010

POST 10/86 : **SPECIALIST/LECTURER: SCHOOL OF MATERNAL AND CHILD AND WOMENS HEALTH DISCIPLINES 8 POSTS: DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY REFERENCE NUMBERS:**

JHE.19/2010 (Mahatma Gandhi Memorial Hospital) (1 Post)
 JHE.20/2010 (Greys Hospital) (1 Post)
 JHE.21.2010 (R.K. Khan Hospital) (2 Posts)
 JHE.22/2010 (King Edward VIII Hospital) (4 Posts)

SALARY : The appointment to Grade I (R491 892 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade II (R544 109 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality.

CENTRE : Mahatma Gandhi Memorial Hospital (Durban), Greys Hospital (Pietermaritzburg), R. K. Khan Hospital (Durban) and King Edward VIII Hospital (Durban)

REQUIREMENTS : MBChB, FCOG or equivalent, the applicant must be registered as a specialist Obstetrician and Gynaecologist with the Health Professions Council of South Africa. A Valid Code EB Drivers License (Code 08) and Computer Literacy: Relevant computer software applications.

DUTIES : The incumbent of this post will report to the Head of Department of Obstetrics and Gynaecology (Nelson Mandela School of Medicine), University of KwaZulu-Natal) and will be responsible to provide consultant services at Mahatma Gandhi Memorial/Greys/R. K. Khan and King Edward VIII Hospital. The incumbent may be required to work on rotational basis at the above hospitals so that the service and teaching commitments of the Department of Obstetrics and Gynaecology and Province are met at all times. Punctuality, Stress tolerance, ability to work with and as a team and decisiveness is imperative. The applicant is to execute duties and functions with proficiency to support the aims and objectives of Mahatma Gandhi Memorial/Greys/R. K. Khan and King Edward VIII Hospital that are consistent with the issues of patient care. To provide tertiary care to patients referred to Mahatma Gandhi Memorial/Greys/R. K. Khan and King Edward VIII Hospital. Provide teaching and training of midwives, advanced midwives and Registrars, Medical Officers and Medical Students. To supervise Registrars and Medical Officers in the day to day care of patients in the department of Obstetrics and Gynaecology. Impart surgical skills to Registrars, Medical Officers and Interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology.

ENQUIRIES : Professor J. S. Bagratee @ (031) - 260 4390/4358
APPLICATIONS : All applications should be forwarded to: Human Resource Administration: Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4069, Telephone Number (031) 502 1719 for the attention Ms. S. Moodley.
 Greys Hospital, Private Bag X 9001, Pietermaritzburg, 3200 Telephone Number (033) 897 3000 for attention Mrs. A. Bothma
 R. K. Khan Hospital, Private Bag X004, Chatsworth, 4030, Telephone Number (031) 459 6266 for attention Mrs. S. D. Kisten
 King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 or hand deliver it to the relevant Institution

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg; 3200
FOR ATTENTION : Mr CM Kunene
CLOSING DATE : 19 March 2010

MANAGEMENT ECHELON

POST 10/87 : **GENERAL MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: DSD 01/2010**

SALARY : R 790 953 per annum, Level: 14
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : Training: Appropriate Bachelors Degree in Public Administration and Management or equivalent qualification, a post graduate qualification will serve as an added advantage plus extensive experience in senior management level and in-depth strategic management exposure; Computer Literacy; a Valid drivers license. Knowledge: Working knowledge of the Public Sector; Public Finance Management Act and accompanying Treasury regulations; Human Resource Management; Performance and Strategic business management; Logistics and operations management; Labour relations Act and relevant regulations; White Paper on Human Resource Management; Public Service Act, Constitution of the Republic of South Africa Act No. 108 of 1996; Organizational system, behavior and analysis; Skills: Communication and decision-making; Lateral and innovative thinking; Chairing meetings; Interpersonal relations and networking; Financial and time management; Project and diversity management; Leadership; Quality assurance and management principles. Personal Attributes: Service and process oriented; Strategic awareness; Willingness to learn; Values diversity; Proactive; Integrity; Engaging.

DUTIES : Manage all aspects of human resource management and administration, including labour relations, human resource development, transformation issues, implementation and maintenance of systems, procedures and processes. Manage the administration of performance management systems. Manage the development and interpretation of departmental specific human resource policies. Provide overall management of human resource information and knowledge management system. Manage the implementation of a Social Work Retention strategy. Manage the development and maintenance of human resource management strategic plans. Manage human resource special programmes such as Service Delivery Improvement Plan, Employee Health and Wellness Programme. Participate in the Department's strategic planning process; Activate involvement in developing and managing the strategic business plans for the Chief Directorate; Evaluate performance of the Chief Directorate on a continuous basis against pre-determined key measurable objectives. Manage Human Resource Management finances and act as programme manager in terms of the PFMA.

ENQUIRIES : Mr. BL Nkosi 033 264 5400
APPLICATIONS : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg; 3200

FOR ATTENTION : Mr CM Kunene
CLOSING DATE : 19 March 2010

POST 10/88 : **DEPUTY MANAGER: HUMAN RESOURCE ADMINISTRATION REF NO: DSD07/2010**

SALARY : R 448 521 per annum, Level: 12
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : Training: An appropriate recognized Bachelor's degree or equivalent qualification and extensive experience in Human Resource Administration; a valid Drivers License. Knowledge: Working knowledge of the Public sector; Public Service Act 1994 as amended; Relevant White paper on Human Resource Management; Code of Remuneration; Labour Relation Act; Public Finance Management Act; Employment Equity Act; Basic Conditions of Employment Act; PSCBC resolution 3 of 1999 as amended; Working knowledge of Persal system. Skills: Managerial; Communication and decision making; Project Management; Policy analysis and development; Leadership; Financial Management; Computer literacy; People Management; Interpersonal relations; Networking and Driving skills. Personal Attributes: Service oriented; Value diversity; Commitment and Dedication.

DUTIES

: Devise the recruitment strategy to ensure the effective provisioning of Human Resources within the organization; Manage the Records Management Section of the directorate and ensure compliance with its best practices; Assist in managing the implementation of systems and processes with human resource administration; Ensure best practices in the implementation of Employee Performance Management Development System; Provide overall management of the component and ensure that the staff remains productive; Assist in managing the conditions of services and ensure that the sub-section remains productive and maintains best practices.

ENQUIRIES

: Mr. CM Kunene 033 264 2020

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

The Provincial Administration of Limpopo is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment especially in terms of representativity.

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0700, Alternatively, applications may be hand delivered to Office of the Premier, 40 Hans van Rensburg Street. Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or e-mailed applications shall not be considered.
- CLOSING DATE** : 23 March 2010
- NOTE** : Directions To Applicants: Applications must be submitted on the prescribed application form Z83, obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents (identity documents, driver's license etc). Failure to comply with the above will result in immediate disqualification. NB: Communication will be made with the short listed candidates only.

MANAGEMENT ECHELON

- POST 10/89** : **HEAD OF DEPARTMENT: SAFETY, SECURITY AND LIAISON**
Re-advertisement of post of head of Department Safety, Security and Liaison.
- SALARY** : Remuneration package of R 976 317 per annum, level 15 (all –inclusive flexible remuneration package) 40 % can be structured according to the individual's needs this includes a basic annual salary, 13th cheque, motorcar allowance, medical assistance and pension contributions A non-pensionable Head of Department allowance equal to 10% of the member's annual all inclusive remuneration package.
- CENTRE REQUIREMENTS** : Polokwane
An appropriate NQF level 6 or equivalent qualification, backed by relevant extensive managerial experience. Ability to interact at both strategic and operational level. Extensive knowledge of Public Service Regulatory Framework including Public Finance Management Act and Supply Chain Management. Financial management skills. Understanding of change management Knowledge and management of Service delivery innovations. Problem solving skills and analysis. Client and customer orientation. Excellent communication skills, both verbal and written. Analytic thinking and research skills. Computer skills.
- DUTIES** : Key responsibilities: The successful candidate will be the Head of Department and Accounting Officer responsible for: - Rendering support and advice to the MEC on the core mandates of the Department. Provide strategic direction and leadership in line with national, provincial and departmental goals and objectives. Ensure effective and efficient compliance with and management of the Public Finance Management Act and Supply Chain Management Act within the Provincial Administration. Implement the Crime Prevention Strategy. Oversee the civilian oversight of the criminal justice system. Provide oversight role on the SAPS. Ensure effective and efficient community policing (Community Safety Forums) Drive the implementation of the Provincial Growth and Development Strategy. Ensuring that financial and physical resources allocated to the Department are expended cost effectively. Manage the Human Resources of the Department. Ensure that the Department delivers services in an effective, efficient and economic manner. Ensuring that the eight Gender Principles are effectively and efficiently implemented within the Department.
- ENQUIRIES NOTE** : Ms Suzan Mahlase at (015) 287 6019.
The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a three year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interest in accordance with the prescribed regulations. The recommended candidate/s will be subjected to competency assessment and security clearance procedures.

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

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

CLOSING DATE : 01 April 2010
NOTE : All applications must be submitted on Z83 form obtainable from any Public Service Department, or [http:// www.ecdoh. gov.za](http://www.ecdoh.gov.za) must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

OTHER POSTS

POST 10/90 : **DEPUTY MANAGER NURSING**

SALARY : Remuneration Package: R435 414 per annum (Inclusive MMS Package)
CENTRE : Bophelong Psychiatric Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425(i.e. Diploma Degree in Nursing) and or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current proof of Registration with SANC as Professional Nurse. A minimum 9 years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognizable experience at management level. Recommendation: Degree/ Diploma in Psychiatric Nursing with at least 6 years Psychiatric experience.

DUTIES : Establish the strategies direction of the Nursing component to ensure alignment with business plans by participating in the development of the hospital strategic plan. Align individual performance to the strategic business objectives. Oversee the development of policies, directives, acts and regulations. Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programmes. Facilitate the auditing of clinical records by analyzing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey. Advocate and ensure the promotion of Nursing ethos and professionalism. Conduct nursing staff meetings to disseminate information such as new developments on Nursing policies, circulars etc. Overall management of Human resources, Finance, Equipment and other resources in the Nursing Units. Establish, maintain, and participate in inter - professional and multi – disciplinary teamwork to promote efficient and effective health care.

ENQUIRIES : Mr Mosimege S.S @ 018 383 2005 EXT 1006
APPLICATIONS : Mafikeng/Bophelong Hospital Complex must be forwarded to: The Chief Executive Officer, Private Bag x 2031, Mafikeng, 2745
FOR ATTENTION : M.T Moche

POST 10/91 : **DEPUTY MANAGER (NURSING)**

SALARY : R435 414 per annum (Inclusive MMS Package)
CENTRE : Klerksdorp/Tshepong Hospital Complex
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425(i.e. Diploma Degree in Nursing) and or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current proof of Registration with SANC as Professional Nurse. A minimum 9 years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's license. Computer literacy (Ms Word, Ms Excel and Ms Power Point).

DUTIES : Overall management of nursing division: human, material and monitor financial resources, monitor and evaluate quality and level of nursing services, providing guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management of nursing care programme. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programme, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.

ENQUIRIES : Ms K Wiebe-Randaree, Tel: 018 406 4751

APPLICATIONS : Klerksdorp/Tshepong Hospital Complex, must be forwarded to The Chief Executive Officer, Private Bag A14, Klerksdorp, 2570

FOR ATTENTION : Mr G Adams

POST 10/92 : **DEPUTY DIRECTOR: ADMINISTRATION/HR**

SALARY : R 378 456.00 (INCLUSIVE MMS PACKAGE)

CENTRE : George Stegman Hospital

REQUIREMENTS : Appropriate Bachelor's Degree or equivalent qualification. At least 3- 5 years applicable experience in Administration and Human Resource Management. A valid driver's license. Good knowledge of all public related legislation: PFMA, EAA, BCEA, LRA, PSA etc. Good communication skills, Computer literacy, Interpersonal relation.

DUTIES : Manage KPA'S of the subordinates. Formulation, implementation and control of the business plan, action plans and budget of the hospital within the guidelines of the strategy. Participate in the formulation of the strategic plan for the complex. Responsible for the image of the hospital – ensure that the hospital has a proactive public relations strategy. Establishment and maintenance of aligned commitment to the hospital vision within and in the immediate environment of the hospital (professional business-like approach). Liaison with all stakeholders and develop sound relations (including government structures, NGO's, organized labour). Formulate and implement the most appropriate management arrangements: organizational structure, staffing, training and development, succession planning. Ensure that financial, service delivery and quality targets are met in terms of comprehensive hospital based health care service in terms of the PMFA. Ensure that the hospital implements national, provincial and local priority programs. Ensure that appropriate systems are in place to achieve strategic objectives and to enable performance monitoring of hospitals ("What" of performance and "How" of performance). Manage the routine business of the hospital. Ensure that sound policies and procedures are in place. Ensure clear objective for all managers in terms of the strategic plan and performance management framework Income generation initiatives inter alias, via PPP's. Attend meetings. Authorization within delegated responsibilities. Problem solving, consultation, counseling, conflict resolution, advising, star chamber, crisis management. Chairperson of labour union meetings and personnel appraisal meetings. Make clinical facilities available for research and training. Access control to the hospital Special projects (project management). Overall management within the hospital. Sound internal communication structures and functioning. Establishment of complaints and appeals procedures Delegation and empowerment. Adherence to Batho Pele principles and Patient Rights Charter

ENQUIRIES : Ms P.M Pitso, Tel 014 556 1774

APPLICATIONS : George stegman Hospital must be forwarded to : The Chief Executive Officer, Private Bag x 1046, Saulspoort, 0318

FOR ATTENTION : Mr T.B Seate

POST 10/93 : **DEPUTY DIRECTOR (BANKING BOOKKEEPING)**

SALARY : R 378 456 p.a. (Inclusive MMS Package)

CENTRE : Provincial Office – Mafikeng

REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting. At least 3-5 years experience in finance/accounting. Knowledge of WALKER, PERSAL systems and BAS Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, presentation, analytical, communication, investigation and report writing skills. Driver's license. Competencies: Ability to work independently and within a team. Presentation. Financial Management. Project Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts

DUTIES : Ensure effective and efficient management of Banking Services Sub directorate. Attendance of all relevant meetings and ensure implementation of decisions made. Perform Cash Flow Functions on a daily basis. Bank Interface and Cash Flow transactions recorded. Clearing of banking Assets and Liability exceptions. Implementation of Internal Control Checklist. Training of personnel according to needs and the Personnel Development Plan. Revision of the Internal Control Checklist, Financial Delegations, and Financial Directives, annually. Ensure the completion and submission of the monthly reports

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/94 : **DEPUTY DIRECTOR (ACCOUNTING)**

SALARY : R 378 456 p.a. (Inclusive MMS Package)
CENTRE : Provincial Office – Mafikeng
REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting. At least 5 years experience in finance/accounting in the public sector. Knowledge of WALKER, PERSAL systems and BAS. Computer literacy (MS Word and Excel), Good interpersonal, presentation, analytical, communication, investigation and report writing skills. Driver's license. Competencies: Ability to work independently and within a team. Presentation Financial Management. Project Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts.

DUTIES : Ensure compliance with all financial regulations, prescripts, PFMA, Treasury Regulations, etc. Evaluate the monthly reports from the cost centre managers before they are submitted to the Management Accountant. Evaluate performance of the sub-directorate as required (PMDS). Management of Debts. Evaluate the annual MTEF budget inputs from the cost centre managers before they are submitted to the Management Accountant. Compile the annual operational goals for the sub-directorate. Annual revision of financial delegations and directives. Input to the departmental annual financial statements. Feedback to Internal Auditors and Auditor General's enquiries. Develop, revise and implement applicable policies to the sub-directorate. Monitor the monthly debt recovery – Pension payments, Persal deductions and direct deposits. Exercise effective control over the clearance of BAS and Persal Asset and Liability items exceptions. Compiling and processing of Journal transactions on BAS. Ensure that suspense and control accounts are cleared accordingly. Trial Balance analysis.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641.
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/95 : **DEPUTY DIRECTOR: CORPORATE SERVICES**

SALARY : R378 456 p.a. (Inclusive MMS Package)
CENTRE : Ngaka Modiri Molema District Office
REQUIREMENTS : Appropriate bachelor's degree in Administration. At least 5 years relevant experience in administration. A valid driver's license. Good knowledge of all public legislation, PFMA, EAA, BCEA, LRA, PSA etc. Strategic planning, good communication skills. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal relations. Able to work under pressure. Report writing and conflict resolution skills.

DUTIES : Effective and efficient running of the corporate services within the district office and also support services to the district as a whole. Ensure that key performance targets are achieved. Effective management and development of human resources including sound employment relations. Supporting of employee assistance program, departmental health information and communication technology functions in the district. Represent the department in various forums at the district level and report to senior structures of the department. Provide the sub-ordinates with the overall policy framework within which the district/department operates and to provide strategic leadership

ENQUIRIES : MR G Henning, Tel 018 384 0240
APPLICATIONS : Ngaka Modiri Molema District Office must be forwarded to: The Chief Director, Ngaka Modiri Molema District Office Private Bag x 116, Mmabatho, 2735
FOR ATTENTION : Ms A Govender

POST 10/96 : **DEPUTY DIRECTOR: FINANCE**

SALARY : R378 456 p.a. (Inclusive MMS Package)
CENTRE : Ngaka Modiri Molema District Office
REQUIREMENTS : Appropriate bachelor's degree in Commerce (Accounting and Auditing) and/or equivalent qualification in accounting and financial management. At least 5 years relevant experience. Completed articles will be an added advantage. Good knowledge of all relevant public sector legislation. Strategic planning skills. Good communication skills. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). The ability to work under pressure. The ability to prepare budgets and financial statements.

DUTIES : Ensure effective and efficient financial management and administration in the District. Organize and participate in district activities, such as strategic planning, district health expenditure reviews, District health planning, annual performance plans as well as monthly and quarterly reviews. Ensure that all applicable Public service prescripts are effectively implemented. Manage the key performance areas of subordinates. Evaluate district financial performance against strategic objectives. Assist the Chief Director in budget preparations. Control and monitor district expenditure, cash flow and asset management. Perform any other duties that may be assigned

ENQUIRIES : MR G Henning, Tel 018 384 0240
APPLICATIONS : Ngaka Modiri Molema District Office must be forwarded to: The Chief Director, Ngaka Modiri Molema District Office Private Bag x 116, Mmabatho, 2735

FOR ATTENTION : Ms A Govender

POST 10/97 : **DEPUTY DIRECTOR: HOSPITAL SERVICES**

SALARY : R 378 456 p.a. (plus benefits)
CENTRE : Provincial Head Office, Mafikeng
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Health Science. Qualification in financial management and project management will be an advantage. At least 5 years in management position. Computer literacy. A valid driver's license. The following will serve as strong recommendations: Must be willing to travel extensively within and outside the province. Performance focused quality driven and innovative. The ability to work under pressure. Good communication, analytical, interpersonal and report writing skills. Problem solving and coordinating skills. Time management and negotiation skills.

DUTIES : Management of the Sub-directorate and KPA's of subordinates. Assist in monitoring, guidance and support of all hospitals in terms of policy matters and quality improvement initiatives. Undertake support visits to hospitals and follow-up on problems encountered. Provide support to hospital management programmes and projects. Participate in the development and review of the department strategic plan. Participate in the departmental reviews, development and implementation of the operational plans of the sub directorate. Ensure high quality of hospital development services. Development, submission and implementation of service improvement plans. Interaction with internal and external stakeholders – provincial and national. Regulation of private health establishments. Identification, management, monitoring and evaluation of public private partnerships projects. Develop and implement Public Private Partnerships. Monitoring and evaluation.

ENQUIRIES : Mr HOT Zvinavashe, Tel: 018 397 2301/45
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/98 : **DEPUTY DIRECTOR: CORPORATE SERVICES**

SALARY : R 378 456 p.a. (Inclusive MMS package)
CENTRE : Dr Kenneth Kaunda District Office
REQUIREMENTS : Appropriate Bachelor's degree and/or diploma equivalent qualification. At least ten (10) years continuous service in the Public Service of which 3 – 5 years experience must be in a managerial position. Extensive experience in the effective coordination of Human Resource, Finance, Supply Chain Management and Auxiliary Components. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). A valid driver's license.

DUTIES : Manage key performance areas of subordinates. Manage Human Resource, Finance and Auxiliary Services with the implementation of policies, regulations and procedures. To provide an effective support system to the Director: Primary Health Care Managers. Provide a supportive and administrative environment to enable subordinates to carry out their responsibilities. Ability to ensure effective risk management in the District. Ensure the availability of funds to enable all departmental programs to run effectively. Preparing the inputs into the Annual

Report and Annual Financial Statements of the District. Formulation and control of the Strategic plan of the District. Ability to communicate and create an environment that enables the Director to perform the duties entrusted to him/her.

ENQUIRIES : DR U Nagpal, Tel: 018 4625744
APPLICATIONS : Dr Kenneth Kaunda District Office, must be forwarded to: The Chief Director, Private Bag A2, Klerksdorp, 2570
FOR ATTENTION : Dr U Nagpal

POST 10/99 : **DEPUTY DIRECTOR (CORPORATE SERVICES)**

SALARY : R378 456 p.a. (Inclusive MMS Package)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : Appropriate bachelor's degree/diploma in Human Resource Management, Public Administration or other related fields plus extensive relevant experience. A relevant post graduate qualification will be an added advantage. Strong background on Human Resource Management, Finance and Procurement procedures. Skills: Possess sound knowledge of Human Resource Management, PFMA, Budgeting and project Management knowledge of current health and Public Service Legislations and regulations and policies, proactive, innovative, highly motivated, confident, enthusiastic, energetic, reliable, professional, assertive and results driven. Ability to perform efficiently in a highly pressured environment. Proven analytical, report writing, presentation, planning and coordination skills Good interpersonal relations and strong communication skills. Leadership, decision –making and managerial skills.

DUTIES : Formulation and control of the administration business plan, action and budget. Formulation, updating, implementation and control administrative policies and procedures within national provincial guidelines. Ensure the adherence to Batho Pele Principles, Special projects (Project Management), Risk Management and occupational safety. Ensure high level of productivity and adherence to a high standard of client services based on Batho Pele value system. Management by wandering around, i.e physical evaluation of the quality of all the administrative issues. Authorization of approvals as required by provincial and National per delegation formalized plan. Coordination and compilation of management reports. Identification and reporting of all appropriate trends to management for corrective actions.

ENQUIRIES : Ms M.R. MOKOTO TEL NO: 0145905501
APPLICATIONS : Job Shimankana Hospital must be forwarded: The Chief Executive Officer, Private Bag X82079, Rustenburg, 0300
FOR ATTENTION : Mr T.E Mokatsane

POST 10/100 : **DEPUTY DIRECTOR: ADMINISTRATION**

SALARY : R 378 456 p.a. (Inclusive MMS Package)
CENTRE : Potchefstroom Hospital
REQUIREMENTS : Appropriate Bachelors degree and /or equivalent qualification. At least 5 years relevant experience. A thorough understanding of the relevant legislation and policies such as PFMA, Public Service Regulations as well as the public service, Labour relations act, Departmental Training policy, Skills Development Act. Good report writing, communication and planning skills. Computer literacy. A valid driver's License.

DUTIES : Manage the following fields/Departments: Human Resource Services including employment relations, Occupational Health and Safety, Human Resource Development, Finance, Supply Chain, Auxiliary Services, logistical Support Services and Maintenance Services. Monitoring of Budget, Compilation of MTEF and budget, strategic planning, develop business plans, ensure good supply chain systems, and develop maintenance plans. Supervise and provide overall leadership to all administration services

ENQUIRIES : Ms K Matwa, Tel 018 293-4414
APPLICATIONS : Potchefstroom Hospital must be forwarded to : The Chief Executive Officer, Potchefstroom Hospital, Private Bag x938, Potchefstroom, 2531
FOR ATTENTION : Ms A,N Nkwe

POST 10/101 : **ASSISTANT MANAGER NURSING: SPECIALITY (COMMUNITY HEALTH SERVICES)**

SALARY : R 314 427 p.a. (plus benefits)
CENTRE : Ditsobotla Sub – District Office
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in Nursing) or equivalent qualification that allows registration

with the SANC as a Professional Nurse plus a post nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in the relevant specialty. Current proof of registration with the South African Nursing Council must be attached. Minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least 6 years of recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of period mentioned above must be appropriate / recognizable experience at Management level. A valid driver's license. Recommendation: Post graduate Health Management.

DUTIES : Management and control of health programmes in line with National and Provincial Policy and guidelines. Monitor, evaluate and adjust quality of service delivery through utilization of resources. Ensure implementation of National and Provincial policies. Enhance performance through relevant capacity building activities.

ENQUIRIES : Mrs N Serobatse, Tel 018 632 4059

APPLICATIONS : Ditsobotla Sub-District Office, must be forwarded to: The Sub-District Manager, Private Bag x 12051, Lichtenburg, 2740

FOR ATTENTION : Ms N Serobatse

POST 10/102 : **HEAD OF DEPARTMENT (COMMUNITY NURSING)**

SALARY : R296 382 p.a. (plus benefits)

CENTRE : Mmabatho Nursing College

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with SANC. At least 9 years appropriate recognizable /experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least 5 of the period referred to above must be appropriate recognizable/ experience in Nursing Education after obtaining 1 year post-basic qualification. Nursing Management will be an added recommendation. Current proof of registration with the South African Nursing Council as Professional Nurse must be attached. A valid driver's license. Be willing to travel extensively.

DUTIES : Manage KPA`S of subordinates. Plan and implement accompaniment. Execute administrative activities/functions. Develop and implement quality assurance systems. Plan and implement assessment strategies in theory and practice. Liaise with the South African Nursing Council, University and stakeholders. Market the College extensively. Professional knowledge and preparation of lectures. Planning learners programme. Assess theoretical and practical knowledge of acceptable standards. Execute formal duties within the Department of Health context. Curriculum development and design. Learner accompaniment to clinical facilities for practical

ENQUIRIES : Ms BJ Kaat, Tel 018 384 – 1123/48

APPLICATIONS : Mmabatho Nursing College, must be forwarded to: The College Principal, Private Bag x 2178, Mafikeng, 2745

FOR ATTENTION : Ms T.K Duba

POST 10/103 : **ASSISTANT MANAGER NURSING: COMMUNITY HEALTH SERVICES**

SALARY : R 287 745 (plus benefits)

CENTRE : Matlosana Sub-District Office

REQUIREMENTS : Basic qualification accredited with South African Nursing Council in terms of government Notice 425(i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R48 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post-basic qualification in relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). A valid code 08 drivers' license.

DUTIES : Manage the Key Performance Areas of subordinates. Manage Community Health Services in the District, which includes Mental Health, Nutrition, HIV/AIDS, School Health, all Clinics, etc. Formulate, monitor and evaluate the strategic and

operational plans for the sub district and monitor the implementation process. Clear understanding of the District Health System and a commitment to the transformation policies of National & Provincial departments. Ensure control of all community health services; Delegations as required by Provincial prescripts. Coordinate all PHC Programmes. Manage and control the allocated budget. Ensure provision of quality health services.

ENQUIRIES : MRS LC Drotskie, Tel: 018 464 2210
APPLICATIONS : Matlosana Sub-District Office, must be forwarded to The Sub-District Manager, Private Bag A2, Klerksdorp, 2570
FOR ATTENTION : Ms A.C Jacobs

POST 10/104 : **ASSISTANT MANAGER: QUALITY ASSURANCE, INFECTION CONTROL AND OHS**

SALARY : R 287 745 (plus benefits)
CENTRE : Schweizer –Reneke District Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent Qualification that allows registration as a Professional Nurse. Proof of registration with the SANC as a Professional Nurse. Annual receipt and license to practice for 2010. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SAN General nursing. Sound knowledge of and experience in the principles and methodologies of quality assurance, infection control and occupational health and safety and basic knowledge of research and health economics.

DUTIES : oordinate and monitor Quality Assurance and Risk Management programmes in the hospital. Implement Infection Control strategy, Risk Management, adverse events monitoring and OHS strategy in the hospital. Give procedural advice to colleagues and clients in terms of the application of the OHS Act. Facilitate training programmes on Quality Improvement and Customer Care. Monitor and provide assistance with Infection Control and OHS programmes. Indirect supervision of Staff Nurses, Nursing Assistants and Cleaners. Facilitate the development of tools, methods and systems to improve the quality of care in the hospital.

ENQUIRIES : Ms M.C.Molale, Tel: 053 963 1291
APPLICATIONS : Schweizer-Reneke District Hospital, must be forwarded to The Chief Executive Officer, Schweizer District Hospital, Private Bag x 04, Schweizer-Reneke, 2780
FOR ATTENTION : Mr D.W Fesi

POST 10/105 : **OPERATIONAL NURSING MANAGER (PRIMARY HEALTH CARE)**

SALARY : R 287 745 p.a. (plus benefits)
CENTRE : Potchefstroom Sub-District Office (Gateway Clinic)
REQUIREMENTS : A basic qualification accredited with the south African nursing council in terms of Government notice 425(i.e. a diploma/degree in nursing) or an equivalent qualification that allows registration the SANC as a professional nurse, as well as a minimum of a 1 year post –basic nursing qualification accredited with the south African nursing council in terms of Government notice No. R48, in the relevant speciality. A minimum of 9 years appropriate/recognizable nursing experience after registration as a professional nurse with the South African Nursing Council in general Nursing, of which at least 5 years must have been after obtaining the 1-year post basic qualification in the relevant speciality. Current registration with the South African Nursing Council must be attached.

DUTIES : Manage KRA's of sub-ordinates. Ensure quality and safe patient care. Ensure effective financial management. In-service training. Control of stock, Equipment and staff. Personnel management. Strategic planning. Quality assurance. Facilitate sound labour relations. Practice Batho Pele. Risk Management.

ENQUIRIES : Ms TG Zenzile, Tel: 018 297 5060
APPLICATIONS : Potchefstroom Sub-District Office, must be forwarded to: Private Bag x 1253, Potchefstroom 2520,
FOR ATTENTION : Ms Mohutsioa

POST 10/106 : **ASSISTANT DIRECTOR (INTERNAL CONTROL) X 2**

SALARY : R 240 318 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications. At least 3-5 years appropriate experience in Internal Control or Audit directorate. The following are the competencies expected from the applicant: Conflict Management experience,

Good communication skills and report writing, Computer literate (Ms Word, Ms Excel and Ms PowerPoint) and knowledge of systems (Walker, BAS Supply Chain, Management and PERSAL Systems), Knowledge of PFMA, SCM, Treasury Regulations, Tender Board and other related regulations, A valid Code 8 driver's license.

DUTIES : Establish, implement and maintain effective, efficient and transparent systems of internal controls within the Department. Monitoring and evaluating Internal Control Systems and Procedures. Conduct operational and other internal control appraisals. Verify efficiency of Departmental operations and control and ensure compliance with PFMA and Treasury Regulations. Planning the scope, processes as well as preparing and responding to audit findings. Implement corrective actions within the Departments. Investigate Ad-hoc assignments. Manage pre-auditing of vouchers, S&T, Fuel, and re-settlement claims. Manage the KPA's of junior staff members. Provide support to institutions. Conduct audits and presentations. Assist in policy development, review and updating. Manage and maintain the existing operations of Internal Control within the Department. Preparation of various reports such as investigation reports, progress reports on projects or any assigned tasks. Lead, supervise, train and develop staff through development programmes and ensure effective team dynamics.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/107 : **CLINICAL PROGRAMME COORDINATOR (MCWH)**

SALARY : R 227 148 p.a. (plus benefits)
CENTRE : Ratlou Health Centre
REQUIREMENTS : A basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional with SANC in General Nursing. Current proof of registration with the SANC must be attached. Sound knowledge of policies, strategies and legislation applicable to Health, Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Ability to work extended hours and under pressure. A valid driver's license will be an added advantage.

DUTIES : Co-ordinate provisioning of Primary Health Care services for women in an integrated and comprehensive manner. Provide training and clinical guidance on maternal child and women's, health, the focus being on antenatal, delivery, post natal and reproductive health. Collaborate with, other stakeholders. Implement strategies to promote Maternal, Child, and Women's Health, Plan and conduct training to all relevant stakeholders. Compile and submit reports and statistics. Conduct supervisory and support visits to facilities.

ENQUIRIES : Mr A Bogatsu, Tel 018 384 1438
APPLICATIONS : Ratlou Sub-District Office (Ratlou HC), must be forwarded to: The Sub-District Manager, Private Bag A 208, Madibogo, 2772
FOR ATTENTION : Ms N.H Legobye

POST 10/108 : **ASSISTANT DIRECTOR (DISTRICT DEVELOPMENT)**

SALARY : R 192 540 p.a. (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bachelor's degree and/diploma in Health Sciences. At least 3 years experience in Primary Health Care/District Health System. Integrated planning, project planning and management. A clear understanding of District Health Systems, Public Health policy issues, health financing/ budgeting and broad health service delivery imperatives. The following will serve as strong. Recommendations: Willingness to travel extensively within and outside the province. Preparedness and ability to work under pressure. Performance focused individual. Good communication, analytical, interpersonal and report writing skills. Facilitation and co-ordination skills. Some knowledge and appreciation of costing exercise. Computer Literacy (Ms Word, Ms Excel and Ms PowerPoint). A valid code 08 driver's license.

DUTIES : Perform transverse managerial functions. Supervise administration, filing and record keeping functions. Assist in monitoring District Development in terms of quality and conformance to standards at CHCs and clinics. Provide support and advice to programme managers as well as other personnel rendering the District Development services. Support districts in developing District Health Expenditure Reviews (DHER). Support districts in developing District Health Plans (DHP).

Monitor and evaluate the implementation of Clinic Supervision in sub-districts/districts. Assist in the regulation of private health establishments. Assist in arranging work improvement meetings and workshops. Support the Deputy Director: District Development in overall management of the sub-directorate. Participate in special projects as assigned from time to time.

ENQUIRIES : Mr HOT Zvinavashe, Tel: 018 397 2301/45
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/109 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY : R192 540 p.a. (plus benefits)
CENTRE : Vryburg District Hospital
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Administration. Extensive, appropriate experience in a regulatory environment including exposure to administration of regulatory processes. Demonstrable computer literacy (MS Excel, Word and PowerPoint). Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. A valid unendorsed code 8 driver's license. Recommendations: Experience in an appropriate healthcare environment. A proven record of confidence, initiative and self-motivation and possess strong leadership qualities. Knowledge of budgetary process and Financial Management.

DUTIES : Effectively and assertively implement applicable legislative provisions. Render comprehensive administrative support to the Hospital Manager. Effectively and efficiently manage and supervise support personnel's duties. Effectively and efficiently communicate with stakeholders, within and outside the Hospital and within the framework prescribed by applicable legislation and established procedures. Effectively and efficiently manage finances (eg. Revenue and expenditure). Render administrative support to the office of Hospital Manager.

ENQUIRIES : Dr Z.A Esterhuizen, Tel 053 927 2121
APPLICATIONS : Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601
FOR ATTENTION : Dr Z Esterhuizen

POST 10/110 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT**

SALARY : R 192 540 p.a. (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bachelor's degree and/or diploma in Security Management /Law/Criminal Justice and/or any equivalent qualifications in Security Environment. At least 3 years in Security or related sectors. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). A valid driver's license. Willingness to travel around the Province. RECOMMENDATIONS: The candidate must have completed or should complete Security Management course conducted by NIA within the period of two years of appointment. Ability to work under pressure and longer than official hours. Organizational and problem solving skills. Thorough knowledge of Minimum Information Security Standards and other security related legislations (e.g. Acts, Policies and Principles). Thorough knowledge of Public Service Regulatory Framework and their implications thereof. Knowledge of physical security operations/plan and procedures.

DUTIES : To render an effective and efficient physical security management services in the Provincial Department of Health & Social Development in North West. To implement the internal security policy/plan and procedures of the Department in the Province. To monitor/evaluate and compile monthly reports in private security contracts rendering physical security in all Health facilities. Conduct security awareness campaign and workshops to all personnel of the Department. To conduct security threat and risk assessment in all facilities of the Department. Manage and coordinate the implementation of the MISS. Coordinate, monitor the installations and maintenance of physical security equipments in the Department. Liaison with the Public and Private institutions including NIA, SAPS and other Law enforcement agencies.

ENQUIRIES : Mr L.R Motsabe, Tel: 018 387 5829
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/111 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R192 540 p.a. (plus benefits)

CENTRE : Mafikeng Provincial Hospital

REQUIREMENTS : Appropriate Bachelor's degree in Human Resource Management and/or equivalent qualification. In- depth knowledge on PMDS and interpretation of policies. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Extensive knowledge of relevant Public Service acts, regulations, policies and procedures. Be Persal trained. Proven ability to work within a stressful situation and as part of multi-disciplinary team. A valid drivers' license. Fair knowledge of strategic planning process.

DUTIES : Render Human Resource functions with regard to personnel provisioning. Administer conditions of service. Develop internal Human Resource policies and procedures. Ensure that Human Resource systems are in place for effective and efficient service delivery. Manage budget with regard to Human Resource Management. Oversee the implementation of the Performance Management Development System (PMDS). Maintain sound Labour relations between management, employees and labour unions.

ENQUIRIES : Mr B.V Tawana, Tel 018 383 2005

APPLICATIONS : Mafikeng/Bophelong Hospital Complex must be forwarded to: The Chief Executive Officer, Private Bag x 2031, Mafikeng, 2745

FOR ATTENTION : M.T Moche

POST 10/112 : **ASSISTANT DIRECTOR (PERSONNEL DEBT MANAGEMENT)**

SALARY : R 192 540 p.a.

CENTRE : Provincial Office – Mafikeng

REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting or Financial Management. At least 2 years experience in debt management in the public sector Knowledge of PERSAL and BAS/ WALKER. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, analytical, communication, investigation and report writing skills. Driver's license. Competencies: Ability to work independently and within a team. Financial Management. Knowledge of PFMA and Treasury Regulations including other financial prescript.

DUTIES : Ensure proper record keeping and processing of debt. Ensure recovery of debt. Ensure that debt procedure manual and policy are revised annually and monitor implementation thereof. Ensure that monthly and annual staff debt and third party reconciliation is done. Ensure that all debt BAS transactions are authorized before accounting month closure. Monitor the Persal deduction reports for analysis of debt recovery. Authorization of departmental entities in the system. Authorization of BAS take-on transactions. Ensure effective and efficient clearance of Assets and liability as well as the bank adjustments. Ensure compliance with requirements of PFMA, Treasury Regulations, Provincial and Departmental debt recovery procedure and policy. Handling of Internal and External Audit enquiries.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641.

APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735

FOR ATTENTION : Mrs D.C Raborifi

POST 10/113 : **ASSISTANT DIRECTOR (BAS SYSTEM CONTROL)**

SALARY : R 192 540 p.a.

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting or Financial Management. At least 2 years experience in BAS. Knowledge of WALKER and BAS Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, analytical, communication, investigation and report writing skills. Driver's license. COMPETENCIES: Ability to work independently and within a team. Financial Management skills. Knowledge of PFMA and Treasury Regulations including other financial prescripts

DUTIES : Monitoring of Outstanding transactions by BAS users. Clearing of the system exceptions Arrange formal and informal BAS training. Monitor and support BAS users at institutions .Handle BAS System related problems/queries. New Users access to BAS and attend to access amendments. Implementation of BAS related instructions. Draft BAS reports to management; Inputs for monthly compliance certificate. Monthly and Annual closing of BAS. Daily liaison with the System controller at Treasury.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641

APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735

FOR ATTENTION : Mrs D.C Raborifi

POST 10/114 : **SENIOR STATE ACCOUNTANT X2**

SALARY : R 161 970 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bcom or equivalent qualifications in Finance. At least 1-2 years experience in BAS. Knowledge of PERSAL and BAS. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint).

DUTIES : Provide weekly feedback on all BAS related problems to the supervisor. Checking outstanding transactions BAS users. Analysis of BAS exceptions Report. Identify informal training needs and compile a schedule/program for training. Provide training on SCOA. Monitor and support BAS users. Handle BAS System related problems/technical problems and queries. Coordinate formal BAS training presented by Provincial Treasury. Link BAS printers. Create/Delete segment details and SCOA in the system. Handle BAS overtime requests for users

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/115 : **ASSISTANT DIRECTOR (INTERFACES)**

SALARY : R 192 540 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting. At least 2 years experience in finance/accounting. Knowledge of WALKER, PERSAL systems and BAS. Computer literacy (Ms Word Ms Excel and Ms PowerPoint). Good interpersonal, communication, investigation and report writing skills. A driver's license. COMPETENCIES: Ability to work independently and within a team. Financial Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts.

DUTIES : Ensure that assets and liability accounts are cleared on a monthly basis, e.g. Cash and Cash Equivalents, Unpaid/Recalls BAS EBT. Evaluate and revise departmental interface banking policies and circulars and monitor progress on implementation. Identify informal bank interface training needs in the Banking Sub-directorate and compile a schedule for training and monitoring thereof. Ensure that inputs for the monthly Compliance certificate are submitted. Provide Bank Interface inputs for the reports: Management of Cost Centre for Banking Services Sub-directorate. Authorise Bank Interface Journals.

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/116 : **ASSISTANT DIRECTOR X2 (RISK MANAGEMENT)**

SALARY : R 192 540 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bachelor Degree and or Auditing , Risk Management, Finance, Accounting or Fraud Investigations and or equivalent qualification. At least 2-3 years management experience and extensive knowledge of investigations and experience in auditing, risk management, fraud investigation background will be an added advantage. Knowledge of Public Sector Legislation in a health environment specifically the Public Sector Financial Framework e.g. PFMA and Treasury Regulation. Skills, Auditing, Fraud investigation facilitation of workshop or risk assessment exercise, analytical thinking, interpersonal relations, management including project management of team dynamics, strategic leadership, Extensive report writing, Presentation, Computer Skills. The ability to communicate with internal/external stakeholders. A valid driver's licence. Familiarity with the COSO and risk management framework will be an added advantage

DUTIES : Implement the Risk Management Strategy. Co-ordinate and facilitate risk management workshops within the Department. Extract risk information and develop risk profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, philosophy and policies. Develop, implement and manage the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the department. Implement and monitor the departmental Risk Management Policy

and Fraud Prevention Plan. Manage and maintain the existing operations of Risk Management within the Department. Manage the marketing and publicity initiatives of the unit on risk awareness; fraud; anti-corruption and ethical issues. Assist in the facilitation of the annual risk assessment exercise for the Department. Assist in policy development, review and updating. Preparation of various reports such as investigation reports, progress reports on projects or any assigned tasks. Lead, supervise, train and develop staff through development programmes and ensure effective team dynamics. Conduct special or ad hoc assignments, such as risk analysis and or fraud investigations, as and when required. Monitor, evaluate and report on risk movement trends and warning signals.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/117 : **ASSISTANT DIRECTOR (CASE MANAGER)**

SALARY : R 192 540 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate tertiary qualifications. A minimum of 3 years working experience encompassing patients billing functions and case management. COMPETENCIES: Functional knowledge of Uniform Patient Fee Schedule (UPFS), Case management training, the Medical Schemes Act, National Health Act and International Classification of Diseases (ICD-10) coding and Prescribed Minimum. Benefits (PMB). Knowledge of public healthcare financing, Ability to analyze wide range of statistical, financial and clinical information. Good communication skills (written and verbal), Good organizational and interpersonal skills: Presentation skills, Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Sound knowledge of the principles and application of the UPFS (Both clinical and billing perspective). Able to promote the effective and efficient billing of all patients for services rendered. Good understanding of different Tariffs (BHF). Advance ICD- 10training. Must be prepared to travel and work irregular hours. A valid driver's licence.

DUTIES : Co-ordinate and provide case management and training. Initiate and enhance the existing infrastructure of case management across hospitals. Determine the training needs of hospitals, clinical and non-clinical staff. Provide and facilitate effective and efficient training in the field of UPFS tariffs policies and procedures. Ensure all course material meets the required standards. Ensure that reimbursement is supportive of public healthcare financing and financial management. Ensure effective and efficient support to institutions regarding the implementation of the UPFS policy and related Billing Systems to clients. Maintain the relation of NHRPL tariff schedule to the UPFS, collating and verification processes and to present the information to management. Compile Provincial User Guide Manual. Providing and facilitating training across all hospitals within the Province which shall include: Supporting hospitals with hospitals benefits for schemes contracted for Health Risk Management i.e Designated Service Provider (DSPN) and Prescribed Minimum Benefits. Liaising and communicating verbally and in writing with external funders and relevant stakeholders etc. Conducting audits at hospital on Hospital claims and billing procedures. Generally assisting in Health Risk Management solutions within the Province.

ENQUIRIES : Ms P Ntutela, Tel 018 387 5777/9
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/118 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY : R 192 540 p.a (plus benefits)
CENTRE : Lehurutshe/Zeerust Hospital
REQUIREMENTS : Appropriate Bachelor's Degree in Public Administration and/ or equivalent qualification. At least 5 years relevant experience. Comprehensive knowledge of all aspects of Public Service Administration, with specific reference to Human Resource Management and Development, Finance, Supply chain Management and Logistic Management and Employment relations, Driver's license is also required Persal and Walker is also advantage CORE KNOWLEDGE, SKILLS & CORE COMPETENCIES Strategic Leadership abilities, Innovation, Programme and Project Management, Change Management, Client Orientation and customer focus. Sound knowledge of LRA Financial / Procurement, Regulations, Policies, rules and applicable regulation. (PFMA, Treasury Regulations, Public Act and

regulations, DORA, SCM Practice) Effective conflict resolution and negotiation skills. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). People management and empowerment

DUTIES : Overall supervision and management of administration functions. Supervision of KPA's of subordinates. Manage corporate services within the Hospital complex, which include: Human resource management, Finance, Provisioning, Auxiliary and Transport. Render support in recruiting, appointing and evaluation of personnel. Monitor and collate financial information and reports. Project management, Strategic and operational planning Interpretation and application directives and policies. Revenue and Risk Management.

ENQUIRIES APPLICATIONS : Mr N.J Mosiane, Tel: 018 642 9900/018 363 3094

FOR ATTENTION : Lehurutshe/Zeerust Hospital must be forwarded to: The Chief Executive Officer, Lehurutshe/Zeerust Hospital, Private Bag x 1326,zeerust,2865

POST 10/119 : **SENIOR ADMINISTRATION OFFICER (FLEET MANAGEMENT)**

SALARY CENTRE REQUIREMENTS : R161 970 p.a. (plus benefits)
Bojanala Emrs District Office
Appropriate bachelor's degree and/or equivalent qualification in Fleet or Transport Management and with at least 3 relevant working experience as a transport officer or Senior Certificate with 5-10 years relevant experience. A valid driver's license. Qualification in emergency medical service will be an added advantage. Discipline and good work ethics

DUTIES : Responsible for all EMRS vehicles in Bojanala district. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Provide advice on procedure and policy matters to staff and ensure compliance with policies with regard to EMRS fleet. Keep and updated vehicle inventory of EMRS vehicles in the district. Manage fleet by ensuring that vehicles are serviced or repaired timeously. Co ordinate with workshops for timeous repair/ service of vehicles. Respond to incidents involving EMRS vehicles and prepare the required documentation for accident investigation committee. Ensure that vehicles are road worthy at all times. Investigate and report on all fuel discrepancies as alert to by the first auto system. Ensure that all EMRS stations have compiled and submitted monthly reports and statistics. Redistribution of vehicles as per operational requirements.

ENQUIRIES APPLICATIONS : Mr J.K Letsoalo, Tel: 014 597 6630

FOR ATTENTION : Bojanala District Office, must be forwarded to: The Chief Director, Private Bag x 82090 Rustenburg, 0300
Mrs M. Rakau

POST 10/120 : **PRINCIPAL COMMUNICATION OFFICER**

SALARY CENTRE REQUIREMENTS : R 161 970 p.a. (plus benefits)
Mamusa Sub District Office
Appropriate Bachelor's degree and/or equivalent qualification in Library and Information Management and/or Communication / Journalism. with at least 2-3 years' experience in the field of Communication / Information management. Organizing and problem solving skills. Good communication, interpersonal and writing skills. Computer Literacy (Ms Word, Ms Excel and Ms PowerPoint).

DUTIES : Conduct research, improve or develop operational methods. Attend to logistical arrangements during meetings and events. Receive and disseminate information to various stakeholders. Compile annual, quarterly and monthly reports. Prepare reports or speeches. Develop newsletters and periodical publications for the Sub-District. Develop sound relationship with all health stakeholders. Form part of public awareness activities. Do communication research and analysis of the media coverage and reach.

ENQUIRIES APPLICATIONS : Mr. Taetso N.E, Tel: 053 963 23 77

FOR ATTENTION : Mamusa Sub-District Office and Community Health Centre, must be forwarded to: Private Bag x 01, Schweizer-Reneke 2780
Ms K.I Bokgwathile

POST 10/121 : **SENIOR STATE ACCOUNTANT (SALARIES)**

SALARY CENTRE REQUIREMENTS : R 161 970 p.a.
Provincial Office, Mafikeng
Appropriate Bachelor Degree and/ or equivalent qualification in Finance. At least 2-3 years experience in financial management especially payroll administration. Extensive knowledge of Persal and Walker/BAS interface system. A thorough

knowledge of PFMA and National Treasury regulations. Code 8 Drivers license.
SKILLS: Accounting, Management, Analytical, Statistical, Ms word, PowerPoint and Microsoft Excel, Planning and Organizational skills, Reporting and Written Communication.

DUTIES : Ensure effective and efficient tax administration/IRP 5. Record reversal and disallowance control entries. Reconcile all electronic payments manually. Act as supervisor of all accounting clerk. Provide training to subordinates. Provide inputs of Audit responses. Evaluate subordinates work performance.

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/122 : **SENIOR STATE ACCOUNTANT**

SALARY : R 161 970 p.a. (plus benefits)
CENTRE : Witrand Hospital - Potchefstroom
REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Commercial Accounting Science with at least 5 - 10 years relevant or Senior Certificate with at least 3-5 years relevant experience in Financial Management. Sound knowledge of financial prescripts and Bas/Walker system. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint) Excellent communication, interpersonal & analytical skills. Ability to work under pressure.

DUTIES : Manage of KPA's of subordinates. Responsible for the submission of monthly expenditure reports. Responsible for the Management of the Hospital's cash-flow. Compile and submit adjustment Estimates, the MTEF budget Proud financial support to Management of Hospital Revenue Management of Cost Centre's. Attend to Audit Queries. Responsible for the Management of the Hospital budget. All other duties related to Financial Management.

ENQUIRIES : Ms R Maritz, Tel: 018 294 9100/9120
APPLICATIONS : Witrand Hospital, must be forwarded: Private Bag x 253, Potchefstroom 2520
FOR ATTENTION : Mrs J.M Pentz

POST 10/123 : **SENIOR STATE ACCOUNTANT X 2 (INTERNAL CONTROL)**

SALARY : R 161 970 p.a.
CENTRE : Provincial Office
REQUIREMENTS : Appropriate BCom degree or equivalent qualification. At least 2-3 years' experience in internal control or auditing. Knowledge of PFMA, Treasury Regulations, Tender board regulations and Supply Chain Management. Good communication skills, report writing skills and computer skills (Ms Word, Ms Excel and Ms PowerPoint) and a valid. A valid drivers license.

DUTIES : Manage key performance areas of junior staff members. Ensure/implement quality of operational and internal control systems. Ensure department compliance with prescribed acts, rules, regulations and procedures. Monitor, follow up and provide feedback on remedial action plans/ recommendations of internal and external auditors. Test and improve the adequacy of and effectiveness of internal control systems. Pre – auditing of expenditure vouchers. Attend to special assignment as and when requested. Lead and provide training to staff members. Monitoring and evaluating Internal Control Systems and procedures.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/124 : **SENIOR STATE ACCOUNTANT X 1 (RISK MANAGEMENT)**

SALARY : R 161 970 p.a.
CENTRE : Provincial Head Office (Mafikeng)
REQUIREMENTS : Appropriate BCom- degree/diploma in Accounting or Auditing or Risk Management or an equivalent qualification. At least 2-3 years' experience in Auditing, Internal Control, Risk Management, Fraud Prevention and/or Fraud Investigations. COMPETENCIES: Knowledge of the Public Sector Financial Regulatory Framework, e.g. PFMA, Treasury Regulations, Auditing, management and leadership skills. Analytical thinking and interpersonal skills. Report writing, communication, presentation and computer skills (Ms Word, Ms Excel and Ms PowerPoint). Familiarity with the COSO Risk Management Framework will be an added advantage.

DUTIES : Assistance in developing risk profiles for each Directorate / programme in relation towards Financial, Operational, Clinical, Strategic, Compliance, Fraud and

Corruption. Manage the information flow and client responsiveness over the general administration. Record and follow-up on procedures to ensure an effective risk management service towards the departmental performance. Assistance with an anti-corruption and fraud whistle-blowing help desk system. Oversee the general administration of a risk database and inputs towards the formulation of reports. Raising awareness of risks, fraud, anti-corruption and ethical issues by means of effective communication and marketing of the Directorates services. Assist towards the implementation of the departmental Risk Management Policy and Fraud Prevention Plan. Assist in the co-ordination and facilitation of risk management workshops within the Department. Guide, train and develop staff. Assist in the obligatory annual risk assessment exercise of the Department. Assistance towards the trend in compliance with sound risk management policies and procedures. Assist in investigating the trend in utilizing risk and fraud awareness systems. Assist in special or ad-hoc assignments.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/125 : **SENIOR STATE ACCOUNTANT (INTERFACES)**

SALARY : R 161 970 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting. At least 2-3 years experience in finance/accounting. Knowledge of WALKER, PERSAL systems and BAS Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, communication, investigation and report writing skills. Driver's license COMPETENCIES: Ability to work independently and within a team. Knowledge of PFMA and Treasury Regulations including other financial prescripts.

DUTIES : Updating and evaluation of Cash and Cash equivalent assets and liability items to prevent forced closure. Prepare submissions/inputs for departmental banking policies and circulars on interfaces. Follow up on outstanding/missing bank deposit information. Clearing of bank exceptions (Resolving interfaces on BAS). Capturing the BAS interface journals. Attend to institutional/Supplier/Departmental Bank enquiries. Compile Bank reconciliation for inputs to the monthly monitoring report. Check that all captured/cancelled journals have been authorised or removed from the system. Ensure that all BAS Credit Transfers (payments exceeding R1 million) were made and paid into the Suppliers bank account. Control the daily cash flow fund requisition functions. Ensure that Entity Maintenance Forms are correctly filled out and submitted to the bank.

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/126 : **SENIOR STATE ACCOUNTANT (CASH-FLOW)**

SALARY : R 161 970 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting. At least 2-3 years experience in finance/accounting. Knowledge of WALKER, PERSAL systems and BAS. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, communication, investigation and report writing skills. Driver's license COMPETENCIES: Ability to work independently and within a team. Knowledge of PFMA and Treasury Regulations including other financial prescripts

DUTIES : Analysis of the daily bank statements. Capturing of approved BAS journals. Proper record keeping of journals and bank statements. Follow-up on phone enquiries with Departmental Banker and other departments/sub-directorates/suppliers/Provincial Treasury/Donor funding. Compile asset and liability accounts reconciliations. Journalise Monthly Cash Allocations. Compile schedules to monitor the cash position of the department and submit to the manager of the section.

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/127 : **EMS STATION MANAGER GRADE 3**

SALARY : R 161 088 p.a. (plus benefits)

CENTRE REQUIREMENTS : Vryburg District Hospital (Naledi Emrs Station)
: Successful completion of the ILS courses that allows registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Current proof of registration with the Health Professions Council of South Africa as AEA must be attached. 12 years after registration with the Health Professional Council as Ambulance Emergency Assistance or Bachelor 's degree in Emergency Care Technology or equivalent qualifications. A valid driver's licence. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Rescue Course will be an added advantage.

DUTIES : Be responsible for all Emergency Care Services activities in the station. Provide advice on procedures and policy matters to staff members and ensure compliance with policies operating in the services. Ensure effective communication system for ambulances and staff in the station. Ensure that fleet management is properly implemented to provide for maintenance and availability of vehicles. Ensure proper control measures and resource management at the station. Maintain, Monitor and report continuous quality improvement for the station in accordance with the policy on quality improvement of Emergency Medical Services. Ensure that effective strategies are implemented to meet the needs of the community. Entrench a healthy and safe environment and follow-ups continuously. Respond to all major incidents to assist and coordinate such incidents within your operational area. (E.G. Rescue, outstanding calls, Collapse cases). Respond to incidents involving emergency vehicles and prepare the necessary reports. Investigate all service complains received from internal and external resources and report this to the relevant committee.

ENQUIRIES APPLICATIONS : Dr Z.A Esterhuizen, Tel 053 927 2121
: Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601

FOR ATTENTION : Dr Z Esterhuizen

POST 10/128 : **SENIOR STATE ACCOUNTANT**

SALARY CENTRE REQUIREMENTS : R 161 970 p.a. (plus benefits)
: Naledi Sub-District Office
: Appropriate bachelor's degree and/or equivalent qualification in Commercial Accounting Science. At least 2-3 relevant years experience financial environment. Sound knowledge of the PFMA treasury regulations, the PPPFA, financial delegations, provisioning prescripts and administrative procedures. Financial management, interpersonal and problem- solving skills. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint).

DUTIES : Ensure budget management and expenditure planning. Perform supervisory tasks, evaluation and training. Compile the institution budget (MTEF) and prepare annual adjustment estimate/ increments and the roll- over of the funds process. Manage debt and liabilities. Analyze, interpret, follow up and report on expenditure trends on a monthly basis. Conduct finance training for non- finance staff. Respond accurately and promptly to audit queries. Reconcile ledger accounts. Implement relevant policies, regulations and procedures in respect of financial management. Control all accounts payable with the relevant supporting documents, including the reconciliation and confirmation of walker payments reports. Reconcile and clear all financial system with regards to expenditure on a monthly basis. Develop strategic plans linked to operational plans, as well as the financial plans required to obtain value for money and achieve service delivery. Manage performance, taking into consideration links between the services that departments provide and the benefits and costs of these services. Monitoring financial transactions and pass the necessary journals.

ENQUIRIES APPLICATIONS : Mr P. Sehemo, Tel: 053 927 0036
: Naledi Sub- District Office, must be forwarded to: The Sub-district Manager, Private Bag x 14, Vryburg 8601

FOR ATTENTION : Mr. V.A.M Tlhabanelo

POST 10/129 : **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND & ACQUISITION)**

SALARY CENTRE REQUIREMENTS : R 161 970 p.a. (plus benefits)
: Taung District Hospital
: Appropriate bachelor's degree and/or equivalent qualification, preferably in logistics, Supply Chain Management or Purchasing Management. At least 3 years Supply Chain Management experience. Knowledge, understanding and experience in implementing Treasury Regulations, PFMA, PPPFA and other related prescripts. Knowledge of and experience in BAS, LOGIS and technical proficiency in service provider management. Computer literacy (Ms Word, Ms

Excel and Ms PowerPoint). High integrity and ethics, persuasive communication and leadership skills. Ability to lead and supervise a diverse team of people. Change management skills. Proactive, target-driven and delivery-focused. Strategic and analytical skills. Relationship management, networking and performance evaluation skills. Good communication (verbal and written) and negotiation skills. A valid driver's license will be added advantage.

DUTIES : Render effective and efficient Supply Chain functions and secretarial services to Bid Specification Committee, Bid Evaluation Committee, Bid Adjudication Committees and Disposal Committees. Promote and maintain sound Supply Chain corporate governance. Direct and oversee BEE and SMME development. Ensure value for money when acquiring assets, goods and services. Develop and maintain a list of accredited prospective services providers. Evaluate service agreement contracts and contract management. Oversee purchase administration. Handle client enquiries.

ENQUIRIES : MS M.S Mosia, Tel 053 994 8105

APPLICATIONS : Taung District Hospital, must be forwarded to The Chief Executive Officer, Private Bag x 535, Taung, 8584

FOR ATTENTION : Mr M.S Cwaile

POST 10/130 : **SENIOR STATE ACCOUNTANT: BUDGET & FINANCIAL PLANNING**

SALARY : R161 970 p.a. (plus benefits)

CENTRE : Taung District Hospital

REQUIREMENTS : Appropriate bachelor's degree in Commerce/ National Diploma in Accounting or Cost Management with at least 3 years relevant experience or Senior Certificate with at least 5-10 years relevant working experience. Accounting will serve as strong recommendations. Computer literacy in Micro Soft office Suite. Interpersonal skills and work independently.

DUTIES : Assist in the budgeting process (projection, control, estimates, (reporting and verification) and provisioning and procurement. Liaise with Head Office, District Health Services and District Offices on the above issues. Work independently. Alternative duties may be added as will be decided by the Deputy Director from time to time.

ENQUIRIES : Ms M.S Mosia, Tel 053 994 8100

APPLICATIONS : Taung District Hospital, must be forwarded to The Chief Executive Officer, Private Bag x 535, Taung, 8584

FOR ATTENTION : Mr M.S Cwaile

POST 10/131 : **SENIOR ADMINISTRATIVE OFFICER (INFORMATION AND PLANNING)**

SALARY : R 161 970 p.a. (plus benefits)

CENTRE : Matlosana Sub-District Office

REQUIREMENTS : Appropriate Bachelor's degree and/or diploma in Communication / Public Relations / Health related / Information Technology with at least 2 years experience in DHIS or Senior Certificate with 5-10 years Advance DHIS experience. Sound knowledge of the District Health Systems, including performance targets and indicators. GIS experience would serve as a recommendation. Good organizational, communication, interpersonal and mathematical skills. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint and Ms Access). Basic knowledge of Government Health policies. A valid driver's license.

DUTIES : Collate information from facilities in the Sub-District. Submission of Sub District data to the District Information Officer. Analyze and interpret information and Provide feedback to the Facilities in the Sub-District. Establish and update the database for the Sub- District. Prepare for and arrange the monthly performance reviews. Strategic management of communication programmes. Preparation and writing of reports. Compiling of the DHER, DHP, Sub- District Strategic Plan and Sub-District APP

ENQUIRIES : Mrs LC Drotskie, Tel: 018 464 2210 x 131

APPLICATIONS : Matlosana Sub-District Office, must be forwarded to The Sub-District Manager, Private Bag A2, Klerksdorp, 2570

FOR ATTENTION : Ms A.C Jacobs

POST 10/132 : **SENIOR STATE ACCOUNTANT (PERSONNEL DEBT MANAGEMENT)**

SALARY : R 161 970 p.a.

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Appropriate Bcom degree or equivalent qualifications in Accounting or Financial Management. At least 2 years experience in debt management in the public sector. Knowledge of PERSAL and BAS/WALKER. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good interpersonal, analytical, communication, investigation and report writing skills. Driver's license. **COMPETENCIES:** Ability to work independently and within a team. Financial Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts

DUTIES : Check and control receiving and capturing of debt advices. Prepare monthly debt statistics. Check and control compiling of new entity forms. Continuous updating of the Database. Effective implementation of a Staff and Third Party Debt Policy. Check and control clearing of assets and liabilities accounts. Reconciliation and clearing of the suspense and control accounts. Constant monitoring of debt recovered from Pension benefits. Allocate direct deposits received to relevant debt accounts.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mrs. R. Mohlabati Tel: (018) 3875641.
Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
Mrs D.C Raborifi

POST 10/133 : **SENIOR STATE ACCOUNTANT**

SALARY CENTRE REQUIREMENTS : R161 970 p.a (plus benefits)
George Stegman Hospital
Appropriate Bachelor degree and/or equivalent qualification in Financial Management with at least 3 years relevant experience or Senior Certificate with at 5-10 years relevant experience. Sound knowledge of Public Management Finance Act and Financial Regulations. Knowledge of Walker.

DUTIES : Manage and control of the Finance section in line with the Public Finance Management Act. Compilation of Expenditure reports and active participation in preparation of budgets and financial related matters. Advice management in finance. Monitor budget and expenditure, Monitoring of Financial returns. Checking orders before payments. Working hand in hand with suppliers. Checking orders from supply chain management. Authorising orders on Walker System. Participation in cash flow committee.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms P.M Pitso, Tel 014 556 1774
George Stegman Hospital must be forwarded to : The Chief Executive Officer, Private Bag x 1046, Saulspoort, 0318
Mr T.B Seate

POST 10/134 : **CHIEF PERSONNEL OFFICER**

SALARY CENTRE REQUIREMENTS : R161 970 p.a (plus benefits)
George Stegman Hospital
Appropriate bachelor's degree and/or equivalent qualification in Human Resource Management with at least 3 years experience or Senior Certificate with at least 5-10 in Human Resource Management. Knowledge: Human Resource Management practices, negotiations, conflict resolution. Assist in career planning and utilization of personnel. HR legislative framework (e.g. PSA, EEA, OHSA, LRA, PMDS, PFMA, Persal System, computer literacy. **COMMUNICATIONS:** Excellent communication skills, spoken and written, motivation, computer literacy, Policy analysis, and compilation of reports. **SKILLS:** Presentation skills organizing, team building, decision making. Ability to work under pressure and independently.

DUTIES : Administer compensation for employees and salary range progression. Administer service benefits, compensatory practices and work facility. Administer leave and provide information on remuneration. Manage Conflict and maintain discipline in the unit. Ensure compliance to Government policies. Compile work plans and evaluate subordinates in terms of Performance Management and Development System in the unit. Compile monthly and quarterly reports. Develop and implement. Necessary control measures. Assist in career planning and utilization of personnel.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms P.M Pitso, Tel 014 556 1774
George Stegman Hospital must be forwarded to : The Chief Executive Officer, Private Bag x 1046, Saulspoort, 0318
Mr T.B Seate

POST 10/135 : **SENIOR PROVISIONING ADMINISTRATION OFFICER**

SALARY CENTRE : R161 970 p.a. (plus benefits)
Bophelong Psychiatric Hospital

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Financial Management with at least 3 years experience in financial administration or Senior Certificate with at least 5- 10 years experience in Financial Administration. Computer Literacy (Microsoft word, Excel and PowerPoint). Knowledge of WALKER, PERSAL and PAS 1 and 2. Planning, Problem solving and decision making skills. Conflict management and compilation of management reports. Recommendation: Good communication and interpersonal relationship skills. A valid driver's license. Ability to go extra mile and work under pressure.

DUTIES : Ensure budgetary control and monitoring. Ensure implementation of procurement and acquisition System in terms of supply chain regulations. Ensure implementation of Institutional policies in accordance to COHSASA standards. Ensure effective and efficient management of budgets and assets. Maintain effective supervision of accounts section, salary and provisioning staff. Supervise and evaluate according to PMDS. Train and develop staff. Drawing of operational plans for the unit. Compilation of business plan. Ensure implementation of Public Finance Management Act (PFMA)

ENQUIRIES APPLICATIONS : Mr R L Lebotse, Tel: 018 383 2005 EXT 1095
: Mafikeng/Bophelong Hospital Complex must be forwarded to: The Chief Executive Officer, Private Bag x 2031, Mafikeng, 2745

FOR ATTENTION : M.T Moche

POST 10/136 : **SENIOR STATE ACCOUNTANT**

SALARY CENTRE REQUIREMENTS : R161 970 p.a. (plus benefits)
: Vryburg District Hospital
: Appropriate bachelor's degree and/or equivalent qualification Financial Management /Commerce with at least 3 years relevant experience. Knowledge of the Public Finance Management Act, Treasury Regulations and Policies. Advanced Computer literacy skills. WALKER and Financial Systems knowledge. Communication Skills. Creative. Self- Confident and ability to work under pressure.

DUTIES : Payment of creditors. Capturing of data into the WALKER System. Preparation of payment vouchers for submission to the department of Finance and Central Creditors Payments. Verification of cheques against source documents. Attending to customers/ Suppliers queries. Supervise work performance of subordinates. Allocate work among subordinates. Set deadlines to subordinates for payment of creditors. Establish control measures to ensure compliance. Attend to audit queries. Provide auditors, Supervisor with information required e.g. documentation and explanations.

ENQUIRIES APPLICATIONS : Dr Z.A Esterhuizen, Tel 053 927 2121
: Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601

FOR ATTENTION : Dr Z Esterhuizen

POST 10/137 : **INFORMATION OFFICER**

SALARY CENTRE REQUIREMENTS : R161 970 p.a. (plus benefits)
: Vryburg District Hospital
: Appropriate Bachelor's degree or equivalent qualification in Health Sciences with at least 2 - 3 years experience in health information. Extensive knowledge in District Health Information System. Good presentation skills and ability to communicate at all levels. Advanced knowledge of MS Word, MS Excel and MS PowerPoint. Good analytic skills. Report writing. Valid driver's licence.

DUTIES : Coordinate the implementation of HAS information system. Support Health workers and information officers in the implementation of information system and data collection. Ensure Monthly and quarterly reporting of information to the Department and District Hospital. Ensure that monthly reports and data on accredited sites are submitted. Facilitate the reporting of other information not catered for in the DHIS. Support Programme Managers and generates reports as required. Participate actively in Health information issues and research.

ENQUIRIES APPLICATIONS : Dr Z.A Esterhuizen, Tel 053 927 2121
: Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601

FOR ATTENTION : Dr Z Esterhuizen

POST 10/138 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE DEVELOPMENT**

SALARY : R161 970 p.a. (plus benefits)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Human Resource Management/ Human Resource Development. At least 3 years experience in Human Resource management. Sound knowledge of Performance Management and Development System (PMDS). Good presentation skills and ability to communicate at all levels. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). A valid driver's license.

DUTIES : Identify and determine the training needs in the hospital. Manage KPA's of subordinates. Plan, organize, co-ordinate and present training courses. Formulate, update, and implement the training and development policy. Advise line Managers on new trends in the field of Human Resource. Development and provide input into the development of work place Skills plan/Annual training plan. Ensure that monthly reports and statistics on training are submitted to the District and Provincial Offices. Participate actively in the Training and Development Committee. Handle all transformation and employment equity matters and ensure implementation of the Management Development Programme. Administer the Skills development process. Co ordinate Workplace Training plan. Liaise with training institutions on human resource development.

ENQUIRIES : Ms M.R. Mokoto, Tel: 0145905501
APPLICATIONS : Job Shimankana Hospital must be forwarded: The Chief Executive Officer, Private Bag X82079, Rustenburg, 0300

FOR ATTENTION : Mr T.E Mokatsane

POST 10/139 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R161 970 p.a. (plus benefits)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Public Administration with at least 3 years experience or Senior Certificate with at least 5-10 years experience in the management of the following areas: Food Services, Transport, Security, Pottering and Mortuary services Competencies: Strong and independent leadership, organizing and managerial skills, interpersonal and conflict handling management, Human Resource management, Communication, presentation and communication skill.

DUTIES : Facilitate the implementation of Provincial and institutional Security policy. Management of Contracts that is applicable to Support Services. Identify and manage risk. Develop and monitor the implementation of policies. Develop and implement relevant systems for effective and efficient management of the Section. Provide strategic leadership for the management of Support Services Departments .Compile and present weekly and monthly performance reports for Support Services Sections. Manage and monitor performance and development of staff.

ENQUIRIES : Mr M.T. Khongoana, Tel No: 014 590 5414
APPLICATIONS : Job Shimankana Hospital must be forwarded: The Chief Executive Officer, Private Bag X82079, Rustenburg, 0300

FOR ATTENTION : Mr T.E Mokatsane

POST 10/140 : **INFORMATION OFFICER**

SALARY : R130 425 p.a. (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Health Sciences At least 2 to 3 years experience in health information or Senior Certificate with at least 3-5 years experience. Extensive knowledge in District Health Information System. Ability to interpret data. Good presentation skills and ability to communicate at all levels. Advanced knowledge of (Ms Word, Ms Excel and Ms PowerPoint). Good analytic skills. Report writing. A valid driver's license will be an added advantage.

DUTIES : Collate information from different units. Facilitate the reporting of other information not catered for in the DHIS. Provide support to unit managers. Analyze and interpret information and provide feedback to all units. Prepare for and arrange the quarterly district performance reviews. Preparation and writing of reports. Compilation of DHER, DHP and District APP. Participate actively in Health information issues and research.

ENQUIRIES : Mr S.D Lebotse, Tel: 018 788 1710

APPLICATIONS : Carletonville Hospital, must be forwarded to: The Chief Executive Officer, Carletonville Hospital, Private Bag x 2023, Carletonville 2499

FOR ATTENTION : Mr M.G Motloung

POST 10/141 : **STATE ACCOUNTANT: EXPENDITURE**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Appropriate Bachelor degree or equivalent qualification in accounting /financial management/commence. At least 1- 2 years relevant experience in financial management. Sound knowledge of the PFMA and Treasury regulation. Proven practical working experience on Walker System and financial codes. The ability to communicate effectively, both in writing and verbally. Computer literacy (Ms Word, Ms Excel and Ms Power Point). Interpersonal relation and problem solving skills.

DUTIES : Ensure budget management and expenditure planning. Perform supervisory task, evaluation and training. Compile the institution budget (MTEF) and prepare annual adjustment estimates/ increment and the rollover of the funds process. Manage debt and liabilities. Analyze, interpret, follow up, and report on expenditure trends on a monthly basis. Conduct finance training for non finance staff. Respond accurately and promptly to audit queries. Reconcile ledger accounts. Implement relevant policies, regulations and procedures in respect of financial management. Control all accounts payable with the relevant supporting documents, including the reconciliation and confirmation of BAS payment reports. Monitor financial transaction and pass the necessary journals. Clearing of misallocations.

ENQUIRIES : Mr S.D Lebotse, Tel: 018 788 1710

APPLICATIONS : Carletonville Hospital, must be forwarded to: The Chief Executive Officer, Carletonville Hospital, Private Bag x 2023, Carletonville 2499

FOR ATTENTION : Mr M.G Motloung

POST 10/142 : **PRINCIPAL PERSONNEL OFFICER**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Human Resource Management or Senior Certificate with 5 - 10 years experience in Human Resource. Registered as a PERSAL user. Knowledge of CORE and PMDS. Computer literacy (Ms Word, Ms Excel and Ms Power Point). Good Interpersonal relation and Communication skills.

DUTIES : Management of personnel profiles and information. Check personnel transactions on the system and approve them. Ensure adherence to applicable legislations and procedures. Perform supervisory task, evaluation and training carry out recruitment and selection procedures. Payment of allowances, condition of service and service termination. Approval of all Persal transactions. Management of statistics and payrolls. Attending meetings.

ENQUIRIES : Mr S.D Lebotse, Tel: 018 788 1710

APPLICATIONS : Carletonville Hospital, must be forwarded to: The Chief Executive Officer, Carletonville Hospital, Private Bag x 2023, Carletonville 2499

FOR ATTENTION : Mr M.G Motloung

POST 10/143 : **ADMINISTRATION OFFICER**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in administration or Senior Certificate with at least 5 - 10 years relevant experience. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint. Knowledge of PFMA and OHS Acts. Valid driver's license will be an added advantage.

DUTIES : Be part of Facility Management Unit (FMU). Attend meetings for project management, administration and strategic planning. FMU budget and control. Management of day to day activities of the unit and commission services. Be a liaison between Public works and Hospital management. Co –ordinate meetings between Public works and Hospital management. Key control and monitoring of capital projects. Be part of Quality assurance and OHS.

ENQUIRIES : Mr S.D Lebotse, Tel: 018 788 1710

APPLICATIONS : Carletonville Hospital, must be forwarded to: The Chief Executive Officer, Carletonville Hospital, Private Bag x 2023, Carletonville 2499

FOR ATTENTION : Mr M.G Motloung

<u>POST 10/144</u>	:	<u>INFORMATION OFFICER</u>
<u>SALARY</u>	:	R 130 425 p.a. (plus benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree and/or equivalent qualification in Health Sciences with at least 2 to 3 years experience in health information or extensive knowledge in District Health Information System. Ability to interpret data. Good presentation skills and ability to communicate at all levels. Advanced knowledge of (Ms Word, Ms Excel and Ms PowerPoint). Good analytic skills. Report writing. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Collate information from different units. Facilitate the reporting of other information not catered for in the DHIS. Provide support to unit managers. Analyse and interpret information and provide feedback to all units. Prepare for and arrange the quarterly district performance reviews. Preparation and writing of reports. Compilation of DHER, DHP and District APP. Participate actively in Health information issues and research.
<u>ENQUIRIES</u>	:	Mr S.D Lebotse, Tel: 018 788 1710
<u>APPLICATIONS</u>	:	Carletonville Hospital, must be forwarded to: The Chief Executive Officer, Carletonville Hospital, Private Bag x 2023, Carletonville 2499
<u>FOR ATTENTION</u>	:	Mr M.G Motlounge
<u>POST 10/145</u>	:	<u>PERSONAL ASSISTANT</u>
<u>SALARY</u>	:	R130 425 p.a. (plus benefits)
<u>CENTRE</u>	:	Ditsobotla Sub – District Office
<u>REQUIREMENTS</u>	:	Appropriate bachelor's degree and/or equivalent qualification in Public Administration/Office Management. At least 2-3 years relevant experience or Senior Certificate with typing as a Grade 12 subject. Good Interpersonal skills. Team work and people management. Dynamic decision making skills and self confidence. Effective Administrative. Organizational and Communication skills. Ability to work independently, meet deadline and work under pressure. Computer literacy (MS Word, Ms Excel and Ms Power Point certificate to be attached). Report writing skills. RECOMMENDATION: A valid driver's license.
<u>DUTIES</u>	:	Manage KPA's of team members. Co-ordinate and collate information going to and coming from the institutions within and outside the Sub-District. Prepare and submit reports on behalf of the PHC manager. Manage PHC Manager Diary and overall work plans. Follow up the outstanding matters with the PHC Manager visitors during her absence. Follow up on the action lists from the departmental and District management committee meetings. Manage the office in the absence of the PHC Manager. Manage the office in the absence of the PHC Manager. Communicate with parties and stakeholders on behalf of the PHC Manager. Prepare claims for the PHC Manager, Writing of minutes.
<u>ENQUIRIES</u>	:	Mrs N Serobatse, Tel 018 632 4059
<u>APPLICATIONS</u>	:	Ditsobotla Sub-District Office, must be forwarded to: The Sub-District Manager, Private Bag x 12051, Lichtenburg, 2740
<u>FOR ATTENTION</u>	:	Ms N Serobatse
<u>POST 10/146</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u>
<u>SALARY</u>	:	R130 425 p.a. (plus benefits)
<u>CENTRE</u>	:	Mafikeng Provincial Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Human Resource Management and/or equivalent qualification with at least 2-3 relevant experience in human resource administration most probably in Pension and leave administration or Senior Certificate with 5-10 years relevant experience most probably in Pension and leave administration. Competencies: Knowledge of statutory framework in the Public Service (Labour Legislation, Public Service Act, Public service regulations, White Papers) and other Human Resource prescripts. Be conversant with Policy on Incapacity Leave and Ill Health Retirement (PILIR). Good computer user knowledge (Micro soft Word, Excel, Power point). Be Persal trained and have practical practice. Report writing skills. Ability to work under pressure and uphold confidentiality. Good verbal and written communication.
<u>DUTIES</u>	:	Supervise and compile performance reports for the section. Handle human resource administration process with regard to pension administration, service termination, injury on duty and leave administration based on Batho Pele Principles. Prepare and provide monthly indicators on leave of absence, terminations implemented in the system according to categories and number of

employees paid their pension benefits. Able to in-service employees on pension and leave matters. Attend to personnel queries and ensure follow – up on outstanding pension benefits payments.

ENQUIRIES : Mr B.V Tawana, Tel 018 383 2005
APPLICATIONS : Mafikeng/Bophelong Hospital Complex must be forwarded to: The Chief Executive Officer, Private Bag x 2031, Mafikeng, 2745
FOR ATTENTION : M.T Moche

POST 10/147 : **STATE ACCOUNTANT**

SALARY : R130 426 p.a. (plus benefits)
CENTRE : Mmabatho Nursing College
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Financial Management with at least 2 years relevant experience or Senior Certificate with at least 3-5 relevant experience. Knowledge of the Provisioning Administration system. Knowledge of the Persal System. Knowledge of Walker .Computer literary (Ms Word, Ms Excel and Ms PowerPoint)

DUTIES : Perform a variety of clerical duties that are related to the activities. Perform functions to Provisioning and Finance in terms of the relevant legislation. Assisting in the small budget compiling process. Conciliation of supplier's statements. Rectification of errors in the financial management system by passing journals. Prepare financial report and render secretarial duties to the budget committee. Implement cost control and const analysis. Processing payment.

ENQUIRIES : Ms C Mokai, Tel 018 384 1123
APPLICATIONS : Mmabatho Nursing College, must be forwarded to: The College Principal, Private Bag x 2178, Mafikeng, 2745

FOR ATTENTION : Ms T.K Duba

POST 10/148 : **ADMINISTRATIVE OFFICER (AUXILIARY SERVICES)**

SALARY : R130 425 p.a. (plus benefits)
CENTRE : Ventersdorp District Hospital
REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Public Administration or Senior Certificate with at least 3-5 years relevant experience. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint. English as a communication language. A valid driver's license.

DUTIES : Manage KPA's of subordinates. Formulating and updating of departmental policies and procedure; Risk management: Occupational Health and Safety; Operation plan, budget and action plans; Ensure adherence to Batho Pele Principles; Project management; Resolution of labour disputes in respective departments; Arrange and coordinate maintenance; Supervision of Transport and other Auxiliary Services.

ENQUIRIES : Ms N.E Buti, Tel: 018 264 2081
APPLICATIONS : Ventersdorp Hospital and Sub-District Office, must be forwarded to: The Chief Executive Officer, Private Bag X1007, Ventersdorp 2510

FOR ATTENTION : Mrs NS Thulo

POST 10/149 : **ADMINISTRATION OFFICER (TRANSPORT)**

SALARY : R 130 425 p.a. (plus benefits)
CENTRE : Witrand Hospital
REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in transport management with at least 2-3 years relevant experience or Senior Certificate with at least 3-5 years relevant experience. Extensive transport experience in Public Services. Good communication skills (verbal and written). A valid driver's license.

DUTIES : Contributing to the provisioning of safe, cost effective, efficient and smooth functioning transport service to the hospital. Adherence to Departmental, National, Provincial Policies and procedures regarding Transport. Idebtify Risk management of fleet: Patients and Personnel. Adherence to Batho Pele Principle's.

ENQUIRIES : Ms R Maritz, Tel: 018 294 9100/9120
APPLICATIONS : Witrand Hospital, must be forwarded: Private Bag x 253, Potchefstroom 2520
FOR ATTENTION : Mrs J.M Pentz

POST 10/150 : **STATE ACCOUNTANT**

SALARY : R 130 425 p.a. (plus benefits)
CENTRE : Witrand Hospital - Potchefstroom

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Financial Management with at least 2-3 years relevant experience in management or Senior Certificate with 3-5 years relevant experience. Sound knowledge of financial prescripts and Walker system. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint) Excellent communication, interpersonal & analytical skills. Ability to work under pressure.

DUTIES : Manage of KPA'S of subordinates. Ensure adherence to codes, regulations, policies and other relevant legislations in relation to finance e.g. PFMA, treasury regulations. Attending of meetings. Reconcile accounts. Authorize payments on the Bas/ Walker System. Authorize journal entries. Prepare monthly, quarterly and annual financial reports. Financial planning & budget. Attend to suppliers and audit queries. Perform other duties as delegated from time to time.

ENQUIRIES : Ms R Maritz, Tel: 018 294 9100/9120

APPLICATIONS : Witrand Hospital, must be forwarded: Private Bag x 253, Potchefstroom 2520

FOR ATTENTION : Mrs J.M Pentz

POST 10/151 : **PERSONAL ASSISTANT TO THE DIRECTOR (TB MANAGEMENT)**

SALARY : R130 425 p.a (plus benefits)

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Appropriate Bachelor's Degree and/ or equivalent qualification in the office Management/ Administration. At least 2-3 years relevant working experience. Knowledge of relevant public service policies and legislation. Knowledge and interest in TB management. Willing to travel, work irregular hours. Must be in possession of a valid driver's license. Competencies: Ability to work independently, under pressure, solve problem and make information decisions. Must be reliable as well as possess good organizing and planning skills. Must be a team player, capable of handling multiple tasks and build good working relationships with all key stake holders. Must possess good report writing skills and able to interact persuasively at all levels. Possession of advance computer skills.

DUTIES : Daily Management of the Director's diary, Implement system to manage the flow of the correspondence between the offices the Chief Director and Internal/ external clients. Assist with the preparations for the Director's meetings ensure that the Director receive meeting documents on time and is properly briefed before she attend meetings. Manage Director's travel arrangements. Liaise with internal and external clients. Perform any administration functions as delegated by the Director. Provide general office management support for the Director.

ENQUIRIES : Ms S.M Ngcombela, Tel: 018 397 2600/82

APPLICATIONS : Provincial Office, must be forwarded to: Department of Health & Social Development, Private Bag x 2068, Mmabatho, 2735

FOR ATTENTION : Mrs D.C Raborifi

POST 10/152 : **CHIEF ADMINISTRATION CLERK (PATIENT ADMINISTRATION)**

SALARY : R130 425 pa (plus benefits)

CENTRE : George Stegman Hospital

REQUIREMENTS : Appropriate Bachelor degree and/or equivalent qualification in Public Administration with at least 2-3 years relevant experience or Senior Certificate with at least 3-5 years relevant experience. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Knowledge of PAAB system. Customer care. Good communication and interpersonal relations

DUTIES : Manage key performance areas of Sub ordinates. Management of the following department, Admissions and Records, Outpatient Reception. Ensure adherence /upgrading of policy and procedure. Preparation of statistics/management information monthly and quarterly of all departments under supervision when applicable. Interdepartmental liaison and communication and risk management. Manage and control of the concerned department relating to budget, staff, equipment and in-service training etc. Registration of Admission and discharges for outpatient and inpatient. Collection of hospital revenue. Ensure that the receipt of accounts are correctly issued and given to patients. Adherence to batho Pele principles and Patient Right Charter. Prepare to work according to the needs of the department. Filing is up to standard. Attends meetings. Ensure registration and billing of patients. Balancing of books. Attends meetings. Control admission documents for correctness

ENQUIRIES : Ms P.M Pitso, Tel 014 556 1774

APPLICATIONS : George stegman Hospital must be forwarded to : The Chief Executive Officer, Private Bag x 1046, Saulspoort, 0318

FOR ATTENTION : Mr T.B Seate

POST 10/153 : **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Taung District Hospital

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification in Communication. At least 2-3 years experience as a secretary. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint). Ability to work under pressure and independently. Good interpersonal relations. Good organizational skills. Ability to take initiative and perform with minimum supervision.

DUTIES : Provide full secretarial support to the C.E.O with effective time and diary management. Organize Meetings, workshops and draft Agendas. Handle outgoing and incoming correspondence. Arrange travel and accommodation. Arrange refreshments for meetings. Liaise with internal and external clients. Receive visitors and control office environment. Identify needs regarding stationery and order to ensure that suppliers are sufficient. Develop and manage an efficient, professional document management (filing) system. Ensure that all documents are filed and kept safe to ensure easy access to information. Type, fax, photocopy and dispatch documentation.

ENQUIRIES : MS M.S Mosia, Tel 053 994 8105

APPLICATIONS : Taung District Hospital, must be forwarded to The Chief Executive Officer, Private Bag x 535, Taung, 8584

FOR ATTENTION : Mr M.S Cwaile

POST 10/154 : **ADMINISTRATION OFFICER (AUXILLIARY & SUPPORT SERVICES)**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Schweizer –Reneke District Hospital

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification with at least 2-3 years experience or Senior Certificate with at least 3-5 years relevant experience. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Valid drivers' license. Leadership abilities.

DUTIES : Manage and supervise all the Auxiliary & Support Services Maintenance and grounds, Transport, Food Service, Housekeeping, Laundry, Porters and Security. Assist with the budget process in all the sections listed above. Manage risk, operational plan and action plans. Ensure adherence to Batho Pele principles.

ENQUIRIES : Mr D.W Fesi, Tel 053-963 1291/2

APPLICATIONS : Schweizer-Reneke District Hospital, must be forwarded to The Chief Executive Officer, Schweizer District Hospital, Private Bag x 04, Schweizer-Reneke, 2780

FOR ATTENTION : Mr D.W Fesi

POST 10/155 : **PROVISIONING ADMINISTRATION OFFICER**

SALARY : R 130 425 p.a. (plus benefits)

CENTRE : Schweizer –Reneke District Hospital

REQUIREMENTS : Appropriate Bachelors degree and/or equivalent qualification with at least 2-3 years relevant experience or Senior Certificate with at least 3-5 years relevant experience in Supply Chain Management / Provisioning administration. Sound Knowledge of Supply Chain Management, PFMA, Treasury Regulations and current Government legislation, policies and regulations pertaining to Supply Chain Management. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Knowledge of the Walker system. Good communications and interpersonal relations skills. A valid driver's license. A relevant course in Provisioning Administration System or Supply Chain Management will be an added advantage

DUTIES : Manage subordinates. Ensure monitoring and compliance with regard to Supply Chain Management processes. Release orders. Manage commitments. Maintain assets register. Render effective acquisition, inventory and contract management. Ensure that procurement is done as prescribed by both the Provincial and National policies and guidelines. Attend to queries from external and internal clients. Handle queries regarding creditors. Ensure proper record keeping of payments. Reconciliation of bin cards. Keep contracts up to date.

ENQUIRIES : Mr D.W Fesi, Tel: 053 963 1291/2

APPLICATIONS : Schweizer-Reneke District Hospital, must be forwarded to The Chief Executive Officer, Schweizer District Hospital, Private Bag x 04, Schweizer-Reneke, 2780

FOR ATTENTION : Mr D.W Fesi

POST 10/156 : **PERSONAL ASSISTANT (CHIEF DIRECTOR)**

SALARY : R 130 425 p.a. (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Dr Kenneth Kaunda Sub-District Office
	:	Appropriate Bachelor's degree and/or equivalent qualification in Public Administration. At least 2- 3 years experience as Secretary/Typist. Must be computer literate (Ms Word, Ms Excel and Ms PowerPoint). Typing as fully passed subject. English as a communication language. Recommendation: A valid Driver's license.
<u>DUTIES</u>	:	Management and screening of incoming phone calls and direct to appropriate destination. Compiling and consolidation of reports. Arranging appointments, refreshments for meetings and logistical matters as required by the office of the Chief Director. Management of filing system. Arrange, organize and take minutes of various types of meetings and the typing there of typing of documents as directed. Checking electronic mail on daily basis. Management of submissions. Organize functions / Assist with travel arrangements. Management of an office on day to day basis. Ensure appropriate and timeous upward, downward and outward communication from the office of the Chief Director
<u>ENQUIRIES APPLICATIONS</u>	:	Dr U Nagpal, Tel: 018 462 5744
	:	Dr Kenneth Kaunda District Office, must be forwarded to: The Chief Director, Private Bag A2, Klerksdorp, 2570
<u>FOR ATTENTION</u>	:	Dr U Nagpal
<u>POST 10/157</u>	:	<u>ADMINISTRATION OFFICER (POLICY, PLANNING AND RESEARCH)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 130 425 p.a. (plus benefits)
	:	Provincial Office, Mafikeng
	:	Appropriate degree/ diploma in public administration or equivalent qualification with/ or 5 years appropriate relevant experience in public service/ administration. Sound knowledge of general administrative and financial procedures, HRM practices and Supply chain management including inventory control procedures and guidelines. Ability to apply financial, administrative and procurement directives. Excellence writing, interpersonal, communication (verbal and written) and organizational skills. General knowledge of relevant regulations and policies. Good understanding of policy, planning and research issues. Computer literacy (MS Office packages such as Word, Excel, Power Point, GroupWise, Internet, etc) is essential. A valid driver's license. The successful candidate must be assertive, tactful, diplomatic, hard working and must be able to handle stress and manage his/her time effectively. He/she must be excellent planner (strategic and day-to-day), have excellent communication (verbal and written) and people skills and be highly analytical. Ability to work independently and in a team. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the filing system and records management. Knowledge of Human Resource Management prescripts and procedures.
<u>DUTIES</u>	:	Render an all-inclusive administrative support services to the Unit. Manage all travel, accommodation and subsistence requirements for the Unit. Take charge of all the Unit's filing system and maintaining an up to date inventory register. Handle all matters related to procurement for the unit. Organize meetings, workshops and take minutes. Compile and manage annual budget, cash flows and all payments in compliance with the PFMA. Be responsible for all public relations and customer care needs of the Unit. Draft administrative related submissions. Monitor and record submissions for financial implications of the directorate. Be responsible for supply chain management requirements of the directorate.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms S. Malakane, Tel: 018 387 5757
	:	Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
	:	Mrs D.C Raborifi
<u>POST 10/158</u>	:	<u>ADMINISTRATION OFFICER-RESEARCH</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 p.a. (plus benefits)
	:	Provincial Office, Mafikeng
	:	Appropriate Bachelors Degree and/or equivalent qualification in Social Science, Population Studies/ Statistics with three years proven experience in research environment, preferably health research. Postgraduate degree with research is an added advantage. Excellent quantitative and qualitative research skills with knowledge in the following areas: Research methodology. Information and data collection tools, system and analytical skills. Sound knowledge of general administrative and financial procedures. HRM procedures and Supply Chain Management including inventory control procedures and guidelines. Ability to apply financial, administrative and procurement directives. Excellence writing, interpersonal, communication (verbal and written) and organizational skills.

General knowledge of relevant regulations and policies, good understanding of policy, planning and research issues. Computer literacy (MS Office packages such as Word, Excel, Power Point, GroupWise, Internet, etc) is essential. A valid driver's license. Assertive, tactful, diplomatic, hardworking and the ability to handle stress and effective time management. Excellent planner (strategic and day-to-day operation) with people and be highly analytical. Ability to work independently and in a team. Willingness to work under pressure. Knowledge of PFMA and Treasury Regulations.

DUTIES : Render all-inclusive administrative support to the directorate and Provincial Health Research Committee. Implement the Department's research policy. Guide and coordinate the implementation of research initiatives and projects. Analyze data and update the research database. Promote integrated planning and evidence-based policy making through research. Provide technical support and guidance in policy, planning and research. Promote effective and efficient general management. Compile and management annual research budget, cash flows and all payments in compliance with PFMA. Popularize the departmental research agenda and track reports from completed research projects. Draft research related submissions and memos. Record and monitor all research projects with financial implications for the department.

ENQUIRIES : Ms S. Malakane, Tel: 018 387 5757
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/159 : **SENIOR ADMINISTRATION CLERK III (ASSET MANAGEMENT)**

SALARY : R105 645 p.a. (plus benefits)
CENTRE : Potchefstroom Sub-District Office
REQUIREMENTS : A senior certificate. At least 1-2 years relevant experience in general office administration. Good communication skills. The ability to speak at least three of the official languages. Computer literacy (Ms Word, Ms Excel, and Ms PowerPoint). Must be punctual on duty and willing to work flexi time from time to time due to deadlines.

DUTIES : Procurement of equipment. Management of assets and updating of Asset Register. Management & maintenance of equipment. Management of BOS & LOSS Activities. Stocktaking of A-class items. Adhere to Batho Pele principles.

ENQUIRIES : Ms I Jansen, Tel: 018 – 297 5061
APPLICATIONS : Potchefstroom Sub-District Office, must be forwarded to: Private Bag x 1253, Potchefstroom 2520
FOR ATTENTION : Ms Mohutsioa

POST 10/160 : **SENIOR PERSONNEL OFFICER GRADE III**

SALARY : R 105 645 p.a. (plus benefits)
CENTRE : Ditsobotla Sub – District Office
REQUIREMENTS : Senior Certificate with at least 2- 3 years experience in Human Resource Management Section. PERSAL training completed Knowledge of personnel administrative functions. Conversant with Public Service Act and Regulations Knowledge of CORE and different functions in Human Resources (Leave, appointments, pensions, terminations, allowances, etc) Computer literacy in MS Word, Ms Excel and Ms PowerPoint). RECOMMENDATION: PERSAL training with active PERSAL ID.

DUTIES : Performance of Administrative work related to Human Resource Management duties, Management of Temporary Incapacity Leave applications. Process all Leave transactions on PERSAL and updating of relevant registers. Performance of Personnel and Salary functions on PERSAL.

ENQUIRIES : Mrs N Serobatse, Tel: 018 632 4059
APPLICATIONS : Ditsobotla Sub-District Office, must be forwarded to: The Sub-District Manager, Private Bag x 12051, Lichtenburg, 2740
FOR ATTENTION : Ms N Serobatse

POST 10/161 : **SENIOR PERSONNEL OFFICER GRADE III X4**

SALARY : R105 645 p.a. (plus benefits)
CENTRE : Vryburg District Hospital
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification or Senior Certificate with at 2-3 years relevant experience. Computer literacy and report writing skills. Knowledge of PERSAL. Maintain confidentiality. Knowledge of performance management and Development system. Extensive knowledge of salary administration will be an added advantage.

DUTIES : Implement and administer Human resource Practices in the following areas: Conditions of service (Leave, Housing, Medical Aid, Injury on Duty, Terminations, Long Service Recognition, Overtime, Relocations, Pensions and Allowances, Performance Management, Recruitment and selection, Appointments, Transfers, Verifications of qualifications, secretarial functions during interviews, Absorptions, Probation reports). Provide human resource information and knowledge management service to the department. Extensive knowledge of salary administration will be an added advantage.

ENQUIRIES APPLICATIONS FOR ATTENTION : Dr Z.A Esterhuizen, Tel 053 927 2121
Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601
Dr Z Esterhuizen

POST 10/162 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (ASSETS AND INVENTORY)**

SALARY CENTRE REQUIREMENTS : R105 645 p.a.
Provincial Office, Mafikeng
Senior Certificate. At least 1-2 years experience in Supply Chain and Asset Management. Good communication skills and computer literacy (Ms Word, Ms Excel and Ms PowerPoint). An appropriate RVQ13 in Financial Management will be an added advantage

DUTIES : Maintenance and updating of assets, inventory and Loss Control registers through Walker asset Management module. Ensure effective control over safekeeping, utilization and maintenance of government owned assets in accordance with Asset, Inventory Management and Loss Control Policies and prescripts. Assist in preventing and Managing Losses and Disposals through application of relevant policies and prescripts. Investigate cases of Losses and make recommendations to Sub Directorate Head. Conduct stock tacking and ensure that procedures for stock tacking are followed. Enter data into Computerized and Manual Registers and continuous maintenance of Sub directorate Registers. Keep proper records for Assets, Inventory and Loss Control and manage an office based filing system. Counting and disposing of items and loss control functions. Rendering Secretariat Support Functions to Departmental Asset Management, Disposal and Loss Control Committee.

ENQUIRIES APPLICATIONS FOR ATTENTION : DR D B MAKHUBU, TEL (018) 3875661
Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
Mrs D.C Raborifi

POST 10/163 : **SENIOR ADMINISTRATION CLERK GRADE III**

SALARY CENTRE REQUIREMENTS : R 105 645 p.a. (plus benefits)
Witrand Hospital - Potchefstroom
Appropriate Bachelor's degree and/or equivalent qualification with at least 1-2 years relevant experience or Senior Certificate with at least 3-5 years experience in administration. Must have computer skills (Ms Word, Ms Excel and Ms PowerPoint). Communication skills knowledge of Acts, Treasury regulations, walker system and Public Finance Management Act.

DUTIES : Pay creditors on the financial system. Check and post journals in the financial system. Audit vouchers for compliance before submission to CCP. Update supplier's details on their different files. Respond and attend to suppliers queries. Verify the correctness of quotations to be made to creditors. Request quotations and complete Vas 2's for finance section. Reconcile creditor's statements. Check the availability of cash-flow before releasing payment of suppliers. Monitor the payment of monthly services e.g. Telkom. Report interest incurred from suppliers to the Senior State Accountant

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms R Maritz, Tel: 018 294 9100/9120
Witrand Hospital, must be forwarded: Private Bag x 253, Potchefstroom 2520
Mrs J.M Pentz

POST 10/164 : **SENIOR ACCOUNTING CLERK GRADE III (INTERNAL CONTROL) X 7**

SALARY CENTRE REQUIREMENTS : R 105 645 p.a.
Provincial Office, Mafikeng
Senior Certificate. At least 2-3 years relevant experience in finance/supply chain management. Good communication and report writing skills. Computer literate (Ms Word, Ms Excel and Ms PowerPoint).

DUTIES : Pre – audit of requisitions, subsistence and travelling allowance claims and transport claims before payments are made. Promote effective, efficient and

economical utilization of resources. Ensure that relevant registers are maintained within the unit. Render administrative support services to the unit and institutions. Assist with the coordination of the Auditor General's and Provincial Internal Audits.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/165 : **SENIOR PERSONNEL OFFICER GRADE III**

SALARY : R 105 645 p.a. (plus benefits)
CENTRE : Ventersdorp Hospital
REQUIREMENTS : Appropriate bachelor's degree and/or equivalent qualification in Human Resource Management / Public Administration/ Management With at least 1-2 years relevant experience in human resource environment or Senior Certificate with at least 3 years relevant experience. Persal training/knowledge. Sound Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Good communication and report writing skills. Knowledge of HRM practices.

DUTIES : Implementation and monitoring of all Human Resource Policies; PMDS, Housing, Storage and Confidentiality of staff records. Prepare applicants profiles and conduct interviews. Administer all basic employment documents of newly appointed employees. Assist in filing of personnel documents. Advice new appointees regarding the applications for medical aid, housing allowance and best leave practices. Draft letters of transfer and promotion and ensure timeous implementation. Assist with documents referral and follow-ups. Processing and auditing of overtime claims. Administer payroll submission. Perform any other duty as may be allocated by the supervisor.

ENQUIRIES : Ms N.E Buti, Tel: 018 264 2081
APPLICATIONS : Ventersdorp Hospital and Sub-District Office, must be forwarded to: The Chief Executive Officer, Private Bag X1007, Ventersdorp 2510
FOR ATTENTION : Mrs NS Thulo

POST 10/166 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III X 2**

SALARY : R 105 645 p.a. (plus benefits)
CENTRE : Nic Bodenstein Hospital
REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualification with at 1-2 years relevant experience or Senior Certificate with at least 3 years experience in Supply Chain Management. Knowledge & Skills: Knowledge of Provisioning Admin System/ Supply Chain Management, Walker stores, administration procedures, procurement procedures & directives and computer literacy in (Ms Word, Ms Excel, and Ms PowerPoint). Good knowledge of relevant legislation i.e. PFMA, PPPFA, Treasury Regulations. Good mathematical skills, organizing, ability to operate a computer, interpersonal relationship, problem solving & conflict resolution. A driver's license will be an advantage,

DUTIES : Capturing of orders in the Walker system. Updating of a commitment register. Preparations of a monthly commitment register report. Ensure that all purchase is done according to existing state contracts delegation. Prepare and place orders at suppliers. Updating and filing of relevant documentation i.e. VA forms. Complete VA2 forms for all needed items on time for cleaning materials, stationery, and other item needed in the section. Report on losses and outstanding orders. Report on valid and expired contracts. Compilation of monthly reports. Assist in the disposal of obsolete, unserviceable, and redundant goods.

ENQUIRIES : Mr. OP Mokoto, Tel: 018 596 1100
APPLICATIONS : Nic Bodenstein Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 7, Wolmaransstad, 2630
FOR ATTENTION : Mr L Abrahams

POST 10/167 : **SENIOR ACCOUNTING CLERK III: PERSONNEL DEBT MANAGEMENT X2**

SALARY : R 105 645 p.a.
CENTRE : Provincial Office – Mafikeng
REQUIREMENTS : Senior Certificate. At least 1-2 years experience in debt management in the public sector. Knowledge of PERSAL and BAS. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint)

DUTIES : Proper record keeping of the debt files. Issue the statement of account to all the debtors. Ensure that all installment cases have been approved and revised annually. Do monthly follow-up on every file and attend to queries. Compile on a monthly basis a list of outstanding debts. Compile submission for write-offs. Updating of the Staff Debt Database.

ENQUIRIES : Mrs. R. Mohlabati Tel: (018) 3875641
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/168 : **SENIOR ACCOUNTING CLERK GRADE III X3 (ACCOUNTS PAYABLE)**

SALARY : R 105 645 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Senior Certificate. At least 1-2 years experience in Accounts/Finance in the public sector. Knowledge of WALKER and BAS. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint)

DUTIES : Capturing of payments/journal transactions. Handle daily payment enquiries. File BAS documents – sundry payments and journals – on a daily basis. Draw batches for authorized officials – Internal Audit, Auditor General, institutions. Keep register of all batches drawn and received. Receive all petty cash requests from offices and institutions. Capture petty cash requests and collect cheque from Treasury within 48 hours. Ensure that payment stubs are submitted to Registry to be posted

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/169 : **SENIOR ACCOUNTING CLERK GRADE III X2**

SALARY : R 105 645 p.a.
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : Senior certificate. At least 1-2 years experience in Financial Management or degree/diploma will be added advantage. Code 8 driver's license will be advantage. SKILLS: Planning, Organizational skills, Reporting and Written Communication.

DUTIES : Implementation of salaries and deductions. Preparation of transfer claims. Provide inputs of Audit responses. Compile pay roll statistics. Tax administration. Filing of documents.

ENQUIRIES : Mrs. P Moremi Tel: (018) 387 5693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
FOR ATTENTION : Mrs D.C Raborifi

POST 10/170 : **SENIOR PERSONNEL OFFICER GRADE II**

SALARY : R87 978 p.a. (plus benefits)
CENTRE : Mmabatho Nursing College
REQUIREMENTS : Senior Certificate with at least 2 – 3 years relevant experience. Computer Literacy (Ms Word, Ms Excel & Ms PowerPoint). Good communication, interpersonal and writing skills. Knowledge of Persal (Preferably personnel administration).

DUTIES : Implement / capture all personnel transactions according to Persal System e.g leave administration. Payment of PMDS. Appointments. Opening files for learners and new staff members. Filing all documents in their relevant files.

ENQUIRIES : Ms C Mokai, Tel: 018 384 1123
APPLICATIONS : Mmabatho Nursing College, must be forwarded to: The College Principal, Private Bag x 2178, Mafikeng, 2745
FOR ATTENTION : Ms T.K Duba

POST 10/171 : **SENIOR SECRETARY (CEO 'S OFFICE)**

SALARY : R 87 978 p.a. (plus benefits)
CENTRE : Vryburg District Hospital
REQUIREMENTS : A senior certificate or equivalent qualifications and appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and interpersonal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge in taking minutes. Ability to organize and prioritize work. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint including Graphic design).

DUTIES : Administer the document management system in the office of the CEO. Maintain the filing system to file and retrieve documents. Handling confidential documents. Operate standard equipments (Fax, photocopying machine and telephone) Type correspondence such as reports, submissions and letters. Receiving the CEO's visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of the CEO with departmental officials, other government departments, stakeholders and the public. Manage the diary of the CEO. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging/serving refreshments. Make official travel arrangements for the CEO. Processing of subsistence and travel claims and reconciliation timeously.

ENQUIRIES APPLICATIONS FOR ATTENTION : Dr Z.A Esterhuizen, Tel 053 927 2121
Vryburg District Hospital, must be forwarded to: The Chief Executive Officer, Private Bag x 4, Vryburg 8601
Dr Z Esterhuizen

POST 10/172 : **SENIOR SECRETARY (SECURITY & RECORDS MANAGEMENT)**

SALARY CENTRE REQUIREMENTS : R 87 978 p.a. (plus benefits)
Provincial Office, Mafikeng
Senior Certificate. At least 1-2 years experience in Office Administration. Computer Literacy (Ms Word, Ms Excel and Ms Power Point). Telephone etiquette. Good verbal and written communication skills and interpersonal relations. Ability to work under pressure and within a team.

DUTIES : Manage the office by providing secretarial support service to the office of the Director. Manage correspondence, telephone calls, appointments and events through registers and diary. Type documents. Operate fax, photocopier and any other office equipment. Provide clerical support services to the Director, which will entail liaising with travel agencies to make travel and accommodation arrangements. Set up schedule and arrange meetings, record minutes and organize refreshments. Collect and coordinate all relevant documents to enable the Director to prepare for meetings. Draft routine correspondence, reports and file documents for the office. Handle procurement of standard items such as stationery and refreshments. Keep up to date with applicable policies and procedures to ensure efficient and effective support to the Director.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr L.R Motsabe, Tel: 018 387 5829
Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
Mrs D.C Raborifi

POST 10/173 : **SENIOR SECRETARY X2 (FINANCIAL MANAGEMENT & FINANCIAL ACCOUNTING)**

SALARY CENTRE REQUIREMENTS : R 87 978 p.a. (plus benefits)
Provincial Office, Mafikeng
Senior Certificate and Secretarial Diploma. At least 1-2 year experience and extensive Knowledge in office administration. SKILLS: Accounting, Management, Analytical, Statistical and Computer literacy (Ms Word, Ms Excel and Ms Power Point). Planning and Organizational, Presentation skills, Reporting and Written Communication.

DUTIES : To manage the Diary and appointment of the Director. Manage the filing system of the Director's office. Perform general reception duties. Type memorandums, letter and other documents required from the Directorate. Receive and distribute correspondence / documents. Prepare monthly file for DMC. Appointment as chief user clerk. Various task as assigned e.g. preparation of workshops.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms P Moremi, Tel: 018 387 5693
Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
Mrs D.C Raborifi

POST 10/174 : **SENIOR SECRETARY (DIRECTOR POLICY, PLANNING AND RESEARCH)**

SALARY CENTRE REQUIREMENTS : R 87 978 p.a. (Plus benefits)
Provincial Office, Mafikeng
Senior Certificate, Secretarial/ Administrative Diploma or equivalent qualification or appropriate practical experience related to the duties. Knowledge and experience in procurement procedures. Good administrative, organizational and general office administration skills. Good filing and record management skills. Working experience in office administration or secretarial support environment is essential. Computer literacy (MS Office packages such as Word, Excel, Power Point, GroupWise, Internet, etc) is essential. Must have good interpersonal,

communication, numerical, planning, and organizational and decision making skills including telephone etiquette. Must have a sense of responsibility and be able to work under minimal supervision. Willingness to work after hours when needed and the ability to work under pressure will be an added advantage. Must be able to handle stress and manage his/her time effectively. He/she must be an excellent planner (strategic and day-to-day), have excellent communication (verbal and written) and people skills and be highly analytical.

DUTIES : Provide administrative support to the Director which entails: Manage the office diary, manage correspondence by receiving and distributing documents, acknowledge receipt, compile letters, submissions, report and typing documents, take minutes of meeting and filing and prepare documents for meetings. Follow up on outstanding documents with all stakeholders. Make logistic arrangements for meetings, seminars, workshops, traveling. Manage procurement of goods and services. Be responsible for budget administration, cash flow, and petty cash, processing of S&T claims, cellular phone and other claims. Assist Director with personal tasks within agreed framework. Manage point of contact and receive visitor in Director's office. Serve as a frontline advisory officer and issue tasks and directives on administrative issues or related matters.

ENQUIRIES : Mr K. Rabanye, Tel: 018 387 5747

APPLICATIONS FOR ATTENTION : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
: Mrs D.C Raborifi

POST 10/175 : **SENIOR SECRETARY (CHIEF DIRECTOR: CORPORATE SERVICES)**

SALARY : R 87 978 p.a. (plus benefits)

CENTRE : Provincial Office, Mmabatho

REQUIREMENTS : Senior Certificate with computer practice as a fully passed subject. A recognized tertiary qualification and or in the process of acquiring it shall serve as an advantage. At least 1-2 years relevant experience in Office Administration. Computer Literacy (MS Word, Ms PowerPoint and Ms Excel). An excellent organizer with good written and verbal communication skills and good interpersonal relations. Ability to operate labour saving and office automated devices. Have the ability to work under pressure and within a team.

DUTIES : Manage the office by providing a secretarial support service to the office of the Chief Director. Provide clerical support service to the Chief Director, which will entail inter-liaison with travel agencies to make travel arrangements, manage correspondence, telephone calls, appointments and events through registers and the diary. Type documents for the Chief Director. Set up schedules of and arrange meetings for the Chief Director, record minutes and take responsibility for logistical issues. Draft routine correspondence and file documents for the office. Handle procurement of standard items such as stationery and refreshments. Collect all relevant documents make copies and prepare files to enable the Chief Director to prepare for the meetings.

ENQUIRIES : Ms N Mangonyane, Tel 018 387 5744

APPLICATIONS FOR ATTENTION : Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
: Mrs D.C Raborifi

POST 10/176 : **SECRETARY TO THE DIRECTOR (TB MANAGEMENT)**

SALARY : R 87 978 p.a (plus benefits)

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Senior certificate and secretarial courses with at least 1-2 years experience in Office Administration. Computer literacy (MS Word (45 wpm), Ms Excel and Ms PowerPoint). Telephone etiquette. Good verbal and written communication skills and interpersonal relations Ability to work under pressure and within a team.

DUTIES : Manage the office by providing secretarial support service to the Office of the Director. Manage correspondence, telephone calls, appointment and events through registers and diary. Type documents. Operate fax, photocopier and any other office equipment. Provide secretarial support services to the Director, which will entail liaising with travel agencies to make travel and accommodation arrangements. Set up schedules and arrange meetings, record minutes and organise refreshments. Collect and coordinate all relevant documents to enable the Director to prepare for the meetings. Draft routine correspondence, reports and file document for the office. Keep up to date with applicable policies and procedures to ensure efficient and effective support to the Director.

ENQUIRIES : Ms S.M Ngcombela, Tel: 018 397 2600/82

APPLICATIONS FOR ATTENTION : Provincial Office, must be forwarded to: Department of Health & Social Development, Private Bag x 2068, Mmabatho, 2735
: Mrs D.C Raborifi

<u>POST 10/177</u>	:	<u>SECRETARY TO THE DIRECTOR: PHC</u>
<u>SALARY</u>	:	R87 978 p.a (plus benefits)
<u>CENTRE</u>	:	Ngaka Modiri Molema District Office
<u>REQUIREMENTS</u>	:	Senior certificate and a secretarial courses with at least at least 1-2 years relevant experience. Computer literacy (Ms Word ,Ms Excel, Ms PowerPoint). Ability to work under pressure and independently. Good verbal and written communication skills. Good interpersonal relations. Good organizational skills. Ability to take initiative and perform with minimum supervision
<u>DUTIES</u>	:	Provide full secretarial support to the Director PHC, effective time and diary management, organize meetings and draft agendas. Handle outgoing and incoming correspondence. Arrange travel and accommodation. Organize meetings and workshops. Arrange refreshments for meetings. Operate standard office equipment. Draft standard letters, receive and transmit messages. Liaise with internal and external clients. Make logistical arrangements for the district. Identify needs regarding stationery and order to ensure that supplies are sufficient. Record incoming and outgoing mail. Develop and manage an efficient professional document management system. Type, file, photocopy and dispatch documentation. Ensure that all documents are filed and kept safely to ensure easy access to information
<u>ENQUIRIES</u>	:	MR Mogapi , Tel 018 384 0240
<u>APPLICATIONS</u>	:	All posts attached to Ngaka Modiri Molema District Office must be forwarded to : The Chief , Ngaka Modiri Molema District Office , Private Bag x 116, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms A Govender
<u>POST 10/178</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE I X3 (DEMAND AND ACQUISITION MANAGEMENT)</u>
<u>SALARY</u>	:	R 73 584 p.a.
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	A Senior certificate. At least 1-2 years experience in Health Supply Chain Management or SCM Registry Filing System. Knowledge of transversal contracts, PFMA Treasury Regulations, PPPFA and Records Management. Advanced Computer Literacy (Ms Word, Ms Excel and Ms PowerPoint). Good Verbal Communication and writing skills Ability to work under pressure. An appropriate Commercial RVQ13 or Equivalent will be an added advantage.
<u>DUTIES</u>	:	Rendering SCM Clerical Support Duties in the Demand and Acquisition Management Sub directorate as follows:- of SCM documents writing correspondence. Registering, Dispatching SCM Documents, Circulate and correspondence. Invitation and management of price quotations. Scrutinizing Terms of Reference/specifications. Advertising Bids and opening of tender proposals. Logistical arrangements and assistance during briefing sessions, evaluation sessions and Site inspections. Assist in the Evaluation of Bids and Drafting of comparative schedules. Prepare minutes , Agenda ,correspondence and logistics to Departmental Bid. Adjudication Committee and Departmental Bid Evaluation Committee meetings. Weekly Updating of Procurement Reports and Databases and statistics as may be requested through Excel Spreadsheets
<u>ENQUIRIES</u>	:	Dr D B Makhubu, Tel (018) 3875661
<u>APPLICATIONS</u>	:	Provincial Office, must be forwarded to: Private Bag x 2068, Mmabatho 2735
<u>FOR ATTENTION</u>	:	Mrs D.C Raborifi

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

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

- APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
- FOR ATTENTION** : Ms C Versfeld
- CLOSING DATE** : 19 March 2010
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

MANAGEMENT ECHELON

- POST 10/179** : **HEAD: CLINICAL UNIT (PRINCIPAL SPECIALIST- DIVISION OF INFECTIOUS DISEASES AND HIV MEDICINE)**
- SALARY** : Remuneration package: R 892 287 per annum (a portion of the package can be structured according to the individual's personal needs). Commuted overtime is payable
- CENTRE** : Groote Schuur Hospital, Observatory, Cape Town
- REQUIREMENTS** : Applications are invited from persons who are registered or registrable with the Health Professions Council of South Africa as Specialist Physicians with Infectious Disease as a subspeciality. Experience: A minimum of 7 years appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist. Experience in teaching aspects of Infectious Disease. Competencies: Knowledge/skills: Extensive experience and specialist knowledge in clinical and research. Note: The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract.
- DUTIES** : Key result areas/outputs: This is a senior management position in the Department and responsibilities will primarily revolve around the following: The management of the Specialist Infectious Disease service within the Division of Infectious Disease (inpatients) as well as outpatient clinical duties. Inpatient duties in the Division of General Medicine in the Department of Medicine at Groote Schuur Hospital, and liaison with the Divisions of Microbiology and Virology, and the Hospital Infection Control team. Assuming responsibility for the supervision and training of Infectious Disease Specialist Registrars, Medical Registrars, Senior House Officers, Medical Students, and other trainees in the healthcare team. Providing under-graduate lectures and tutorials. Providing outreach to the secondary and primary care facilities, and providing leadership in the integration of Infectious Disease services across the healthcare platform of the Western Cape. Effective management of the division and functioning as part of the cost centre management team. Conduct research into the causes, treatment and prevention of infectious diseases in South Africa.
- ENQUIRIES** : Professor B M Mayosi, tel no. (021) 406-6200, bmayosi@uctgsh1.uct.ac.za

OFFICE OF THE PREMIER

The Provincial Government of the Western Cape is progressive, strategic and innovative. Thus exposing yourself to us will afford you the opportunity to display your hard-earned skills in support of strategic guidance, strong leadership and good governance. The PGWC is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply, and an indication in this regard will be appreciated. You have worked hard to get where you are, right? Then these Executive Management posts in the Department of the Premier: Western Cape will allow your vision to become reality.

- APPLICATIONS** : Forward your application to the Director: Human Resource Management, Private Bag X9086, Cape Town, 8000. No late or faxed applications will be accepted
- CLOSING DATE** : 26 March 2010
- NOTE** : How to apply: Z83 forms (obtainable from any Government department) must: Be completed in full, Clearly reflect the reference number and/or name of the position, Be signed, Accompany a comprehensive CV and copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CVs will not be returned.. Candidates will be required to display the requisite skills and competencies to be able to function effectively at this level. To

this end, all short-listed candidates will be required and must be available to undergo a competency assessment prior to being interviewed. Remuneration packages are flexible and comprise a basic salary, 13th cheque, car allowance, medical assistance, pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs.

MANAGEMENT ECHELON

- POST 10/180** : **HEAD: CORPORATE SERVICES REF NO: SMS 003-010**
- SALARY** : Remuneration package: R1 275 732 per annum
CENTRE : Cape Town
REQUIREMENTS : A postgraduate qualification relevant to the post for which you are applying • Demonstrated people and financial management experience • A proven track record in leading change management initiatives and driving strategic organisational objectives • An aptitude for forging sustainable partnerships • The ability to utilise resources effectively and economically to achieve key deliverables.
- DUTIES** : This position will call on your exceptional visionary and strategic leadership to deliver a transversal corporate service to departments of the Western Cape Provincial Government. Reporting to the Director-General, this highly accountable role will see you: • Drive improved service delivery to the Legal, Communications, Enterprise Risk Management, Internal Audit and Human Capital sectors • Develop and manage both business and strategic plans for the Corporate Services Centre • Participate in the compilation of a human and information resource plan, as well as a service delivery improvement programme • Implement efficient and effective risk management systems • Ensure economic and effective control and preparation of the Centre's budget and expenditure. Essential requirements include 6-10 years' Senior Management experience in a corporate services environment within a medium to large organisation
- ENQUIRIES FOR ATTENTION** : Mr Eugene Southgate, tel. (021) 483-8708
 : Mr Stuart Arendse
- POST 10/181** : **DIRECTOR-GENERAL (HEAD OF DEPARTMENT) (REF. HOD PM8)**
 (Three to five-year contract appointment)
- SALARY** : Remuneration package: R1 275 732 per annum plus 10% non-pensionable allowance, Note: Remuneration packages are flexible and comprise a basic salary, 13th cheque, car allowance, medical assistance, pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs
- REQUIREMENTS** : A post-graduate qualification relevant to the post for which you are applying • A number of years in senior management; and demonstrated people and financial management experience, gained in a large organisation with multi-million/billion rand budgets • A proven track record in leading change management initiatives and driving strategic organisational objectives • An aptitude for forging sustainable partnerships • The ability to utilise resources effectively and economically to achieve key deliverables. Candidates will be required to display the requisite skills and competencies to be able to function effectively at this level. To this end, all short-listed candidates will be required (and must be available) to undergo a competency assessment prior to being interviewed. As Head of the provincial administration and Secretary to the Executive Council (Provincial Cabinet) of the Western Cape, you will be charged with driving intergovernmental relations at national and local government level, as well as the cooperation and associated co-ordination between the Province and national departments. Furthermore, you will facilitate the development of policy in line with the Province's strategic objectives, monitor and evaluate provincial programmes, drive the ICT agenda and oversee the implementation of good governance through a revised corporate assurance model. Strategic direction and oversight in respect of human capital management, legal services and communication to line departments will also form part of your portfolio.
- DUTIES** : Key focus areas will include: • Providing a superior support service to the Premier and other departments, as well as co-ordinating selected provincial affairs • Rendering corporate support and legal services to PGWC • Leading policies, programmes and activities • Ensuring the economically effective utilisation of resources in support of smooth operations and an efficient HR, service delivery and information resource plan.
- ENQUIRIES FOR ATTENTION** : Eugene Southgate, tel. 021 483-8708
 : Danie Erasmus No faxed applications will be accepted.

NOTE : The duties of all above appointments will also include those of an Accounting Officer in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and will be subject to the signing of an annual performance contract and disclosure of all financial interests.

POST 10/182 : **HEAD OF DEPARTMENT: HOUSING REF NO: HOD 1)**
(Three to five-year contract appointment)

SALARY : Remuneration package: R976 317 per annum plus 10% non-pensionable allowance, Note: Remuneration packages are flexible and comprise a basic salary, 13th cheque, car allowance, medical assistance, pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs

REQUIREMENTS : A post-graduate qualification relevant to the post for which you are applying • A number of years in senior management; and demonstrated people and financial management experience, gained in a large organisation with multi-million/billion rand budgets • A proven track record in leading change management initiatives and driving strategic organisational objectives • An aptitude for forging sustainable partnerships • The ability to utilise resources effectively and economically to achieve key deliverables. Candidates will be required to display the requisite skills and competencies to be able to function effectively at this level. To this end, all short-listed candidates will be required (and must be available) to undergo a competency assessment prior to being interviewed. In-depth knowledge and a clear understanding of the relevant policies, legislation and the relationship with National and Local Government and civil society, as well as excellent knowledge of the structures and industry requirements for the promotion and facilitation of adequate housing development and vast practical experience in this field, are all non-negotiable.

DUTIES : Key focus areas will include: • Facilitating the development of spatially economically viable and socially and environmentally sustainable integrated human settlements • Accelerating delivery in support of improving the quality of living standards and basic services • Establishing and maintaining appropriate internal controls and systems to meet performance requirements.

ENQUIRIES : Adv Brent Gerber, tel. 021 483-6032

FOR ATTENTION : Danie Erasmus No faxed applications will be accepted.

NOTE : The duties of all above appointments will also include those of an Accounting Officer in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and will be subject to the signing of an annual performance contract and disclosure of all financial interests.

POST 10/183 : **HEAD OF DEPARTMENT: LOCAL GOVERNMENT REF NO: HOD 2)**
(Three to five-year contract appointment)

SALARY : Remuneration package: R976 317 per annum plus 10% non-pensionable allowance. Note: Remuneration packages are flexible and comprise a basic salary, 13th cheque, car allowance, medical assistance, pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs

REQUIREMENTS : A post-graduate qualification relevant to the post for which you are applying • A number of years in senior management; and demonstrated people and financial management experience, gained in a large organisation with multi-million/billion rand budgets • A proven track record in leading change management initiatives and driving strategic organisational objectives • An aptitude for forging sustainable partnerships • The ability to utilise resources effectively and economically to achieve key deliverables. Candidates will be required to display the requisite skills and competencies to be able to function effectively at this level. To this end, all short-listed candidates will be required (and must be available) to undergo a competency assessment prior to being interviewed. In-depth knowledge of the relevant policies, legislation and the relationship with National and Local Government, as well as a firm grasp of provincial demographics and the extent to which Local Government can address the inequitable socioeconomic realities, is essential to succeed in this position.

DUTIES : Key focus areas will include: • Capacitating and supporting municipalities in their service delivery goals • Promoting and managing substantive intergovernmental relations • Building suitable and sustainable organisational capabilities that are aligned with, and lead to, the achievement of indicated strategic objectives.

ENQUIRIES : Adv Brent Gerber, tel. 021 483-603

FOR ATTENTION : Danie Erasmus No faxed applications will be accepted.

- NOTE** : The duties of all above appointments will also include those of an Accounting Officer in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and will be subject to the signing of an annual performance contract and disclosure of all financial interests.
- POST 10/184** : **DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE REF NO: SMS 004-10**
- SALARY CENTRE REQUIREMENTS** : Remuneration package: R976 317 per annum
: Cape Town
: A postgraduate qualification relevant to the post for which you are applying • Demonstrated people and financial management experience • A proven track record in leading change management initiatives and driving strategic organisational objectives • An aptitude for forging sustainable partnerships • The ability to utilise resources effectively and economically to achieve key deliverables.
- DUTIES** : As a high-level, in-house advisor, you will provide strategic management and guidance, as well as: • Ensure efficient and effective risk management systems • Oversee internal audits on a risk analysis basis as well as Forensic Investigation • Participate in the compilation of a human and information resource plan, as well as a service delivery improvement programme • Manage and control the budget and expenditure of the Branch. To make a success of this role, you will need at least 5 years' Senior Management experience in a performance management environment within a medium to large organisation
- ENQUIRIES FOR ATTENTION** : Adv Brent Gerber, tel. (021) 483-6032
: Mr Stuart Arendse

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
- FOR ATTENTION** : Ms D Bowie
- CLOSING DATE** : 26 March 2010

OTHER POSTS

- POST 10/185** : **MANAGER: MANAGEMENT ACCOUNTING REF NO U2/09/235**
Financial Management Branch, Directorate: Management Accounting
Job purpose: To manage and co-ordinate budgeting and reporting within the Department of Transport and Public Works and to deliver a financial service to the Branches Strategy, Planning and Co-ordination, Financial Management and Corporate Services
- SALARY CENTRE REQUIREMENTS** : An all-inclusive negotiable salary package of R 378 456 (level 11) per annum
: Cape Town
: An appropriate degree/ diploma. Competencies: Functional knowledge of the Public Finance Management Act, Division of Revenue Act, National Treasury Regulations, Provincial Treasury Instructions and Accounting Officer Delegations • knowledge of budget management, compilation and reporting procedures • computer literacy (MS Word and Excel) • knowledge of LOGIS, BAS and PERSAL • knowledge and ability to interpret relevant legislation, regulations and policies impacting on financial governance • good verbal and written communication skills in at least two of the official languages of the Western Cape Province • ability to work under pressure • problem solving and analytical skills • report writing and formulations skills Experience: Eight years extensive appropriate technical experience, of which three years should be on management level.
- DUTIES** : Managing the processes relating to and the preparation of the Medium Term Expenditure Framework budget; the Adjustments Estimate and the In Year Monitoring (IYM) budget of the Department • co-ordinating and preparing information for the Strategic and Annual Performance plans • co-ordinating and preparing performance reports such as the Quarterly Performance Report (QPR) and Infrastructure Reporting Model (IRM) • co-ordinating and preparing inputs into the Annual Report • development and upkeep of databases • administration of virement/ shifts within the Department • payments and clearing of accounts • other general financial administrative duties.
- ENQUIRIES NOTE** : Ms M Nicholas (021) 483-4869
: Furthermore, candidates will be required to complete a practical exercise as part of the interview process.