



DATE OF ISSUE: 19 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 filling 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 **19 APRIL 2010**

**AMENDMENTS** : **Department of Energy:** Kindly note that Post 10/04, Administration Officer, The centre should be Pretoria not Cape Town.  
**Department of Water Affairs:** Kindly note that Post 08/152, Senior Administration Clerk Grade II 4 Posts, the correct salary for these posts is R87 978 and not R105 645 as appeared in Circular No. 08 of 2010.  
**Western Cape Department of Transport and Public Works:** Kindly note that Post 10/185, Manager: Management Accounting Ref No U2/09/235, the closing date has been extended to 9 April 2010.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
AGRICULTURE, FORESTRY AND FISHERIES	A	03 – 05
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	B	06 – 09
DEFENCE	C	10 – 14
HEALTH	D	15
HUMAN SETTLEMENTS	E	16 – 17
INDEPENDENT COMPLAINTS DIRECTORATE	F	18
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	19 – 23
MINERALS RESOURCES	H	24
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	25
PUBLIC SERVICE AND ADMINISTRATION	J	26
RURAL DEVELOPMENT AND LAND REFORM	K	27 – 28
SOCIAL DEVELOPMENT	L	29 – 30
THE PRESIDENCY	M	31
WATER AFFAIRS	N	32 – 52

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
EASTERN CAPE	O	53 – 59
GAUTENG	P	60 – 61
KWAZULU-NATAL	Q	62 – 64
NORTH WEST	R	65
WESTERN CAPE	S	66 - 70

## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: (012) 811 9909/10 OR (012) 811 1900/1.

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 2 April 2010

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

## OTHER POSTS

**POST 11/01** : **ASSISTANT DIRECTOR REF NO: 56/2010**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R192 540 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a 4 year B. degree majoring in Agricultural Economics or an Honours Degree in Economics or Agricultural Economics (you are required to furnish a credit certificate and/or statement of results). Must have experience in managing personnel and operational activities. Candidates must have project planning, management and small business support skills. Awareness of public sector policies and application thereof. Ability to manage activities, human resources and projects including project monitoring. Must have good communication (written and verbal), analytical, report writing, interpersonal, relationship building, financial, problem solving and numerical skills. Ability to learn new skills and adapt to different situations. Ability to work under pressure and meet deadlines. Candidates must be computer literate (MS Office package) and be in possession of a valid driver's licence.

**DUTIES** : The incumbent will be responsible for monitoring activities undertaken by Entrepreneurial Facilitators and Information Analysts. Maintain relationships with partners and collect monthly, quarterly and annual reports on agreed activities. Monitor and profile beneficiaries assisted through interventions provided at partnership level and track project progress in terms of AgriBEE score card outcomes on skills development and enterprise development elements. Oversee partnership deliverables through liaison with co-ordinators and internal officials assigned to monitor partnership performance. Report on outcomes observed and participation by stakeholders, designated groups and sub sectors benefiting from interventions. Monitor job creation, entrepreneurial opportunities and income streams and report on developments. Consolidate and collate point of contact monthly activities and report on activities and resources usage on a monthly basis.

**ENQUIRIES** : Ms K. Mohapeloa, Tel. 012 319 8133

**POST 11/02** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 3 POSTS REF NO: 52/2010**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R161 970 per annum  
**CENTRE** : Port Elizabeth  
**REQUIREMENTS** : The successful candidate must be in possession of a National diploma or B.Sc. degree in Agriculture with any of the following subjects as a major: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience of law enforcement, relevant industries, generic administrative procedures and supervision of staff. Knowledge of the following international agreements: WTO-SPS, WTO-TBT and CODEX. Must be in possession of a valid Code EB driver's licence and be able to drive. Computer literacy (MS Office). Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Capable and willing to conduct inspections inter alia in rail trucks, on trucks, in ships, in containers, in cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice as well as work irregular hours and overtime.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990) and the Liquor Products Act, 1989 (Act No. 60 of 1989) as well as related policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the prescripts. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing and evaluating of agricultural products and marking requirements, the investigating of cases and administrative tasks relating to these functions. Where applicable, the sale/movement of products will have to be prohibited and charges filed against transgressors. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Execution of administrative tasks, supervision and training of staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Mr P. Pillay, Tel. 041 484 2725

**POST 11/03** : **BUSINESS DEVELOPER 2 POSTS REF NO: 58/2010**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R161 970 annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a B. degree (Commerce, Agriculture or Technology) majoring in Agricultural Economics or Economics (you are required to furnish a credit certificate and/or statement of results). Candidates must have experience in the Agricultural business development environment. Must have project, planning, business management, analytical, report writing, interpersonal, relationship building, financial, numerical and research skills. The candidate must have good communication skills (verbal and written) and computer literacy (MS Office). The applicant must have good ability to learn and adapt to new concepts, work under pressure and meet deadlines. The candidate must be in possession of a valid driver's licence.

**DUTIES** : The incumbent's responsibility will be to screen beneficiaries and categorise in terms of growth status, industry, category in terms of ownership and roles (highlight equity), representative status (Women, Youth, Disabled, Labour) and needs (skills, capacity factors, i.e. markets, access to inputs, etc or resources acquisitions), etc. Research and analyse business opportunities, resources and support requirements with regard to strategic options available within the agricultural sector. Conduct viability and feasibility studies on prospective projects on the basis of technical, social, economic, environmental, financial, management and market processes, etc. to aid decision making on types of assistance for project support and facilitate linkages wherever required (Grants, CASP, Mafisa, loans and guarantees). Assess enterprise strengths and weaknesses and offer advice. Support relationships with the beneficiaries assisted with various products offered by the department through regular visits, attention to their challenges and advisory assistance on various enterprise factors as well as information dissemination. Provide support in terms of facilitation of synergistic linkages to support a robust development and growth of agri-businesses across the value chain. Compile comprehensive reports on the

status of enterprises upon visitation or consultation. Monitor and evaluate progress post institution of interventions to beneficiaries and mentor implementation to ensure success.

**ENQUIRIES** : Ms B. Moodley/Mr J. Smit, Tel. 012 319 8154/58

**POST 11/04** : **INFORMATION ANALYST REF NO: 54/2010**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a B. degree (Commerce, Agriculture or Technology) majoring in Agricultural Economics or Economics (you are required to furnish a credit certificate and/or statement of results). Experience in the small enterprise development environment. Candidates must have good written and verbal communication, analytical, report writing, interpersonal, relationship building, information administration and research skills. Candidates must be computer literate (MS Office) and have the ability to learn and adapt to new concepts.

**DUTIES** : The incumbent will be responsible for collecting information from partners, Entrepreneurial Facilitators and service providers for monthly reporting and progress tracking. Maintain internal databases on training outcomes, facilitators trained, projects assessed and interventions acquired through capacity interventions offered in partnership with Institutions of higher learning and Agricultural Colleges in Provinces. Maintain a database of BTORs, reports from partners and minutes of meetings attended by unit officials, monthly and quarterly reports for the unit and of internal unit meetings. Maintain updated working files for directorates personnel consumption and submit (submission, minutes and reports from partners, etc.) original documentation and reports on interventions to registry for filing. Maintain a filing system for expenditure documents, activity reports together with physical filing of documents in transit (POEs) of every training / capacity building session and keep copies thereof for future reference. Perform Adhoc activities as and when required and provide reports thereon. Submit monthly, quarterly and annual reports on all activities undertaken.

**ENQUIRIES** : Ms K. Mohapelo, Tel. 012 319 8133

**POST 11/05** : **INFORMATION ANALYST REF NO: 55/2010**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a B. degree (Commerce, Agriculture or Technology) majoring in Agricultural Economics or Economics (you are required to furnish a credit certificate and/or statement of results). Candidates must have knowledge of Broad Based Black Economic Empowerment (BBBEE) or AgriBEE and appropriate experience in BBBEE environment. Candidates must have good communication, report writing and research skills. Must be computer literate (MS Office). Ability to learn and adapt to new concepts. Ability to work under pressure and adhere to tight deadlines.

**DUTIES** : The incumbent's responsibility will be to research, collect, collate, administer and analyse information relating to agricultural business enterprise support programs and related activities. Seek information within the three spheres of government (national, provincial and local) for consumption and support towards the assessment of empowerment status in terms of the empowerment scorecard. Conduct environmental scanning through research for possible solutions of challenges encountered by AgriBEE projects. Offer support service to point of contact officials within the Directorate: Business Entrepreneurial Development – especially within AgriBEE unit. Research on internal policies, strategies, working documents and frameworks developed for purposes of consumption and reference within the directorate, as well as relevant documentation (legislation, policies, strategies, discussion documents, etc.) applicable to transformation in the agricultural sector. Liaise with internal directorates, strategic partners and collect information as per agreements and submit to management for analysis and decision making. Administer information in the unit (minutes, general documentation and keep up to date electronic data and physical filing of all units activities) and administer point of contact staff activities.

**ENQUIRIES** : Mr M.P. Nemabubuni, Tel. 012 319 8148

**COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of posts. Candidature of persons whose appointment or transfer will promote representivity will therefore receive preference*

**APPLICATIONS** : Please forward your application, quoting the relevant reference number to: recruitment@cogta.gov.za or by fax (012) 336 5953 or post to Private Bag X 804, Pretoria, 0001 (personal attention Ms H Engelbrecht) by the closing date. No applications received after the closing date will be accepted. Enquiries can be made by telephoning Ms Heather Engelbrecht at (012) 334 0869.

**CLOSING DATE** : 2 April 2010

**NOTE** : The successful candidate for each post will be expected to sign an annual performance agreement and declare his/her financial interests within one month of appointment and thereafter on an annual basis. Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department or the dpsa website (www.dpsa.gov.za) and should be accompanied by a comprehensive *Cirriculum Vitae*, certified copies of all educational qualifications and an Identity Document. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.

The Department's mandate, as embodied in the title of the Ministry is to improve coordination across the three spheres of government and to make sure that provinces and municipalities carry out their service delivery and development functions effectively. This mandate requires organisational agility and extraordinary leadership capabilities that will drive the co-operative government change effort to better meet provincial and local government service delivery needs. We are not just a Department with a new mandate, but with a new way of doing things. We are going to provide activist leadership. We have entered into a very exciting term of government with clear national priorities spelt out for the country. These priorities are centrally focused on improving the lives support from key partners, stakeholders, organizations and communities.

**MANAGEMENT ECHELON**

**POST 11/12** : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND INTERGOVERNMENTAL RELATIONS**

3 year performance based contract

Objective: To improve vertical and horizontal coordination, and alignment, and to promote public participation in governance through regulatory mechanisms as well as oversight, intervention and support programmes and to accelerate service delivery through effective developmental partnerships.

**SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Politics, Public Finance, Law or Development Studies will be an added advantage.) This is a high level managerial position and would suit candidates with the following competencies and skills:  
 Technical competencies: Intergovernmental relations and fiscal systems as well as an understanding of co-operative governance and development planning. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.

**DUTIES** : The successful candidate will perform the following duties: Develop, co-ordinate and implement an effective system of intergovernmental relations in strengthening

coordination. Strengthen intergovernmental fiscal relations. Create an enabling environment for good governance and public participation by supporting provinces in strengthening their governance and coordination capability.

**POST 11/13** : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL AND MUNICIPAL GOVERNMENT SUPPORT**

3 year performance based contract

Objective: To provide evidence-based regulatory mechanisms as well as oversight and support programmes for provincial, municipal government and associated institutions and to facilitate effective development planning and service delivery.

**SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Pretoria

Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in the field Development Studies, Planning or Public Administration will be an added advantage.) This is a high level managerial position and would suit candidates with the following competencies and skills: Advanced technical knowledge: Provincial and local government systems, land planning and spatial information. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.

**DUTIES** : The successful candidate will be responsible for the following duties: Provide and support the role of provincial government systems for effective, efficient and responsive service delivery. Provide and support local government systems for effective, efficient and responsive service delivery. Provide strategic leadership in national development planning, land planning and spatial information for provincial and local government within the framework of national development planning priorities.

**POST 11/14** : **CHIEF OPERATING OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL) OFFICE OF THE DIRECTOR-GENERAL**

3 year performance based contract

**SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Pretoria

Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A relevant postgraduate qualification in Business Management, Public Administration and/or operations management or equivalent qualification will be an added advantage.) This is a high level managerial position and would suit candidates with the following competencies and skills: Advanced technical knowledge: Business management and strategy development and execution, advanced report writing, facilitation and presentation, excellent organisational coordination, advanced computer literacy; excellent negotiating, planning, organising and analytical skills, innovative thinker. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.

**DUTIES** : The functional responsibilities of the successful candidate will be to: Provide strategic support and operational support to the Director-General with regard to the implementation of organisational strategies to ensure the effective and efficient operation of the department and relevant entities. Advise and provide strategic, logistical and administrative support and leadership in delivering the strategic plan of the department, its planning and reporting processes and internal co-ordination and in its work with entities to ensure they deliver on their mandate. Provide project management and administration support for internal and external flagship projects of the department. Co-ordinate a work plan of the Office, advising the Director-General on departmental policies and managerial issues.

- POST 11/15** : **DEPUTY DIRECTOR-GENERAL: CORPORATE AND FINANCIAL SERVICES**  
3 year performance based contract
- SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
: Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A relevant postgraduate qualification in Financial and Business Management or equivalent qualification will be an added advantage.) Registration as a Chartered Accountant with SAICA is further a strong recommendation. This is a high level managerial position and would suit candidates with the following competencies and skills: Advanced technical knowledge: Policy development, excellent coordination, diversity management, monitoring and evaluation, advanced report writing, facilitation and presentation, computer literacy, excellent negotiating, planning, good organisational and analytical skills and an innovative thinker. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.
- DUTIES** : The functional responsibilities of the successful candidate will be to: Provide corporate and financial management support services to the department. Provide financial and supply chain management services to the department. Provide facilities and maintenance and management support services. Provide human capital management support and services.
- POST 11/16** : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE AND ECONOMIC DEVELOPMENT**  
3 year performance based contract  
Objective: To support provincial and local government programmes and systems to promote economic and infrastructure development.
- SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
: Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Economics or Development Economics or equivalent qualification will be an added advantage.) This is a high level managerial position and would suit candidates with the following competencies and skills: Advanced technical knowledge: Knowledge of government and private sector infrastructure development approaches, linkage between infrastructure development and economic development, in-depth knowledge of public-private-partnerships, in-depth knowledge of socio-economic development and poverty alleviation and knowledge of local socio-economic infrastructure. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.
- DUTIES** : The successful candidate will perform the following duties: Support the development and alignment of economic and infrastructure development of and between provinces and municipalities. Co-ordinate the rollout of comprehensive infrastructure plans by sector departments and local authorities. Support LED planning in provincial and local government. Promote innovative development solutions and alternative infrastructure financing models for infrastructure spent. Strengthen the implementation of municipal infrastructure development in provincial and local government. Monitor and evaluate the operation of infrastructure investments performance indicators against quality of service and user satisfaction.
- POST 11/17** : **DEPUTY DIRECTOR-GENERAL: POLICY, RESEARCH AND KNOWLEDGE MANAGEMENT SUPPORT**  
3 year performance based contract



Objective: To provide professional technical support services to the department relating to policy formulation, research and knowledge management, monitoring and evaluation and programme and project management.

**SALARY**

: An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Political Science, Policy Research or Public Administration will be an added advantage.) This is a high level managerial position and would suit candidates with the following competencies and skills: Advanced technical knowledge: Research methodologies, policy development and formulation, knowledge of government systems and structures. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis as well as exceptional interpersonal skills.

**DUTIES**

: The successful candidate will perform the following duties: Provide applied policy and research methods support and formulation. Provide the chief knowledge and content management roles for the department. Planning and the deployment of the ICT infrastructure, maintenance and support services to enhance the realization of the mandate of the department.

## DEPARTMENT OF DEFENCE

**CLOSING DATE**  
**NOTE**

: 29 March 2010

: This Department is an affirmative action employer which endeavors to apply representivity and gender equality where appropriate. Applicants who do not receive confirmation or feedback within 3 (three) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed receipt of applications will not be acknowledged. Successful candidates will be expected to obtain a Department of Defence (DOD) security clearance. Short-listed applicants from outside the Pretoria area who are invited and who attend the final selection boards in Pretoria will be reimbursed by this Department for actual transport and accommodation costs incurred by the candidates on condition that original specified invoices, accounts and cash slips are submitted with the claims. Transport expenses will be limited to the price of a bus ticket between the two points concerned and accommodation (meals inclusive) will be limited to realistic, actual expenses. Successful applicants from outside this Department will be appointed on probation for an initial period of 12 months. Should the probation report at the end of the period be positive, the appointment would be made permanent. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct name of the post as well as the correct post serial/reference number as indicated in the advertisement. Where more than one post in different geographic areas are advertised under the same serial number, applicants must clearly indicate which of the post(s) they are applying for by indicating the name of the city/town where the post is situated. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and originally certified true copies of educational qualification certificates as well as an originally certified true copy of the applicant's ID document. An originally certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Where computer literacy is stipulated as a requirement in the advertisement, originally certified true copies of certificates/reports to proof that the applicant has received formal computer training must be attached to the application. Copies of qualification certificates, ID documents, computer training certificates and driver's licenses must be originally certified as true copies on the face of the document – copies certified on the reverse side (back of the page) will not be accepted. Copies of previously certified copies will not be accepted. Applicants applying for more than one post must submit a separate form Z 83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/dismissal. Candidates who are short-listed and who receive invitations to attend the final selection boards and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Management Directive (Duty Sheet) from the persons indicated for enquiries in the advertisements. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified.

## OTHER POSTS

**POST 11/06**: **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (COSTING) (USAGE 007)**The post is advertised in the DOD and broader Public Service.  
Financial Management Division, Chief Directorate Budget Management, Directorate Budget Control

- SALARY** : R192 540 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Appropriate NQF Level 6 with financial, costing and IT subjects preferable. Extensive experience in resource management in Government of which experience as a senior state accountant or equivalent rank (costing, estimating, budgeting, expenditure control, personnel and logistics) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Advanced computer skills in both MS Office and Database management. Reasoning-, mathematical-, analytical thinking- and problem solving ability essential. Proven ability to write effective reports. Able to work accurately under pressure and to travel. Proven ability to design, develop, implement and maintain a costing system in support of budgeting process. Ability to work effectively and very accurately with figures. Proven ability to do costing in terms of PFMA sec 38(1) (a). Analytical, innovative thinking ability, orientated towards teamwork, receptive to work related suggestions and ideas, decisive and persevering iro task finalisation. In possession of a valid DOD secret security clearance or able to obtain such a clearance within a year.
- DUTIES** : Assist the Deputy Director Armament Acquisition Budget in: establishing and managing of a comprehensive costing capability for the DOD. Managing, updating and maintaining the DOD Cost Database and Budgeting Guideline System. Managing and maintaining the Defence's Costing Policy, training DOD personnel in the utilisation of the DOD Cost Database and Budgeting Guideline System, developing costing techniques and guidelines for the DOD, costing of operations and of the Force Structure and submissions to National Treasury, designing, developing, implementing and maintaining a costing system in support of the budgeting process, attending and/or leading meetings, managing the Risk Register for the directorate, compiling and submitting a domestic budget for the section.
- ENQUIRIES** : Mr Arno Jordaan, tel: (012) 355-5848.  
**APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Short listed candidates will be subject to an interview and competency test.
- POST 11/07** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (USAGE 366)**  
The post is advertised in the DOD and broader Public Service  
Financial Management Division, Chief Directorate Budget Management, Budget Management Office Defence Secretariat (D Materiel Division FMO)
- SALARY** : R192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate B Degree or National Diploma with Finance related subjects (NQF Level 6) preferable. Proven project management experience will be a distinct advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound knowledge of estimating, budgeting and budget control as practised preferably in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning-, mathematical-, analytical-, innovative thinking- and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Understanding and interpretation of financial prescripts and budgetary process of the State. Knowledge of the DOD's computerized Financial Management System (FMS) would serve as a very strong recommendation. Ability to interpret financial data and provide useful financial management information to clients. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the

Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the D Materiel Division FMO. Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD. Shortlisted candidates will be subject to an interview and competency testing.

**ENQUIRIES  
APPLICATIONS**

: Mr P.B. Motaung tel: (012) 355-5656.  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**POST 11/08**

: **ASSISTANT DIRECTOR (USAGE 790)**  
The post is advertised in the DOD and broader Public Service  
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Subsistence & Transport (S & T) Section

**SALARY  
CENTRE  
REQUIREMENTS**

: R192 540 per annum  
: Pretoria  
: Appropriate B Degree or National Diploma (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Thorough knowledge of the Public Finance Management Act (PFMA), Government Regulations, Treasury Instructions and other policies and prescripts applicable to the management and accounting of Subsistence and Transport (S&T) processes and claims. Thorough knowledge of mainframe computer systems such as the Financial Management System (FMS) and PERSOL/PERSAL as well as the Spreadsheets, Excel and PowerPoint microcomputer programs. Thorough knowledge, understanding, interpretation and the application of Financial policies and processes in the Public Service. Basic knowledge of the core processes including Debtor Management. Proven managerial skills and capabilities. Decisive and persevering iro task finalization and willing/able to work after hours when required. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

: Managing, overseeing and administering of Subsistence and Transport (S & T) claims and documentation iro all personnel in the Department of Defence (DOD). Drafting and submitting monthly reports to the Deputy Director Personnel Payments (DDPP) wrt the following tasks and responsibilities: declaration of outstanding amounts on main ledgers; finalisation of all S&T events; collection of outstanding amounts from salaries; successful execution of monthly and annual closures; correct administration of claims; reporting; investigating and following-up of all finance related irregularities; evaluating and maintaining the security measures on the system; training of all subordinates; general managing of subordinates, assets and materiel by the relevant managers; timely finalisation of all audit queries. Reviewing/updating internal procedures, processes and policy concerning S&T within the DOD. Managing the maintaining and updating of the database of all related accounting and S&T related transactions, information and substantiating documentation on the mainframe as well as on internal computer systems and on file.

**ENQUIRIES  
APPLICATIONS**

: Mr N.M. Pretorius tel: (012) 392-2352.  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**POST 11/09**

**ASSISTANT DIRECTOR: BUDGET MANAGEMENT (USAGE 041)**

The post is advertised in the DOD and broader Public Service  
Financial Management Division, Chief Directorate Budget Management, Budget  
Management Office ADA Fmn AM

**SALARY  
CENTRE  
REQUIREMENTS**

R192 540 per annum

Pretoria

Appropriate B Degree or National Diploma with Finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound knowledge of estimating, budgeting and budget control as practised in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Understanding and interpretation of financial prescripts and budgetary process of the State. Knowledge of the computerized Financial Management System (FMS) would serve as a very strong recommendation. Ability to draft effective reports. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small to medium size teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Training Formation (Army Trg Fmn). Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD.

**ENQUIRIES  
APPLICATIONS**

Mr Wimpie du Preez tel: (012) 355-1654.

Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**POST 11/10**

**ASSISTANT DIRECTOR: FINANCE SUPPORT (FMO SANDF) (USAGE 014)**

The post is advertised in the DOD and broader Public Service  
Financial Management Division, Chief Directorate Budget Management, Financial  
Management Office

**SALARY  
CENTRE  
REQUIREMENTS**

R192 540 per annum

SANDF, Pretoria, Erasmuskloof.

Appropriate B Degree or equivalent qualification with Finance related main subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Public Finance Management Act, National Treasury Regulations, Related DOD Policies and Instructions. Skills regarding Management, Business System Thinking, Policy Implementation, Finance management, Payments and Accounting, Information Management, Forecasting, Conceptual Thinking, Problem Solving, report writing and presentations. Strong written and verbal communication

skills. Payments administration knowledge. Computer literate in Ms Office Packages. Proven written and verbal communication skills. HR Management skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

: Compile of the FMO Strategic Business Plan. Monitor execution of SBP. Maintenance of the organizational structure of the FMO SANDF. Managing of the staffing process in the SANDF. Facilitation of Fin ETD in the SANDF. Administration of personnel process for Finance officials in the SANDF. Managing of disciplinary process for Finance officials in the SANDF. Coordinating of the separation of Finance officials in the SANDF. Administration of contracts its goods, services and studies in the SANDF. Controlling of face value documents. Provision of HR maintenance services to Finance officials in the SANDF. Administration of the budget requirements for the FMO SANDF. Administration of purchases for the FMO SANDF. Controlling of internal telephone accounts for the FMO SANDF.

**ENQUIRIES**

**APPLICATIONS**

: Mr Ivan van der Walt, tel: (012) 355-5261.  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**POST 11/11**

: **ASSISTANT DIRECTOR (USAGE 011)**  
The post is advertised in the DOD and broader Public Service Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Regional Accounting Manager (RAM)

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R192 540 per annum  
: Northern Cape and Free State, Bloemfontein.  
: Appropriate B-degree or National Diploma (NQF Level 6) preferable. Successful completion of the Regional Accounting Manager's course, practical experience in the management of a DOD Finance Accounting Service Centre or a non-DOD Finance Office/Section will be a recommendation. Understanding/interpretation/application of Financial policies (e.g. State Tender Board regulations and contracts), and Accounting State Tender Board regulations and contracts), and Accounting processes. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate in MS Office software packages, DOD Financial Management System and DOD Persol System. Valid vehicle driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Decisive and persevering iro task finalization. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

: Manage/supervise the functioning of all subordinates at FASCs and FASOs. Submit reports to the DSSRP wrt all functions executed at all subordinate FASCs and FASOs and the management of personnel, assets and materiel. Report, investigate and follow-up of all finance-related irregularities. Evaluate and maintain security measures. Train subordinates. Finalise audit queries timeously.

**ENQUIRIES**

**APPLICATIONS**

: Mr I Dangor, tel: (012) 392-2890 or 392-2893.  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001.
- CLOSING DATE** : 12 April 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

## OTHER POST

- POST 11/18** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF.NDOH.5/2010**  
Cluster: Chief Financial Officer and Corporate Services: Directorate: Employment Relations, Equity and Workplace Support
- SALARY** : R192 540 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised three-year degree/diploma in Labour Relations or equivalent NQF 6 qualification. Three or more years experience within Labour Relations environment including experience in conflict resolutions. Good knowledge of current Labour Legislation Framework. Handling of grievances and dealing with discipline. Must be a creative thinker with excellent interpersonal and organisational skills. Must possess the ability to plan, organise and take initiatives. Must have supervisory, project management and policy development skills. Must be computer literate and be capable for conducting presentations. Good communication skills (written and verbal). Good problem solving and conflict management skills are vital. A valid Code B driver's licence.
- DUTIES** : \*Render advice on employment relations issues \*Attend to the management and resolution of conflict \*Facilitate disciplinary cases, including the preparation of charge sheets and provision of support to the relevant role players (Presiding Officers and Departmental Representatives) \*Maintain data, compile diverse reports on disciplinary cases and ensure confidentiality of information \*Develop and review policies on discipline \*Draft and prepare standard operating procedures on disciplinary matters \*Assist in the facilitation of conciliation and arbitration cases \*Participate in induction, outreach programmes and in Departmental Bargaining Chamber \*Assist in the facilitation and organisation of formal training for employees \*Facilitate the resolution of grievances \*Handle general administration within the unit including the drafting of letter, reports, submission, etc.
- ENQUIRIES** : Mr Thathi Tau at tel. (012) 312 0092.

## DEPARTMENT OF HUMAN SETTLEMENTS

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

**APPLICATIONS** : Human Communications at e-mail: [response6@humancommunications.co.za](mailto:response6@humancommunications.co.za), or fax: 086 518 6538

**NOTE** : 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. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. 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 of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

**POST 11/19** : **CHIEF NETWORK CONTROLLERS 3 POSTS REF NO: DOHS/41/2010**  
Directorate: Information Technology Service Management

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must have a University of Technology National Diploma in Information Technology ( Compulsory); 2 - 3 years solid practical experience in LAN/Desktop Support preferably in Novell network environment; Some Knowledge of GroupWise, Suse Linux Enterprise Desktop v.10, Mozilla Firefox, ZenWorks etc) will be an added advantage; CNA, A+, N+ certificates, Network Controllers Training Programme (SITA); (recommended); CNA, CNE, A+, N+ certificates, Network Controllers Training Programme (SITA); (recommended) Experience at the level of Principal Network Controller will be an added advantage; Excellent communication skills (both written and verbal); Excellent Customer Relations Skills and proven excellent conduct.

**DUTIES** : The appointee will be responsible for: Provide IT Desktop and LAN Support; Perform Server Backups and Restores; Research and Evaluate Information Technology Products; Technical Assessment and IT Committee Support; Mentoring of Interns and Basic End-User Training.

**ENQUIRIES** : Mr L. Mogotsi (012) 421 1614

**CLOSING DATE** : 26 March 2010

**POST 11/20** : **PRINCIPAL NETWORK CONTROLLER REF NO: DOHS/42/2010**  
Directorate: Information Technology Service Management

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must have a University of Technology National Diploma in Information Technology ( Compulsory); 1- 2 years practical experience in LAN/Desktop Support preferably in Novell network environment; Some Knowledge of GroupWise, Suse Linux Enterprise Desktop v.10, Mozilla Firefox, ZenWorks etc) will be an added advantage; CNA, A+, N+ certificates, Network Controllers Training Programme (SITA); (recommended); Experience at the level of Senior Network Controller will be an added advantage; Excellent Communication Skills and Excellent Customer Relations Skills;

**DUTIES** : The appointee will be responsible for: Provide IT Desktop & LAN Support; Desktop Hardware and Software Installation; Configuration & Set-up of Desktops/Laptops; Hardware, Software Audits & IT Stock taking; Assist with IT Service Desk duties.

**ENQUIRIES** : Mr L. Mogotsi (012) 421 1614

**CLOSING DATE** : 26 March 2010



**POST 11/21** : **SENIOR SECRETARY GRADE II REFERENCE: DOHS/44/2010**  
Directorate: Executive Support

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 Certificate or equivalent and a minimum of at least two years Secretariat / Administrative experience, Good interpersonal and communication skills. Good telephone etiquette, Computer literacy (MS Word, MS Excel, MS Outlook, MS Power Point & Group – wise), Planning and organizational skills. Ability to deal with sensitive and confidential information, Knowledge of Administrative procedures, applicable to the Public Service, Willingness to learn and work extended hours if necessary.

**DUTIES** : Provide secretarial, receptionist and administrative support service to the Director, Receive and re-direct telephone calls, Administer the document management system (Receive incoming and outgoing records), Maintain a filing system to file and retrieve documentation. Type and prepare documents for the Director, Compile, maintain, and update contact details and a database of key partners as well as a calendar of meetings, Manage the diary of the Director, schedule and re-schedule appointments, Remind the Director of all commitments, Liaise with stakeholders on behalf of the Director, Provide logistical support including travel and accommodation arrangements, Compile and submit subsistence and travel claims. Arrangement of Directorate staff meetings and minute taking. And candidate will be expected to attend to all other ad hoc administrative issues that might be instructed.

**ENQUIRIES** : Ms D Lekoma (012) 421 1412  
**CLOSING DATE** : 02 April 2010

**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.*

- 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** : 01 April 2010
- 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 1 month 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. Candidates in the Pretoria and surrounding areas will receive preference.

**OTHER POST**

- POST 11/22** : **ACCOUNTING CLERK: EXPENDITURE REF NO: Q9/2010/11**
- SALARY** : R73 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a relevant three year Bachelor's degree/diploma in Public Finance, Accounting or equivalent qualification and relevant, credible and proven accounting experience or Matric with a minimum of 2 years relevant, credible and proven accounting experience. Basic accounting knowledge and experience; Working knowledge of BAS and LOGIS will be an added advantage; Knowledge of the Public Finance Management Act and National Treasury Regulations. Computer skills (MS Word, PowerPoint and Excel); Ability to work under pressure and prepared to work irregular hours; A valid driver's license is an added advantage.
- DUTIES** : Key competencies include: Verify all allocation codes and supporting documentation for payments received, Preparation of BAS payments for capturing, Perform reconciliation of creditors' statements, Process of creditor payments and employee payments on BAS, Capturing of invoices for payments on LOGIS, Handling of Petty Cash, Safe keeping of state money, Handling of Cashier duties, Sending of EBT stubs to suppliers and employees, Ensure adherence to the PFMA and Treasury Regulations, Handling of all relevant telephone enquiries.
- ENQUIRIES** : Ms EK Maredi @ (012) 423 1425
- NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. 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 11/23** : **FAMILY ADVOCATE REF NO: 10/59/MAS**

**SALARY** : R393 918 – R424 356 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Buffalo City

**REQUIREMENTS** : LLB Degree or four year recognized legal qualification; Admitted as an advocate; At least five years appropriate post qualification, litigation experience. A valid code EB driver's license Ability to travel. Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Legal research and drafting; Dispute resolution and problem solving skills; Leaderships and organizational skills; Good interpersonal relations; Case flow management.

**DUTIES** : Execute mandate, perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to senior Family Advocate/ principal Family Advocate; Monitor court pleadings; Endorse settlement agreement/ commenting thereon; Institute enquiries to ascertain the best interest of the minor child, by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Promote access and public awareness around Family Advocate services; Attend all relevant circuit courts within the province.

**ENQUIRIES** : Ms U Nqatha ☎ 043 702 7181

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

**CLOSING DATE** : 26 March 2010

**POST 11/24** : **ASSISTANT DIRECTOR: GUARDIANS FUND REF NO: 10/61/MAS**

**SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court: Grahamstown

**REQUIREMENTS** : Three year Bachelor's degree or equivalent qualification in Finance; Three years' relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations, Departmental Financial Instructions (DFI), Public Service Act and other legislation prescripts; Experience in government Finance will be a recommendation; A valid driver's license will be an added advantage. Skills and Competencies: Managerial and supervisory skills; Planning and organizing (including time management); Strong leadership solving and decision making skills; Ability to interpret and apply policy; Computer literacy; Strong Communication (verbal and written); Ability to motivate and direct skills; Team work orientated; Ability to work under pressure and independently in a highly pressurized environment

**DUTIES** : Oversee verification of applications received and ensure daily payment; Administer and manage Guardians Fund and compile reconciliation statement; Prepare report on fraud cases and interest losses; Manage and supervise Guardians Fund staff; Represent Masters office relations with the stakeholders; Attend to State cheques; Check and verify guardians fund, banking and financial registers and reports; Compile statistics by recording work done on a daily, weekly as well as monthly basis.

**ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ (012) 315 1781

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** : 06 April 2010

**POST 11/25** : **ADMINISTRATIVE OFFICER 3 POSTS REF NO: 07/10/LMP**

**SALARY** : R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Tiyani (1), Magistrate Bela – Bela (1) And Magistrate Mokopane (1). Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.

**DUTIES** : Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section( MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;

**ENQUIRIES APPLICATIONS** : Mrs. Kotze E ☎ 015 287 2025

Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 06 April 2010

**POST 11/26** : **MAINTENANCE INVESTIGATOR REF NO: 08/10/LMP**

**SALARY** : R130 426 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Messina

An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written). Ability to work with the public in a professional and empathetic manner; and Develop a through understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple languages; manage time effectively and develop good facilitation skills; think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries.

**DUTIES** : Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Testify in court under the supervision and control of maintenance officers/maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.

**ENQUIRIES APPLICATIONS** : Mrs. Kotze E ☎ 015 287 2025

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 06 April 2010

**POST 11/27** : **INTERMEDIARY 2 POSTS REF NO: 10/VA20/NW**

**SALARY** : R130 425 per annum (including 37% benefits). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Molopo Regional Court (1) Brits Magistrate Court (1)  
 A recognised relevant tertiary qualification; Medical Practitioners who specialise in paediatrics and psychiatry OR; Family Counsellors appointed under the Mediation of Family in Certain Divorce Matters Act and who are or were registered as social workers OR Educators who are or were registered as clinical, educational or counselling psychologists OR Child Care workers who have completed a two year Child and youth care and who have two years experience in child care OR; Workers registered with Social Service Professions Act, and have two year experience in social work OR, Persons who have obtained a masters degree in social work and has two years experience in social work OR; Persons who have four years experience as educators, including former and retired educators OR; Persons who are registered as clinical, educational or counselling Psychologists. The incumbent should also know how to work with traumatized and neglected children as well as children in need of care and protection; A Valid driver's licence is a requirement The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Demonstrated capability to serve as an intermediary in the Children's court in terms of the Children's Act 38 of 2005. An understanding of and respect for the rights and dignity of the witness requiring assistance; The ability to treat the witness and his/her family with respect and empathy; The ability to provide emotional support and assistance to the witness and his/her family; An understanding of the ethical implications of working with children and court processes. The incumbent should be able to speak, read and write local indigenous languages. Be good in Setswana for Molopo Regional Court

**DUTIES** : Act as Intermediary by facilitating court proceedings wherein children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters. Maintain the Intermediary room and the resources therein. Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them. Act as Intermediary by facilitating court proceedings wherein adults are involved, in appropriate cases

**ENQUIRIES APPLICATIONS** : Ms. Waliyya Jacobs ☎ 018 397 7054

**CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735

**CLOSING DATE** : 29 March 2010

**POST 11/28** : **ASSISTANT MASTER: MR-1 TO MR-5 2 POSTS REF NO: 10/60/MAS**

**SALARY** : R100 494 – R470 919 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master Of The High Court: Rustenburg Service Point (1); Mthatha: Mt Ayliff (1)  
 LLB degree or four year recognized legal qualification; 0 - 8 years appropriate post qualification legal experience: Knowledge and experience in the Masters environment; Knowledge of the Administration of estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates; The following will serve as a recommendation: An appropriate post degree qualification; Experience in the functional field of and services provided by the Masters of the High Court; Management and supervisory experience; A valid code EB driver's license. Skills and Competencies: Estate duties; Admission of estates; Legal research and drafting; Dispute Resolution; Management and supervisory skills; Planning and organizing (including Time Management); Strong leadership qualities; Strategic and conceptual orientation; Problem solving and decision making skills; Strong Communication skills; Ability to motivate and direct people; Ability to work under pressure and independently in a highly pressurized environment.

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

**ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 315 1781  
Separate applications must be made for each centre if applying for more than one. 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** : 06 April 2010

**POST 11/29** : **ESTATE CONTROLLER: EC1 – EC-4 8 POSTS REF NO: 10/59/MAS**

**SALARY** : R100 494 – R242 253 per annum. (Salary will be determined in accordance with experience) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master Of The High Court: Durban (5 Posts); Mafikeng (2 Posts); Grahamstown (1 Posts)

**REQUIREMENTS** : An LLB or four year recognized legal qualification; 0 - 6 years' appropriate post qualification legal experience; The following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Estates duties; Trust; Administration of estates; Dispute resolution; Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus

**DUTIES** : Administration of deceased- and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.

**ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 – 315 1781  
Separate applications must be made for each centre if applying for more than one. 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** : 06 April 2010

**POST 11/30** : **HUMAN RESOURCES OFFICER REF NO: 09/10/LMP**  
Recruitment & Appointments

**SALARY** : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office: Limpopo

**REQUIREMENTS** : Grade 12 or equivalent recognized qualification; Two years relevant experience. A valid driver's license. PERSAL experience will serve as an added advantage. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail

**DUTIES** : The successful candidate will be responsible for the following: Assisting in the compilation of job advertisements; Dealing with correspondence relating to posts advertised; Compiling and updating employee statistics on a monthly basis; Performing secretarial functions during shortlistings and interviews; Verifying the appointment credentials of the shortlisted candidates; Writing committee memorandums for approval in terms of the departmental delegations; Writing appointment memorandums (Temporary & Permanent) for the approval of the Regional Head; Implementing all transactions on the PERSAL system relating to appointments and acting

appointments. Perform any other related office duties required for the efficient functioning of the section.

**ENQUIRIES APPLICATIONS** : Mrs. Kotze E ☎ 015 287 2025

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 06 April 2010

**POST 11/31** : **ADMINISTRATION CLERK: GENERAL ADMINISTRATION REF NO: 10/10/LMP**

**SALARY** : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agree.

**CENTRE REQUIREMENTS** : Regional Office: Limpopo (Polokwane)

Grade 12 or equivalent qualification; Relevant experience. Skills and competencies: Good communication (verbal and written); Interpersonal relations; Computer Literacy (MS Office).

**DUTIES** : Open and sort incoming mail; File and bind documents on applicable correspondence file; Addressing and posting of mail; Registering of letters on registered article; Keep and update registers {franking, remittance, file index, disposal, memorandum, etc}; Maintain files; Deal with enquiries; Pend correspondence and files; Bind and distribute circulars; Perform any other duties assigned to him\her in registry, Messenger, switchboard or reproduction services

**ENQUIRIES APPLICATIONS** : Mrs. Kotze E ☎ 015 287 2025

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 06 April 2010

## DEPARTMENT OF MINERAL RESOURCES

**APPLICATIONS FOR ATTENTION CLOSING DATE NOTE** :

The Director-General, Department of Mineral Resources, PrivateBagX59, Pretoria, 0001  
 Ms E Lethole / Ms H Marakalala  
 02 April 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 POST

**POST 11/32** : **DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT**

**SALARY CENTRE REQUIREMENTS** :

R448 521 per annum, Level: 12  
 Braamfontein  
 A recognized tertiary qualification with appropriate experience in Mining or Civil Engineering or Town and Regional Planning disciplines, PLUS the following key competencies:  Knowledge of: • A clear understanding of environmental management and its relationship with urban development • A clear understanding of the Social Plan, Mine Economics and BBSEE adjudication. • A clear understanding of Small Scale Mining services and their contribution to sustainable SMME development, • Understanding historic mining records and compilations of the former mining titles office, Understanding Town Planning relative to Mining and related risks and solutions. Understanding of MPRDA and other relevant legislation, policies and guidelines. Understanding of IDP and LED processes.  Skills • Strong ability to think innovatively and creatively and identify development opportunities through recognizing synergies and the drive to initiate development initiatives and drive to see these through to completion. • strong ability to secure communication between government departments, business organizations and other institutions at management level. Strong ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects. Strong ability to reach compromises with contracting objectives, including infrastructural development objectives.  Communication • Strong ability to think laterally, identify linkages and effectively communicate to establish co-operation between various role-players. • Ability to articulate and communicate clear messages at all levels:  Creativity: • Innovative and creative thinking abilities • Able to work under pressure.

**DUTIES** :

Manage the adjudication of: BBSEE Charter Social Plan • Manage functions of SMME development and ensure alignment with regulatory requirements, • Promote urban renewal/ rural development and socio-economic development programmes through co-operative governance. Ensure sustainable development through the optimal management of competing land uses (mining, environment and urban development) Manage the sub-directorate including the budget. Mentor, supervise and manage officials on duties and activities relating to managing conflict between mining and surface development.

**ENQUIRIES** :

Adv. Malebe MS ☎ 011-358 9760



## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote 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.*

*An indication by applicants in this regard 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. Physical Address: Commission House, Corner Hamilton & Ziervogel Streets, Arcadia
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 09 April 2010
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *originally certified* copies of qualifications including ID and Drivers Licence. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to a security clearance.

## OTHER POST

- POST 11/33** : **ADMINISTRATIVE SECRETARY: HEAD OF DEPARTMENT EVALUATIONS REF: AS/HODE/10**
- SALARY** : R85 338 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidate profile: A Senior Certificate coupled with typing competency ,certificate or three-year Secretarial Diploma in Office Administration will be an advantage • Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook Effective • Perform administrative, organizational and communication skills at all levels • Must also be assertive, trustworthy and professional with integrity • Must possess good interpersonal relations, be creative, motivated, self-driven and results-oriented • Must have commitment to transformation, must take initiative and have the ability to work both independently and as part of a team.
- DUTIES** : The successful candidate will be responsible for 3 Directors: Providing administrative support functions to the three Directorates within the Leadership and Human Resource Reviews component • Research, collate and prepare information and supporting data for meetings, projects, presentations and reports • Administer office correspondence/documents/reports • Administer office expenditure including submission of claims for subsistence and travel • Draft and type correspondence/documents including PowerPoint presentations • Maintain and manage the filing system for the three Directorates • Organise meetings/workshops and take minutes during the meetings • Administer the diaries of the three Directors and co-ordinate the programmes within the office • Organise office logistical matters including travel arrangements for the Directorates and perform receptionist duties • Liaise with stakeholders regarding office operations and assist the Directors with various administrative tasks.
- ENQUIRIES** : Ms P Govender (012) 3521153

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be sent to the Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered to 116 Proes street, Batho Pele House, cnr Proes and Schubart Street, Pretoria. Faxed and emailed applications will not be considered.
- FOR ATTENTION** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko
- CLOSING DATE** : Tuesday, 06 April 2010 at 16H30
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

## MANAGEMENT ECHELON

- POST 11/34** : **DIRECTOR: LABOUR RELATIONS: DPSA REF: 003**
- SALARY** : An all-inclusive remuneration package of R652 572 per annum (Level 13). Annual progression up to a maximum salary of R780 228 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3yr degree or (equivalent qualification at NQF level 6), with at least 5 years experience in Labour Law and labour Relations coupled with 2- 3yrs managerial experience.
- DUTIES** : Develop, implement and maintain labour/employment relations policies, guidelines and procedure manuals. Provide advice and assistance to line departments regarding labour relation matters(provide technical support regarding prescripts, policies, agreements, conduct information sharing sessions, prepare draft replies to queries from line departments). Management and administration of disputes and legal challenges w.r.t National policies and Collective Agreements. Provide support in the management of discipline to line departments.
- ENQUIRIES** : Ms Thuli Manzini, tel (012) 336 1121
- NOTE** : The short-listed candidates will be subjected to a competency assessment battery as part of the selection process.

## 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** : 2 April 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 11/35** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: S8/3/2010/213**

**SALARY** : The salary will be between R242 253 per annum to R588 816 per annum, based on the number of year's post qualification experience in accordance with the OSD for legal personnel

**CENTRE** : Provincial Land Reform Office: Gauteng (Pretoria)

**REQUIREMENTS** : \* LLB degree or equivalent legal qualification. \* 16 years appropriate recognised legal experience after obtaining the relevant legal qualifications. \* Post-qualification experience in court litigation, drafting of legal opinions and drafting of contracts. \* Experience in conveyancing and vetting of documents. \* Admission as an Attorney will be an added advantage. \* Knowledge of Restitution of Land Rights Act, 22 of 1994, land law and other relevant acts and legislative prescripts. \* Specialised knowledge of Constitutional Law. \* Management experience. \* Negotiation, research and very good drafting skills. \* Ability to think independently, analytically, innovatively and good problem solving skills. \* A valid Code B (08) driver's licence. \* Preparedness to travel and work irregular hours under tremendous pressure. \* Mediation and conflict resolution skills. \* Computer skills.

**DUTIES** : \* Ensure legal compliance of land claims in terms of prescribed legal procedure for processing land claims. \* Render legal advice and opinions to the office on land claims with regards to land queries and matters in general involving land claims. \* Advise the office on legal matters pertaining to all issues pursuant to fulfilling the office's mandate. \* Write referral reports on land claims to the Land Claims Court. \* Manage resources allocated to your unit. \* Conduct legal research, provide general legal advice and opinion. \* Negotiate settlement with various parties affected by land claims and other related matters. \* Negotiate and draft sale agreements/lease, options to purchase, Deeds of Trust, service level agreements and various other agreements as may be required. \* Liaise with various stakeholders towards the settlement of claims. \* Attend to queries and correspondence from external clients. \* Provide legal advice to the office regarding land claims referred to court and seek opinion from senior Counsel

**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

**NOTE** : White males and persons with disabilities are targeted for this position and encouraged to apply

**POST 11/36** : **DEPUTY MANAGER: LOSS CONTROL REF NO: S8/3/2010/214**

**SALARY** : R240 318 per annum Level 10  
**CENTRE** : Directorate: Financial Administration (Pretoria)  
**REQUIREMENTS** : Applicants must be in a possession of a Matric (Grade 12) certificate with extensive years of experience in Finance (receivables). \* At least two (2) year experience in Loss management and Theft and Losses account and two (2) years of supervisory experience. \* Result-driven, customer focused individual with excellent planning, organizing, communication (written and verbal), analytical and presentation skills. \* Dynamic Leadership. \* Good Supervision Skills. \* Computer literacy. \* Knowledge of Treasury or Financial regulations, PFMA, Basic Accounting System (BAS). \* Ability to work under pressure and deliver to tight deadlines. \* Valid driver's license will be an added advantage.

**DUTIES** : Management of Loss Control section. \* Monthly, quarterly and annual reporting on Losses Control and related suspense accounts. \* Manage the monthly Reconciliation of Theft and loss account. \* Effective management of Loss control processes. \* Preparation of operational plans and Demand management plans \* Monitor and review of cases referred to legal service. \* Provide management reports and the information to relevant offices. \* Develop loss control policies and procedures. \* Answering Audit Queries. \* Be a member of loss control committee. \* Constant supervision of Subordinates. \* Perform Assessment of Staff in the Office. \* Provide support to Outside Offices. \* Provide Training within the Office Functions. \* Ensure effective management of human resource related matters

**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 11/37** : **SENIOR SUPPLY CHAIN PRACTITIONER (VARIOUS) (DEMAND MANAGEMENT UNIT) REF NO: S8/3/2010/215**

**SALARY** : R161 970 per annum Level 8  
**CENTRE** : Directorate: Supply Chain Management (Pretoria)  
**REQUIREMENTS** : A National Senior Certificate with a minimum of 3 - 4 years working experience or an appropriate recognized 3 year Tertiary qualification or Equivalent qualification with a minimum of 2 – 3 years working experience in (SCM) Demand and Acquisition Management. \* Knowledge of public sector procurement processes, SCM Policy Framework or Guide to accounting officers, PFMA, PPPFA, Treasury Regulations and other SCM prescript. \*Ability to work under pressure and deliver to tight deadlines. \* Good verbal and written communication skills, good interpersonal relations, time management, as well as organizing and office administration skills. \* Good data analysis and report interpretation skills.\*Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. \* Good computer literacy in Microsoft office suit. \* Valid drivers' license.

**DUTIES** : The Demand Management Unit is a Sub- Directorate within Supply Chain Management, It is responsible for conducting procurement planning of goods and services for the Department as well as to assist various cost centres. \* The candidate will be expected to assist with the collation, consolidation and verification of demand Management plans. \* Conduct needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department. \* Update the price lists for commodities quarterly. \* Supervise and provide advisory assistance to client offices (including Decentralized Offices) in drafting the Terms of Reference (TOR), Specifications, evaluation criteria as well as to ensure that Service Level Agreements (SLA) are drafted accordingly. \* Implement an effective document control and filling systems. \*Provide administrative support and produce management information

**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  
**NOTE** : Coloured, Indians and Whites are encouraged to apply

## 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** : 01 April 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 POST

**POST 11/38** : **MANAGER: SOCIAL WORK POLICY**  
Directorate: Policy, Legislation and Evaluation

**SALARY** : R410 262 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelors Degree in Social Work or equivalent qualification. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Experience in the implementation of child care legislation. Registration with the South African Council for Social Service Professions. A valid Code 8 drivers licence. Willingness to travel. Knowledge of child care and other related social welfare legislation, policies and practices. Competencies needed: Policy development, formulation and analysis skills. Communication (written, verbal and liaison) skills. Negotiation skills. People management skills. Planning and organising skills. Monitoring and evaluation skills. Presentation skills. Project management skills. Computer literacy. Attributes: Confident. Compliant. Accurate. Systematic. Logical. Assertive. Self-starter. Persuasive. Adaptable. Self-starter. Diversity commitment. Innovative. Ability to work independently and as part of a team.

**DUTIES** : Facilitate the implementation of the Child's Act. Manage and facilitate the process of policy development in relation to capacity building and training on the Children's Act. Manage the review and updating of the training materials and guidelines for the Children's Act. Submit reports to the Minister as well as the relevant stakeholders on the existing Child Care Act and the Children's Act. Represent the Department on forums, committees, task group meetings and conferences. Act as a resource person on legislation matters. Formulate drafts, responses, oral and written replies, media releases and speeches to senior management.

**ENQUIRIES** : Ms E Muller Tel no: (012) 312-7586

**POST 11/39** : **DEPUTY DIRECTOR: INTERNAL AUDIT**  
Directorate: Internal Audit

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

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelors degree (or equivalent qualification) in Internal Auditing / Auditing Plus extensive auditing experience. Experience at a supervisory/management level. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Principles and

Standards for the Professional Practice of Internal Auditing are of prime importance.

- A valid driver's licence as the candidate will be required to travel as and when required.
- Competencies needed:
  - Analytical and conceptual thinking skills.
  - Managerial and leadership skills.
  - Project management skills.
  - Presentation skills.
  - Financial management skills.
  - Problem solving skills.
  - Computer literacy.
  - Communication (verbal and written) skills.
  - Planning and organising skills.
  - People management skills.
  - Ability to conduct high level and complex financial, compliance and performance audits.
- Attributes:
  - Ability to work independently and as part of a team.
  - Ability to work under pressure for extended periods of time.

**DUTIES**

: Key Responsibilities:

- Assist the Director: Internal Audit to provide the Audit Committee with a three-year rolling strategic internal audit plan and an annual internal audit plan.
- Implementation of approved operational plans, strategies, policies and procedures.
- Schedule audit projects and staff assignments so as to be responsive to management's special needs and requests.
- Review and approve the purpose, scope and audit coverage and audit approach of each audit project for assigned areas of audit coverage and audit programmes.
- Manage and direct audit projects to ensure that professional standards are maintained in the planning, execution and accumulation of evidentiary data.
- Ascertain the extent of compliance with established policies, procedures and applicable laws and regulations.
- Identify and report on control deficiencies relating to compliance with governance and operational policies and procedures.
- Recommend necessary improvements in the internal control systems.
- Review and edit draft audit reports, discuss the reports with appropriate management and evaluate responses and schedule follow-up audits to be performed.

**ENQUIRIES**

: Mr MW Ngoveni Tel: (012) 312 7304

### 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 535 Proes Street

**FOR ATTENTION** : Ms M Makgae

**CLOSING DATE** : 26 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 POSTS

**POST 11/40** : **SENIOR INTERNAL AUDITOR (ASD): INTERNAL AUDIT (ASSURANCE AND CONSULTANCY SERVICES)**  
Directorate: Internal Audit

**SALARY** : R240 318 per annum, Level 10

**CENTRE** : Pretoria

**REQUIREMENTS** : B degree in Accounting and Auditing or National Diploma in Internal Auditing qualifications. Knowledge of Standards of the Institute of Internal Auditors, audit process and knowledge of accounting principles in national government. Must be conversant with PFMA and Treasury Regulations. Knowledge of national government systems (BAS, PERSAL, LOGIS). At least three years in low management environment. Skills and Competencies: Good communication skills (verbal & written). Good management and interpersonal skills to build effective relationships with the client and audit staff. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**DUTIES** : Determine the audit objectives, risk specific to the allocated projects. Implementation of the operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the effectiveness of the systems of internal control, risk management and governance across the organization. Gathering of evidence for all audit findings documented in the working papers, preparation of a complete audit file for review by Deputy Director. Attending of meetings, workshops, training and development. Perform all administrative tasks as allocated by supervisor; timeously notify the supervisors of any incidents that may affect the deadlines of the allocated audit projects.

**ENQUIRIES** : Ms Elna Erasmus 012 300 5364

**POST 11/41** : **WEBSITE ADMIN OFFICER**  
Unit: Communication

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Website/Communications related qualification. Web knowledge, including knowledge of online social media. Keen interest in the latest online trends. Good written English skills. Research skills. Willingness to assist team with all tasks, including those not related to the job description. Willingness to work after hours and on weekends. HTML, CSS, JavaScript knowledge will be an advantage.

**DUTIES** : Follow up on internal and external information requests from the website team as well as receiving and conveying requests from external stakeholders to the website team. Formatting documents, text and images according to requests from website manager and developer. Writing captions and assisting in the updating of website content via CMS. Setting up meetings for the website team. Taking care of logistical aspects such as leave forms, travel arrangements and claim forms for the website team.

**ENQUIRIES** : 012 300 5449

## DEPARTMENT OF WATER AFFAIRS

**CLOSING DATE** : 31 March 2010

**MANAGEMENT ECHELON**

**POST 11/42** : **CHIEF DIRECTOR: TRANSFORMATION POLICY AND CO-ORDINATION**

**SALARY** : An all-inclusive remuneration package of R790 953 per annum. The all inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 3-year degree with a minimum 5 years senior managerial experience. The following will serve as recommendations: The ability to influence policy and engage with diverse stakeholders at the highest level. Sound knowledge of the PFMA, Employment Equity Act, Basic Conditions of Employment Act, Public Service Act and any other relevant prescripts/legislations which influence transformation in the Public Sector. The ability to give strategic direction pertaining to transformation. Strategic capabilities and leadership skills. Must be able to systematically analyse information in order to identify and resolve existing and anticipated problems in situations of varying complexity. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals. Must be willing and able to create an environment whereby the spirit of customer service (Batho Pele) can be put into practice. Experience of financial and project management. Knowledge and change management skills.

**DUTIES** : Key performance areas: The successful candidate will ensure that the Department implements the national gender, youth development, disability, children's rights and black economic empowerment policies, To ensure that the Department reflect gender , youth development, disability, children's rights and black economic empowerment considerations in their business plans and routinely report on them, To review the Department's policy and planning in line with the relevant National Policies and strategy, To review all policies, projects and programmes for their gender, youth development, disability, children's rights and black economic empowerment implications, To ensure that the Department provide and use gender, youth development, disability, children's; rights and black economic empowerment policies disaggregated data in their work, To establish mechanisms to link and liaise with civil society, To co-ordinate gender, youth development, disability, children's; rights and black economic empowerment training and education of all staff within the Department so as to ensure that gender is integrated into all aspects of the work, To monitor and evaluate Departmental projects and programmes to assess whether they are consistent with the national gender, youth development, disability, children's; rights and black economic empowerment policies, Promotion of youth development strategies, To ensure the development of strategies for school interventions.

**ENQUIRIES** : Ms N Ngele, Tel 012-336 8803

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/43** : **DIRECTOR: YOUTH, BBBEE AND SCHOOL INTERVENTIONS**  
(Directorate: Transformation)

**SALARY** : An all-inclusive remuneration package of R652 572 per annum. The all inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised three-year Bachelor's Degree or equivalent coupled with appropriate experience. The following will serve as recommendations: Managerial experience gained in the Public Sector reform, Knowledge of Broad Based Black Economic Empowerment, Youth Development, Poverty Alleviation, Batho Pele, Social Economic Development and Human Rights, Understanding and knowledge of



Government Legislation related to Transformation, Experience in policy, programme and strategy formulation, Experience in facilitation or co-ordination of programmes, Experience in Project Management, Good interpersonal relations and a commitment to customer service, Excellent written and verbal communication and facilitation skills, Ability to work with staff at all levels, Computer literacy, Sound financial management skills, report-writing and negotiation skills.

**DUTIES** : Provide strategic direction, support and advice on Transformation policy and strategy development, Facilitate and monitor the implementation of the Transformation programme of the Department, Facilitate and monitor the implementation of Batho Pele programme of action, Ensure compliance with the code of good practice and promote, facilitate BBBEE and other empowerment initiatives, Facilitate and monitor the implementation of special projects like Human Rights, Youth Development, Poverty Alleviation and Social Economic Development, Provide support in setting BEE and SED targets guidance for projects branches, Render BEE and SMEE support, Produce Departmental Transformation report on Youth, Poverty Alleviation and Human Rights.

**ENQUIRIES APPLICATIONS** : Ms N Ngele, Tel 012-336 8803  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

#### **OTHER POSTS**

**POST 11/44** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT (STRATEGIC SUPPORT)**

**SALARY** : R448 521 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B. Com Degree with Accounting as a major subject plus experience in the areas of Financial and Revenue Management, Sound knowledge of and application of International Accounting Standards (IAS), Knowledge of any ERP systems with SAP as preferred one. Complete/Incomplete articles of clerkship's Office experience, A valid Driver's license, Managerial exposure of three to five years with concomitant reputable experience in all fields of Management, HR, Labour Relations, etc.

**DUTIES** : Provide support to the D: Revenue Management on all functions related to Billing Management, Debts Management and Customer Relations. Assist the D: RM with Submissions, presentations and reports, respond to questions by Top Management, MANCO, Parliament, etc. Supporting the D: RM in the smooth operation of the directorate, by acting as a liaison between the director and other units and deputies. Ensure that the Business policies, process and procedures are implemented. Evaluate Revenue Reports. Assist in implementation of financial controls nationally. Manage and train staff. Perform financial analysis. Assist in Accounting and Financial Reporting Standards. Assist in resolving audit queries and preparations of the responses to the audit queries. Assist the D: RM to give support to all revenue management offices in all four cluster operations and nine regional offices.

**ENQUIRIES APPLICATIONS** : MMN Mothebe Tel: (012) 336-8954  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/45** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT**  
(Directorate: Organisational Development)

**SALARY** : R 378 456 per annum (All inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree/Diploma or Certificate in Management Services plus extensive experience in field of Organization Development focused on the public sector. The candidate will have advance knowledge and understanding of the relevant legislative environment, Good understanding of Job Evaluation policy and Public Service Regulation and will further possess problem solving, planning and organizing, communication, interpersonal relations, analytical , leadership, decision making, presentation, negotiation, policy development and research skills. Knowledge of change management processes. The candidate will further be client oriented and committed and has experience in leading a team. Computer literacy (MS Office and PERSAL) is essential.

**DUTIES** : Develop, review and maintain organizational structure, job design, job evaluation and post establishment of the Department. Monitor the implementation of the approved organizational structures and job evaluations. Monitor and maintain quality assurance of job descriptions and evaluations. Implementation of structuring process and interventions. Develop, implement and monitor relevant OD strategies. Develop, implement and monitor change management interventions. Advise the Department on proper configuration of the structure and alignment to strategic objective. Conduct functional analysis. Benchmark nationally and internationally on best practice regarding organizational design and jobs gradings. Manage the costing of the post establishment. Participate in the strategic and business planning for the Directorates and Branches. Coordinate Organisational Culture Change, effectiveness and organizational climate audits. Coordinate corrective measures towards improving Organisational, culture, climate and organizational effectiveness.

**ENQUIRIES** : Mr S Moyi Tel (012) 336 7405  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/46** : **ASSISTANT DIRECTOR: FINANCIALMANAGEMENT (TRADING ACCOUNT)**

**SALARY** : R240 318 per annum  
**CENTRE** : Bellville

**REQUIREMENTS** : An appropriate, recognized three –year degree or National Diploma in Accounting/Management with relevant experience. Recommendations: Knowledge of PFMA and Treasury Regulations; Communication skills (Verbal and Written); Good management skills. Knowledge of SAP. Ability to work under pressure and be self motivated. Attention to detail. Valid code 8 driver's licence. Computer Literacy. Knowledge of accrual accounting. Knowledge of Management Accounting, Financial Accounting and Accounts Receivable. Knowledge of the budget process.

**DUTIES** : Ensure efficient and effective billing operations/ cash management and outstanding debt operations in the Region. Determine revenue estimates/targets and tariffs. Participate in the implementation of region's strategic plan. Prepare revenue and expenditure budgets. Manage functions of the Financial Management Division. Control the MTEF budgets. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Understand internal financial inspections and audits regarding financial budgetary systems. Manage the allocation of the budget. Manage audit queries and implement corrective measures. Generate, analyze and prepare regular financial and management reports. Human Resource management.

**ENQUIRIES** : Mr. G. Leak, Tel: 021 941 6007  
**APPLICATIONS** : The Chief Director: Western Cape Region: Department of Water Affairs, Private Bag x16, Sanlamhof or hand deliver to NO. 3 Blanckenberg Road Sigma House Bellville

**FOR ATTENTION** : Mr. B Saki

**POST 11/47** : **ASSISTANT DIRECTOR: COMPLIANCE UNIT**

**SALARY** : R240 318 per annum  
**CENTRE** : King William's Town

**REQUIREMENTS** : An appropriate Bachelor's degree or Diploma in Auditing with appropriate experience, Knowledge of the Financial Systems BAS, LOGIS, PERSAL, Computer Literate, Communication Skills, Analytical Skills, .Knowledge of Auditing Practices, Risk Management, Management Skills. Knowledge of Policies and Procedures, Financial Management; Presentation Skills, Ability to deal with pressure, Willingness to travel, Research skills; Knowledge of Public Service Regulations, Public Services Act, Public Finance Management Act (PFMA) Treasury Regulations and DORA, Human Resources policies and procedures; A valid code 08 drivers licence is required.

**DUTIES** : Provide leadership and direction to the unit, Develop and Implement compliance procedures and guidelines. Compiling Risk Management Strategy, Risk Analysis and Risk Identification, Pre Audit checks on all documents, Develop and formalise annual compliance plan based on the assessment of key risk area, Monitor Asset Management, Payroll Management, Revenue Management, Manage and co-ordinate the activities of the Audit, Provide weekly reports to the Regional Head, Build relationships with external auditors and other assurance providers, Conduct regular Inspections; Provide Training,

**ENQUIRIES** : Ms N. Ntukwa Tel 043 604 5400  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.  
**FOR ATTENTION** : Ms B Slabbert

**POST 11/48** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT (DIRECTORATE: ORGANISATIONAL DEVELOPMENT) 2 POSTS**

**SALARY** : R 192 539 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree, Diploma or Certificate in Management Services plus experience in field of Organization Development including implementing change management processes. The candidate will have advance knowledge and understanding of the relevant legislative environment, Good understanding of Job Evaluation policy and Public Service Regulation and will further possess problem solving, planning and organizing, communication, interpersonal relations, analytical, leadership, decision making, presentation, negotiation, policy development and research skills. The candidate will further be client oriented and committed and has experience in leading a project team. Computer literacy (MS Office and PERSAL) is essential.

**DUTIES** : Develop, review and maintain organizational structure, job design, job evaluation and post establishment of the Department. Implementation of the approved organizational structures and job evaluations. Implementation of structuring process and interventions. Develop, implement and monitor relevant OD strategies. Advise the Department on proper configuration of the structure and alignment to strategic objective. Conduct functional analysis. Benchmark nationally and internationally on best practice regarding organizational design and jobs gradings. Participate in the strategic and business planning for the Directorates and Branches. Develop and conduct Organisational Culture Change, effectiveness and organizational climate audits. Develop and implement corrective measures towards improving Organisational, culture, climate and organizational effectiveness.

**ENQUIRIES** : Mr K Theo Tel (012) 336 8958  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/49** : **COMPLIANCE AND INVESTIGATION OFFICER 4 POSTS**  
The candidate must be an analytical individual who can interpret the provisions of the National Water Act. He/she must be able to function productively under stressful situations.

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant tertiary qualification or 3 years experience within the law enforcement or security environment An understanding of the water sector would be an advantage Good interpretation and reporting skills The willingness to travel extensively and work long hours.

**DUTIES** : Key performance areas: Conduct field inspections based on the provisions of relevant legislation and prescripts Monitor compliance/non-compliance of authorisations relating to the use and access to water resources Report on all non-compliance and identify areas where compliance is not adhered to Serve non-compliance notices to transgressors making sure notices are acknowledged and make follow-ups thereof Undertake investigations collecting evidence and recording evidence as required for enforcement in conjunction with other agencies such as SAPS and NPA.

**ENQUIRIES** : Mr N Adams, tel. (012) 336-8393.  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela  
**NOTE** : Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competence assessment and personality profile analysis

**POST 11/50** : **SENIOR PRACTITIONER: WELLNESS**

**SALARY** : R161 670 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : BA Social work. Registration with SACSSP. Employee wellness experience and 3 years therapeutic experience. Code 8 driver's licence.

**DUTIES** : Develop and manage the wellness unit. Ensure provision of counselling and support of personnel affected or infected with HIV/AIDS and trauma debriefing sessions. Lead employee wellness campaign and workplace violence within the institution. Implement occupational injuries and diseases policies and regulations. Have group work and presentation skills. Compile monthly reports and statistics.

**ENQUIRIES** : Mr T Ntli  
**APPLICATIONS** : Regional Head, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300  
**FOR ATTENTION** : Ms P Mogolo

**POST 11/51** : **SENIOR STATE ACCOUNTANT (BUDGET)**

**SALARY** : R161 970 per annum  
**CENTRE** : Hartbeespoort  
**REQUIREMENTS** : An appropriate, recognised 3-year National Diploma in Management Accounting with relevant experience. Competencies: Valid driver's licence; Knowledge of all relevant legislation and policies applicable to the work. Good knowledge of SCM policies and procedures; Knowledge of government financial and budgeting systems, as well as BAS, SAP and Persal; Knowledge of PFMA and Treasury Regulations; Knowledge of Delegations and PPPFA; leadership skills; project management; interpersonal skills; report writing and analytical skills; problem solving; good organisational skills; computer literacy; Good written and verbal communication skills; Ability to work under pressure and meet deadlines.

**DUTIES** : Assist with compiling the regional budget; Assist with the monitoring of budget spending on a monthly basis; Implement cost accounting processes; Prepare monthly reports for management reporting; Management of Personnel; Ensure compliance with the PFMA and Treasury rules and regulations; Assist management with the preparation of the MTEF; ensure that all expenditure are subject to proper approval and timeously identify potential savings and over-expenditure.

**ENQUIRIES** : Ms Titi Gabanagosi Tel: (018) 387 9500  
**APPLICATIONS** : The Regional Head, Department of Water Affairs Private Bag X5, Mmabatho, 2735  
**FOR ATTENTION** : Ms Khukhi Mutloane

**POST 11/52** : **SENIOR STATE ACCOUNTANT (COMPLIANCE UNIT)**

**SALARY** : R 161 970 per annum  
**CENTRE** : King William's Town  
**REQUIREMENTS** : An appropriate Bachelor's degree or Diploma in Auditing with 3 years experience, Knowledge of the Financial Systems BAS, LOGIS, PERSAL & SAP Computer Literate, Communication Skills, Analytical Skills, .Knowledge of Auditing Practices, Risk Management, Management Skills. Knowledge of Policies and Procedures, Financial Management; Presentation Skills, Ability to deal with pressure, Willingness to travel, Research skills; Knowledge of Public Service Regulations, Public Services Act, Public Finance Management Act (PFMA) Treasury Regulations and DORA, Human Resources policies and procedures; A valid code 08 drivers licence is required.

**DUTIES** : Develop and Implement compliance procedures and guidelines. Compiling Risk Management Reports for the region., Risk Analysis and Risk Identification, Pre Audit checks on all documents, Develop and formalise annual compliance plan based on the assessment of key risk area, Monitor and Evaluate Asset Management, Payroll Management, Revenue Management, Manage and co-ordinate the activities of the Internal and External Audit, Provide weekly reports to the Regional Head, Build relationships with external auditors and other assurance providers, Conduct regular Inspections; Provide Training,

**ENQUIRIES** : Ms N. Mnu kwa Tel 043 6045400  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.  
**FOR ATTENTION** : Ms B Slabbert

**POST 11/53** : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT TRADING ACCOUNT**

**SALARY** : R 161 970 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : Degree / Diploma in Management /Financial Accounting with appropriate experience. Computer literacy (Ms Office). Working knowledge of SAP. Must have supervisory skill & experience. Valid code 8 driver licence. Knowledge of applicable legislation.

**DUTIES** : Ensure that the billing due list is correctly and timorously processed. Prepare monthly reports in line with accrual accounting on sales orders processed. Periodically check cash office to ensure Regulations are adhered to. Evaluate and approve monthly banking report. Monitor and ensure that the regional banking ledger is balanced. Prepare monthly report for management on outstanding debtors. Implement debt collection action plan in Region. Compile documentation of unrecoverable debt and submit for write-off. Train and supervise subordinates. Handling of enquiries from National and regional offices. Assist with resolving of audit queries. Assist in the compilation of performance agreements of staff. Conduct assessment of staff

**ENQUIRIES** : Mr L Rahman at (012) 950 7231  
**APPLICATIONS** : The Chief Director Western Cape, Department of Water and Environmental Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to NO. 3 Blanckenberg Road Sigma House Bellville

**FOR ATTENTION** : Mr. B Saki

**POST 11/54** : **SENIOR STATE ACCOUNTANT (BUDGET)**

**SALARY** : R161 970 per annum  
**CENTRE** : King William's Town Office  
**REQUIREMENTS** : An appropriate Bachelors degree/diploma with Accounting and at least three years experience in Financial Management. Knowledge of the government financial systems (BAS/Logis/Persal). Knowledge of the Budget Cycle, Cash Flows, Estimates of National Expenditure, Virements and Roll- overs. Knowledge of PFMA, Treasury Regulations, DORA, Public Service Act. Computer Literacy is essential e.g. Microsoft Office, Excel and PowerPoint. Supervisory skills, Organising skills, Analytical skills, Problem solving skills and Communications skills are essential. Ability to work long hours .Must be self motivated and must meet deadlines. Strong sense of responsibility and ability to work independently and in a team. A valid driver's licence will be an added advantage.

**DUTIES** : Reporting to Assistant Director Finance. Ensure that Regional Budget is prepared and captured timeously .Compile, coordinate and distribute MTEF allocation. In- year-monitoring and overall coordination of budget. Compiling of submission for additional funds. Ensure that the spending pattern is in line with the projections, Identify and record irregular/non-compliant payments. (Misallocations). Compile Projections and Cash flows. Ensure the availability of funds against procurement procedures and payments. Ensure that procurement is made against the correct BAS SCOA codes. Analyzing BAS expenditure and cash flows reports. Ensure that Budget Managers/sections are informed of their spending pattern. Manage and sses subordinate operations to achieve regional objectives.

**ENQUIRIES** : Cyril Samuels Tel 043 – 6045400  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/55** : **SENIOR ADMINISTRATION OFFICER**

**SALARY** : R161 970 per annum  
**CENTRE** : King William's Town  
**REQUIREMENTS** : A three year tertiary qualification plus appropriate experience. Knowledge of records management, corporate travel and facilities management. Knowledge of the PFMA, Treasury Regulations, PSA and PSR and HR Policies. Good communication skills (written and verbal). Organisational skills. Good interpersonal skill. Computer literacy. A valid driver's licence. Courses in records management, occupational health and safety and contract management will serve as recommendation.

**DUTIES** : Manage the transport function in the region which includes the fleet management, subsidised vehicles and corporate travel management. Provision of advice regarding travel management policies and activities. Manage facilities in the region by assisting with the development and implementation of the housing policy. Ensure that there is

access control at regional offices. Manage the building leases of the regional offices, contract management of accommodation requests. Provide a records management service to the region by ensuring efficient and efficient registry duties are provided, that incoming and outgoing mail is dealt with efficiently and ensuring that the departmental filing system is maintain. Provide offices services for the region by ensuring that a reception service is provided to the region. Manage the cleaning contract and telephone administration. Supervise staff and oversee the work of subordinates, handle disciplinary actions over subordinates. Ensuring training and development of subordinates.

**ENQUIRIES** : Mr A Starkey Tel (043) 6045400  
**APPLICATIONS** : The Chief Director: Eastern Cape, Department of Water Affairs Private Bag X 7485, King William's Town 5600  
**FOR ATTENTION** : Ms B Slabbert

**POST 11/56** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (DATABASE REDUNDANT MATERIAL)**

**SALARY** : R 161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B Degree or diploma in Economics/ commerce/ Business Economics/ Purchasing/ Logistics or appropriate relevant experience. Appropriate supply chain and financial management experience. Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, system processes and understanding, performance and results orientated, Honesty & Integrity.

**DUTIES** : Key performance areas: Management of asset disposals , ensure the redundant register is updated and that the disposal process complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity. Ensure that the disposal process complies with the entities disposal delegations and with applicable regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Preparation of asset disposal plans, Establish and maintain the asset accounting system, implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as International Best practices.

**ENQUIRIES** : Ms Z Xulu (012) 336 7561  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.  
**FOR ATTENTION** : Ms T Bapela

**POST 11/57** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (OPERATIONS AND MAINTENANCE)**

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B Degree or diploma in Economics/ commerce/ Business Economics/ Purchasing/ Logistics or appropriate relevant experience. Appropriate supply chain and financial management experience. Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, system processes and understanding, performance and results orientated, Honesty & Integrity.

**DUTIES** : Key performance areas: Implement an Operations and maintenance strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity. Ensure that the operations and maintenance strategy complies with applicable regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Preparation of asset operation and maintenance plans- immovable and moveable operations, Establish and

maintain the asset accounting system, implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as International Best practices.

**ENQUIRIES** : Ms Z Xulu (012) 336 7561  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/58** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: QUOTATIONS BUYER (WTE)**

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The formal requirement for appointment is Grade 12, B degree or Diploma in Economics/Commerce/ Business Economics/Purchasing/ Logistics/ Supply Chain Management or equivalent. Three or more years experience in Finance or Supply Chain Management. Knowledge of Logistics and inventory management. Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Supervisory skills, Interpersonal and communication skills (verbal and written), results oriented honesty and integrity, ability to work effectively in a team, effective co-ordination skills.

**DUTIES** : Key performance areas: The incumbent will be responsible for performing stores and inventory functions within supply chain management. Assist with the implementation of business process and standard operating procedures for inventory management. Monitor stock levels and verify requisitions for policy compliance in terms of SCM delegations. Perform regular stock counts and highlight losses and surpluses. Distribution of stock in line with standard inventory reconciliations on a weekly basis. Creation of purchase requisitions and orders on SAP system. Monitor the receiving and safeguarding of stock items. Liaise with suppliers in terms of delivery schedules. Liaise with and support key internal stakeholders. Monitoring and developments of subordinates through training and PMDS (Performance Management Development System). Perform other functions assigned by the Assistant Director and Deputy Director: Logistics as required.

**ENQUIRIES** : Emmanuel Fako (012) 336 -6853  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/59** : **SENIOR ADMINISTRATIVE OFFICER OFFICIAL DEVELOPMENT ASSISTANCE**

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year tertiary qualification and knowledge of International Relations. Experience or knowledge of Multilateral Relations or Official Development Assistance programmes or Water Resources Management will be advantageous. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organizational skills. Office administration and project management skills. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet. A valid driver's licence. Applicants should be willing to travel internationally.

**DUTIES** : Provide administrative assistance and work closely with staff in Official Development Assistance and Multilateral Relations in the region and in global forums. Provide coordination with respect to office activities and project/programme information. Liaise with department officials and other stakeholders. Respond to and refer correspondence of the office. Provide general administrative, logistical and secretarial support. Assist with preparation for meetings, workshops and other appointments of office. Assist to write reports and contribute to office documents and presentations.

**ENQUIRIES** : Z Mtsweni 012 336 7144  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/60** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: (TRADING ACCOUNT) 2 POSTS**

**SALARY CENTRE REQUIREMENTS** : R161 970 per annum  
Pretoria (Regional Office – Gauteng)  
An appropriate three year Degree/Diploma with relevant experience in the field of Supply Chain Management. Computer literacy. PAS 1and SAP. A valid driver’s licence. Good verbal and written communication skills are essential. Knowledge of SCM Practice notes and Circulars, PFMA, Treasury Regulations and PPPFA. Problem solving skills and ability to prioritise work. Work under pressure. Supervision experience.

**DUTIES** : Attend to enquiries regarding Supply Chain Management, delegations and payments. Release purchase orders and purchase requisitions on SAP system. Check purchase requisitions for correctness and sign. Compile Bid documents and evaluate tenders. Ensure that outstanding payments are followed up and payments are done within 30 days. Compile audit reports. Check documentation for correctness and sign order document. Quarterly reviews for sub-ordinates. Ensure the smooth running of Transit in/out. Identify which items need to be kept in stock. Identify and maintain minimum and maximum stock levels. Establish the concept of just in time delivery. Implement controls to ensure that purchase orders placed for items on contract. Implement process of ordering is applied. Ensure that all inventories are posted on ledger, inventories and stocktaking list. Ensure that reconciliation of stocktaking summaries is done and correction is made. Evaluation of disposal and losses report. .Arrange investigation to the losses. Determine the value of the loss and disposed items. Compile all reporting documents. Update the suspense register and loss register. Attend to all personnel matters and PMDS.

**ENQUIRIES APPLICATIONS** : Ms.Karin Ferreira Tel: (012) 392 1334  
The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

**FOR ATTENTION** : K Mathole

**POST 11/61** : **PROVISIONING ADMINISTRATION OFFICER (OPERATIONS AND MAINTENANCE)**

**SALARY CENTRE REQUIREMENTS** : R 130 425 per annum  
Pretoria  
B Degree or diploma in Economics/ commerce/ Business Economics/ Purchasing/ Logistics or appropriate relevant experience. Appropriate supply chain and financial management experience. Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Problem solving and analytical skills, Supervisory and managerial skills, system processes and understanding, performance and results orientated, Honesty & Integrity.

**DUTIES** : Key performance areas: Implement an Operations and maintenance strategy that complements the overall objectives of the Water Trading Entity and which integrates with other divisions within the Water Trading Entity. Ensure that the operations and maintenance strategy complies with applicable regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Preparation of asset operation and maintenance plans- immovable and moveable operations, Establish and maintain the asset accounting system, implement asset management policies, procedures and guidelines in line with strategic direction of the Water Trading Entity as well as International Best practices.

**ENQUIRIES APPLICATIONS** : Ms Z Xulu (012) 336 7561  
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela



**POST 11/62** : **STATE ACCOUNTANT: ASSET MANAGEMENT 2 POSTS**

**SALARY** : R130 425 per annum  
**CENTRE** : Pretoria (Regional Office – Gauteng)  
**REQUIREMENTS** : An appropriate three year Degree/Diploma in Finance/ Accounting, with relevant experience. Sound knowledge of the Public Finance Management Act, Treasury Regulations and PPPFA, Knowledge of SCM Practice notes and Circulars. Knowledge of BAS and SAP. Computer literacy in MS Word, Excel and Outlook, be able to work under pressure. Administration and organizational skills, ability to deal with external stake holders. (Asset Management functions). Good verbal and written communication skills are essential.

**DUTIES** : Update Asset Register, Lease Register and Disposal Register daily. Reconcile Asset register with BAS/SAP printouts monthly. Control Asset movements. Help asset stocktaking and verification. Assist with safekeeping of redundant assets. Make sure that all newly acquired assets are bar-coded and documents completed. Filing of asset documents. Assist with disposal process. Daily management of asset acquisitions and leases. Support to all asset related meetings and committees. Evaluation of disposal-and losses report. Arrange investigation of the losses. Determine the value of the loss and disposed items. Compile all reporting documents. Update the suspense register and loss register.

**ENQUIRIES** : Ms. Karin Ferreira Tel: (012) 392 1334  
**APPLICATIONS** : The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

**FOR ATTENTION** : K Mathole

**POST 11/63** : **SENIOR SECRETARY GRADE III (WATER USE)**

**SALARY** : R130 425 per annum plus 37% in lieu of salary benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised Post Matric Diploma/Certificate in Secretarial/Office Management with credible secretarial experience. Well developed office administration and organising skills. Good interpersonal written and verbal communication skills. Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Ability to work independently, willing to work long hours and under pressure. Ability to handle confidential matters.

**DUTIES** : Provide reception services, including call screening, receiving, as well as attending to messages and visitors in the office of the Chief Director. Provide secretarial services at the Chief Directorate and Committee Meetings. Taking minutes of the meeting. Diary management and drafting agenda's. Assist in enquiries telephonically and in writing. Perform office duties such as copying, faxing, scanning documents, receive incoming and deliver outgoing correspondence. Document management. Logistical arrangements (travel and accommodation). Arranging meetings, workshops, venues and refreshments for the office of the Chief Director. Ensure proper control and maintenance of all equipment in the office of the Chief Director.

**ENQUIRIES** : Mr. MM Senne, Tel \*012) 336 6906  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/64** : **SENIOR SECRETARY TO THE CHIEF FINANCIAL OFFICER**

**SALARY** : R130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Well-organised and hard-working, Grade 12 certificate, Secretarial Diploma (office Management, Business Management) with relevant experience, Competent, energetic, motivated, Ability to liaise effectively with internal and external stakeholders at all levels, Knowledge and skills in Public Administration and PFMA, Knowledge and understanding of Departments prescripts, Strongly recommended: Well-developed presentation and communication skills (both written and verbal), Time management and ability to work independently, Ability to work under pressure, Initiative and ability to handle confidential matters, Advanced Computer literacy in MS Office Suite, Typing and e-mail, Well developed organisational, leadership and planning skills and telephone etiquette, Experience in working with Senior Management.

**DUTIES** : Scrutinise all incoming and outgoing correspondence, Arrange and plan meetings and workshops, Arrange refreshments for meetings, Maintain the Senior Management Service, Oversee payments of accounts, order stationery, and other office equipment, Maintain electronic and hard copy filing.

**ENQUIRIES** : MS K Mogashoa, Tel-012 336 6898

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**NOTE** : The successful candidate will be subjected to security clearance.

**POST 11/65** : **SENIOR SECRETARY**

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Snr Certificate and Secretarial Diploma/Certificate or equivalent qualification. Appropriate experience working as secretary to the office of a person in a Senior Management Level. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in tracking and registering of documents. Filing electronically and manually of documents. Computer literacy (Ms Word, Excel, Outlook, Internet and PowerPoint). Telephone and office etiquette. Be able to type accurately. Be able to process claims and advances. Experience in taking minutes, arranging meetings and all the necessary logistics. Ability to perform under pressure and adhere to strict timeframes. The candidate must have the ability to work independently with a drive to achieve business unit targets and goals. A valid driver's license. Candidate must be willing to travel.

**DUTIES** : The successful candidate will work together with the Personal Assistant to the DDG to effectively and efficiently manage the office of the DDG. Transferring calls and taking correct messages. Manage the flow of personnel within the office of the DDG. Be able to operate the office of the DDG efficiently in the absence of the Personal Assistant. Inform and update the Personal Assistant in relation to any work related matters for the smooth running of the ODDG. Arrange meetings and all logistics. Manage all incoming and out-going correspondence. File documents. Manage the tracking system. Make travel arrangements and accommodation for the office of the DDG. Handle enquiries professionally and efficiently. The candidate should be able perform any other tasks which maybe required of him/her.

**ENQUIRIES** : Ms B Lebona Tel (012) 336 8745

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**NOTE** : Please note that all short listed candidates will be required to write a computer literacy typing test.

**POST 11/66** : **PROVISIONING ADMINISTRATION OFFICER: LOGISTICS INVENTORY (WTE)**

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The formal requirement for appointment is Grade 12 or Finance experience, Diploma in Economics/Commerce/ Business Economics/Purchasing/ Logistics/ Supply Chain Management or equivalent. Three years experience in Logistics or Supply Chain Management. Knowledge of Logistics and inventory management. Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA act), Government Supply Chain Management framework, SAP system knowledge, Generally accepted accounting practice (GAAP), Computer literacy. Problem solving and analytical skills, Supervisory skills, Interpersonal and communication skills (verbal and written), results oriented honesty and integrity, ability to work effectively in a team, effective co-ordination skills.

**DUTIES** : Key performance areas: The incumbent will be responsible for performing stores and inventory functions within supply chain management. Perform regular stock counts and highlight losses and surpluses. Distribution of stock in line with standard inventory reconciliations on a weekly basis. Creation of purchase requisitions and orders on SAP system. Monitor the receiving and safeguarding of stock items. Liaise with suppliers in terms of delivery schedules. Liaise with and support key internal stakeholders. Monitoring and developments of subordinates through training and PMDS

(Performance Management Development System). Perform other functions assigned by the Assistant Director and Deputy Director: Logistics as need arises.

**ENQUIRIES** : Sinah Lelaka (012) 336-8987

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/67** : **SENIOR SECRETARY**

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A senior certificate (appropriate grade 12 or equivalent qualification) Ability to work under pressure. Good communication, writing, typing, organizational and general office administration skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Outlook and the Microsoft Office package, *i.e.* MS Word, MS Excel and MS PowerPoint. Credible and proven experience in the secretarial and administrative field and / or financial environment will be an added advantage. Ability to work independently and without direct and constant supervision.

**DUTIES** : It will be expected from the successful candidate to provide effective secretarial and administrative support to the Director by: Answering incoming and making outgoing calls, including the management and updating of contact lists. Maintain the diary and appointments of the Director. Serve as Secretary to meetings of the Director, including compiling and disseminating minutes and action plans and following these up. Liaise with internal and external clients. Receiving of visitors and control of office environment, including the provision of tea/coffee and refreshments. Arrange for visitors' authorisation and parking. 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 (filing) system. Typing, faxing, photocopying and dispatching of documentation. Ensure that all documents are filed and kept safely to ensure easy access to information. Assist with the completion of monthly expenditure and projections of the Director's Office according to the Business Plan. Provides general administrative management of the office and support to the Director, including travel arrangements when required

**ENQUIRIES** : Ms Z Xulu (012) 336 7561

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/68** : **CHIEF SECURITY OFFICER 1 POST**

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate must be in possession of a Grade 12 certificate as well as a PSIRA Grade A certificate. Must have extensive experience in the field of security and knowledge of security management. Must have supervisory, leadership and presentation skills as well as computer literacy. Applicants must have a thorough knowledge of security legislations, including the MISS, MPSS, Control of Access to Public Premises and Vehicles Act, Criminal Procedure Act etc. Be able to work independently and under pressure. Must be able to manage conflicts. Knowledge of financial and human resource related matters and report writing skills. Must be willing to work extensive hours and must have a valid code 08 (EB) drivers license.

**DUTIES** : The incumbent's responsibility will be to render a safety and security management service for the department in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimise risks. Manage Monthly roster, Supervise shift-leaders, Compile operational monthly report, manage leaves, monitor and inspect security control registers. Conduct inspections, report equipment irregularities and ensure maintenance, Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies. Performance management. Manage and provide training matters related to the function of the Directorate. Conduct investigations and submit reports. Ensure compliance and implementation of security policies including the MISS/MPSS. Ensure the

implementation of key control. Monitor security contractors in terms of performance and compliance.

**ENQUIRIES** : Ms Molatelo Maake Tel: (012) 336 7491  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/69** : **CHIEF ACCOUNTING CLERK**

**SALARY** : R130 425 per annum  
**CENTRE** : Mafikeng  
**REQUIREMENTS** : Diploma and/ or Matric with Accounting as a passed subject plus appropriate experience in the financial environment; Knowledge and understanding of financial systems, BAS, and Persal; Knowledge of the PFMA, PPPFA and Treasury Regulations; Knowledge of the SCM policies and Procedures; Computer literacy; Good communication and inter-personal relations; Knowledge of DORA and Delegations. Recommendation: Knowledge of SAP will serve as an added advantage.

**DUTIES** : Disbursement of donor and management funds, Monthly reporting on actual spending against budgets, Checking and capturing of payments on the system, Checking of Journals, Ensure the correct allocation of funds on the system, Process and capture payments of subsidies and transfers on the system i.e. DORA funds, Liaise with creditors regarding payments, Update Programme Managers on the status of their budgets, Timely payments to municipalities in terms of DORA Funding.

**ENQUIRIES** : Ms Titi Gabanagosi Tel: 018 - 387 9500.  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X5, Mmabatho, 2735.  
**FOR ATTENTION** : Ms Khukhi Mutloane

**POST 11/70** : **CHIEF ACCOUNTING CLERK**

**SALARY** : R130 427 per annum  
**CENTRE** : King William's Town  
**REQUIREMENTS** : An appropriate Bachelors degree/diploma with Accounting and at least three years experience in Financial Management or Senior Certificate with accounting as a passed subject and at least five years experience in Financial Management. Knowledge of the government financial systems (BAS/Logis/Persal). Knowledge of PFMA, Treasury Regulations, DORA, Public Service Act. Computer Literacy is essential e.g. Microsoft Office. Interpersonal and organising skills. Good verbal and written communications skills are essential. Supervisory skills. Ability to work long hours. Must be self motivated. Problem solving skills, meet deadlines. Strong sense of responsibility and ability to work independently and in a team. A valid driver's licence will be an added advantage.

**DUTIES** : Prepare and Capture Regional Budget .Check availability of Budget when procuring, Ensure that the correct allocations are used as per SCOA Codes. Request Bas expenditure reports and analyze spending patterns on weekly basis. Advise Budget Managers of under/over expenditure. Manage the Adjustments budgets for the region. Compiling of journals for correcting mis-allocations where necessary. Ensure compliance with PFMA, Treasury regulations, DORA and Public Service Acts. Manage and assess sub-ordinates and operations to achieve regional objectives.

**ENQUIRIES** : Cyril Samuels Tel 043 – 6045400  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/71** : **CHIEF ACCOUNTING CLERK: ACCOUNTSRECEIVABLE**

**SALARY** : R130 425 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior Certificate with appropriate experience. Advanced computer literacy (MS Office). Knowledge of applicable legislation. Supervisory skills. Working knowledge of SAP. A valid code 8 driver's license.

**DUTIES** : Supervise cashier functions. Approve deposit for daily banking. Generate revenue reports such as debtors, bad debt, age analysis and sales reports on SAP. Supervise telephone and letter dunning. Review bad debt list recommend clients for write-off to state attorneys. Monitor and manage filing of all customer documents. Monitors and

ensures compliance with applicable regulatory frameworks. Participates in the implementation of region's strategic plan. Human Resource management.

**ENQUIRIES** : Ms. L. Rahman, Tel: 021 950 7231

**APPLICATIONS** : The Chief Director: Western Cape: Department of Water Affairs and Environmental Affairs, Private Bag X16, Sanlamhof 7532 or hand deliver to NO. 3 Blanckenberg Road Sigma House Bellville

**FOR ATTENTION** : Mr B Saki

**POST 11/72** : **CHIEF ACCOUNTING CLERK: ACCOUNTS-RECEIVABLE**

**SALARY** : R130 425 per annum

**CENTRE** : Bellville

**REQUIREMENTS** : A Senior Certificate with appropriate experience. Advanced computer literacy (MS Office). Knowledge of applicable legislation. Supervisory skill. Working knowledge of SAP. A valid code 8 driver's license.

**DUTIES** : Generate revenue reports such as debtors, bad debt, age analysis and sales reports on SAP for Manager. Daily approve reconciliation of customer accounts. Assist with correction and follow up of billing errors. Supervise telephone and letter dunning process. Review bad debt list recommend clients for write-off to state attorneys. Supervise and monitor customer refunds. Monitor customer with credit balances for validity. Monitor and manage filing of all customer documents. Monitors and ensures compliance with applicable regulatory frameworks. Participates in the implementation of region's strategic plan. Human Resource management.

**ENQUIRIES** : Ms. L. Rahman, Tel: 021 950 7231

**APPLICATIONS** : The Chief Director: Western Cape: Department of Water Affairs and Environmental Affairs, Private Bag X16, Sanlamhof 7532 or hand deliver to NO. 3 Blanckenberg Road Sigma House Bellville

**FOR ATTENTION** : Mr B Saki

**POST 11/73** : **CHIEF PROVISIONING ADMINISTRATION CLERK**

**SALARY** : R130 425 per annum

**CENTRE** : King William's Town

**REQUIREMENTS** : Grade 12 plus three years experience in SCM, acquisition management. Knowledge of SCM, PPPFA, PFMA, Treasury Regulations, NT Practise Notes. Computer literacy. Good writing and verbal communication skills. Ability to work under pressure and as a team member. Supervisory skills.

**DUTIES** : Managing and supervising the workflow in acquisition management section. Monitor and assist with the opening of bids. Monitor the tender/price quotation register and the supplier database. Check submissions and ensure that they are compiled in terms of the SCM policies. Advice end users on applying the relevant policies and delegations in the procurement processes. Render advice and guide lines for both internal and external clients. Check the agenda before circulating to the Regional Bid Committee. Receive minutes from the scribe and circulate immediately to Bid Committee members. Do follow-ups on submission sent to DBC. Advice committee on feedback from DBC.

**ENQUIRIES** : Ms A Gqirana Telephone no. (043) 604 5400

**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/74** : **CHIEF PROVISIONING ADMINISTRATION CLERK**

**SALARY** : R130 425 per annum

**CENTRE** : King William's Town

**REQUIREMENTS** : Grade 12 plus three years experience in SCM logistics management. Knowledge of SCM, PPPFA, PFMA, Procurement Delegation AND PAS. Good writing and verbal communication skills. Ability to work under pressure. Good supervisory skills.

**DUTIES** : Managing and supervising the work flow in the logistic section. Checking and pre-auditing of requisitions. Checking and authorizing orders. Checking and authorizing of payments. Managing the 0-9 files. Checking of the procurement statement. Assist with audit queries. Advise chief users in applying the delegations in the procurement of goods and services.

**ENQUIRIES** : Ms A Gqirana Telephone no. (043) 604 5400

**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600

**FOR ATTENTION** : Ms B Slabbert

**POST 11/75** : **ADMINISTRATIVE OFFICER**  
(Chief Directorate: Resource Directed Measures)

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 plus appropriate experience in general administration or a degree/diploma in Public Administration, knowledge of PFMA and all relevant legislation and regulations. Strong planning, organisational decision making skills. Sound interpersonal and conflict management skills. The candidate must have a good knowledge of the appropriate legislation and policies related to administrative and financial management. This officer should also have sound knowledge related to the governmental financial and administrative processes e.g. BAS and the procurement processes of appointing consultants. Financial project life cycle planning and management as well as contract management is a pre requisite for this position. The candidate must have the ability to liaise with technical staff within the directorate and other directorates in the department. In addition to the requirement for a valid Code 08 driver's licence and excellent written and verbal communication skills, the successful candidate must further demonstrate to be innovative, enthusiastic, creative, and computer literate and have the ability to manage stress and large work loads. Due to this post requirements, the candidate must have the ability to negotiate, interpret and have comprehension skills and ability to work and stay abreast of the latest legislation, policies, guidelines and methods that will influence the day to day financial and administrative management of the unit.

**DUTIES** : The duties pertaining to this position include amongst others and as stipulated in the Job description, assisting the Managers in RDM with financial and administrative support. To manage the administrative information, filing and tracking system. Assist the Directorate in future recruitment processes and take and prepare minutes. Assist with planning and organization of workshops and meetings. Prepare final Business plans as presented by RDM managers. Ensure that the necessary administrative stock is purchased and control the distribution of it. Provide an auditing and monitoring function for the verification of travel and accommodation claims and claims made by PSP's. Provide administrative capacity to junior staff to be appointed.

**ENQUIRIES** : Mr H H Pienaar, tel. (012) 336-7128.

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/76** : **SENIOR PROVISIONING ADMINISTRATION CLERK: TRANSIT IN/OUT**

**SALARY** : R 105 645 pa

**CENTRE** : PRETORIA (Regional Office – Gauteng)

**REQUIREMENTS** : Grade 12 or equivalent qualification. Good knowledge of Supply Chain Management Policies and processes. Appropriate experience in Transit in/out. Knowledge of PFMA and Treasury Regulations. Knowledge of the SAP system. Computer literacy. Must be able to work under pressure. Ability to communicate effectively with clients. Good communication skills. Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy. Perform Chief User clerk duties. Create purchase requisitions. Report all incorrect deliveries. Filing on daily basis. Follow up on outstanding payments, 0–9 files, maintain and verify of issued vouchers and orders. Creating of request memos. Verify deliveries from suppliers and follow up. Capturing of receipts on system. Promote speedy delivery. Receipt goods and services. Recording of invoices in a register and update the monthly statistics. Verification on documents before it is send to payment clerk. Check documentation on orders for payments. Bar-code new assets and keep control over asset labels. Issue assets to requesting officer. Handle queries from Chief Users.

**DUTIES** : Ms.Evonne Binang Tel: (012) 392 1335

**ENQUIRIES** : The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

**APPLICATIONS** : K. Mathole

**FOR ATTENTION** :

**POST 11/77** : **SENIOR ACCOUNTING CLERK GRADE II**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior (or Equivalent) certificate with accountancy or mathematics as a subject. Recommendations: Knowledge of the Basic Accounting Systems (BAS) in Debt control as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

**DUTIES** : The successful candidate will be responsible for debt control administrative duties in the Sub-Directorate: General Ledger, including debt take-ons, entity maintenance, liaising with debtors and state attorneys and recommending debt write offs.

**ENQUIRIES** : Mr. Z.H. Qaqane (012) 336-8951  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/78** : **SENIOR ACCOUNTING CLERK GRADE II**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior (or Equivalent) certificate with accountancy or mathematics as a subject. Recommendations: Knowledge of the Basic Accounting Systems (BAS) in Debt control as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

**DUTIES** : The successful candidate will be responsible for debt control administrative duties in the Sub-Directorate: General Ledger, including debt take-ons, entity maintenance, liaising with debtors and state attorneys and recommending debt write offs.

**ENQUIRIES** : Mr. Z.H. Qaqane (012) 336-8951  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/79** : **SENIOR ACCOUNTING CLERK GRADE II**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior (or Equivalent) certificate with accountancy or mathematics as a subject. Recommendations: Knowledge of the Basic Accounting System (BAS) in Bookkeeping as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

**DUTIES** : The successful candidate will be responsible for general bookkeeping administrative duties in the Bookkeeping section.

**ENQUIRIES** : Mr. Z.H. Qaqane (012) 336-8951  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/80** : **SENIOR ACCOUNTING CLERK GRADE II**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior (or Equivalent) certificate with accountancy or mathematics as a subject. Recommendations: Knowledge of the Basic Accounting System (BAS) in Bookkeeping as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

**DUTIES** : The successful candidate will be responsible for general bookkeeping administrative duties in the Bookkeeping section.

**ENQUIRIES** : Mr. Z.H. Qaqane (012) 336-8951

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/81** : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (ACQUISITION MANAGEMENT)**

**SALARY** : R 105 645 per annum (Level 6)  
**CENTRE** : King William's Town  
**REQUIREMENTS** : Grade 12, experience in acquisition management. Knowledge of the SCM processes. Computer literacy. Good verbal and communication skills. Knowledge of the PPPFA, PFMA, practice notes and SCM circulars.

**DUTIES** : Maintaining of the tender and price quotation register. Obtain bid, quotation and project numbers from Head Office. Opening of Bids and Price quotations. Preparation of submissions to the Regional Bid Committee. Managing of contracts. Give assistance to internal and external clients. Issue letters to unsuccessful bidders. Prepare agenda for Regional Bid Committee.

**ENQUIRIES** : Ms A Gqirana Telephone no. (043) 604 5400  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/82** : **SENIOR PROVISIONING ADMINISTRATION CLERK**

**SALARY** : R105 645 per annum  
**CENTRE** : Hartbeespoort  
**REQUIREMENTS** : Matric exemption with financial experience; Knowledge of procurement processes and procedures; Knowledge of Treasury Regulations, PPPFA and PFMA; Knowledge of government systems such as BAS and SAP; Computer literacy; Good communication skills; Good interpersonal skills. Ability to work under pressure.

**DUTIES** : Key Performance Areas: Receive all VA2's and check for correctness, completeness, and proper authorization; Register all VA 2's, purchases and returns in the financial systems; Obtain quotations from suppliers and check with requester; Generate orders from the quotations and VA2's; Follow up on outstanding orders, and goods returned with Suppliers; Check all goods received against invoices and after authorization; Enter invoices into the financial systems; Ensure that all documents supporting each purchase are properly batched and authorized in terms of rules and regulations; Ensure that all purchases and returns are accurately input into the financial systems; Authorized Suppliers' invoices are to be paid timeously each month; Ensure that all paid invoices are stamped in terms of the departmental rules.

**ENQUIRIES** : Ms Titi Gabanagosi Tel: (018) 387 9500  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X5, Mmabatho, 2735  
**FOR ATTENTION** : Ms Khukhi Mutloane

**POST 11/83** : **SENIOR LIBRARY ASSISTANT**  
(Directorate: Administration, Sub-Directorate: Facilities Management)

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Matric with three years library experience. Basic computer literacy and an understanding of library related Systems (InMagic, Sabinet, Practical experience of cataloguing AACR2, LCSH, DDC, OCLC and Ebscohost Databases Bibliographic formats and guidelines and indexing will be an added advantage, Ability to work independently with minimal supervision, Strong interpersonal and communication skills, Good customer relations and sound knowledge of library functions.

**DUTIES** : Assist in the short loan procedure (issuing, renewal & returning of book loans). Daily handling of newspapers. Daily shelf reading. Assist users with conducting searches on Ebscohost. Control of periodicals. Assist in providing information service to internal and external library users. Rendering inter-lending activities. Any other duties assigned by the Librarian.

**ENQUIRIES** : Ms M Seageng: Tel (012) 3368417  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.



**FOR ATTENTION** : Ms T Bapela

**POST 11/84** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria (Regional Office- Gauteng)  
**REQUIREMENTS** : Grade 12 or equivalent qualification, coupled with relevant experience in general administration. Knowledge of provisioning and procurement administration. Knowledge of water use authorisation administration. Basic understanding of the National Water Act (No. 36 of 1998). Knowledge of government and departmental human resources policies. Good verbal and written communication skills. Good interpersonal skills and the ability to liaise with staff, good report writing and interpretation skills. Computer literacy.

**DUTIES** : Responsible for planning, co-ordinating and management of meetings. Taking of minutes for meetings. Provide internal procurement support and liaise with administration. Provide administration support to the sub-directorate Water Resources Management. Provide secretarial and administrative support to the head of the sub-directorate. Attend to suppliers enquiries in connection with outstanding payments. Arranging travel and accommodation logistics. Manage and direct telephone enquiries to appropriate officials. Attending to telephone queries and controlling the telephone system. Ordering and maintaining the supply of stationery. Arrange for repairs and services for the photocopier, printers and fax machines.

**ENQUIRIES** : Ms N Madlala Tel. (012) 392-1398  
**APPLICATIONS** : The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

**FOR ATTENTION** : Ms K Mathole

**POST 11/85** : **PRINCIPAL AUXILIARY SERVICES OFFICER 2 POSTS**

**SALARY** : R 87 978 per annum  
**CENTER** : 1 East London 1 Mthatha  
**REQUIREMENTS** : Senior certificate. Valid driver's licence. Good verbal and written communication skills. Must be able to conduct basic/routine functions including physical routines and perform some tasks in a river. Applicant must be willing to spend 3 – 4 days per week away from home. Basic computer skills.

**DUTIES** : Rendering assistance to Industrial Technician during data collection. Do basic maintenance work at gauging sites. Collect water samples according to a fixed schedule and standards. Basic preparation on groundwater/ surface water time series data for data processor. Capture observed readings from returns on computer. Do basic maintenance work at ground / surface water sites. Take responsibility for vehicle used, use and maintenance of tools and measuring equipment.

**ENQUIRIES** : Mr. JJ Botha Telephone no. (043) 701 0307  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/86** : **SENIOR TELECOM OPERATOR**

**SALARY** : R73 584 per annum  
**CENTER** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification with relevant experience. Good communication skills. Ability to learn the Department's service delivery components and operate switchboard. Client liaison experience, Good telephone etiquette. Administrative experience. Ability to work under pressure. Computer literacy with an excellent understanding of MS Word.

**DUTIES** : Key performance areas: The successful candidate will be operating switchboard by answering incoming and handling outgoing calls. Ensure that customers are referred promptly and correctly. Channeling incoming calls promptly and accurately. Managing and distributing the internal telephone directory and keeping a database of other important contact numbers. Responsible for faults reporting on the telephone system. Regular distribution of telephone accounts to respective contacts.

**ENQUIRIES** : Ms S Modipa @ (012) 336 8214

**POST 11/87** : **GENERAL FOREMAN**  
(Directorate: Construction, sub-directorate Workshop Services Pretoria West)

**SALARY** : R73 584- R 86 679 per annum  
**CENTRE** : Pretoria West  
**REQUIREMENTS** : Candidates should already be in the process of training to become a qualified Artisan (Fitter and Turner or Welder or Diesel mechanic). The applicant should be able to work on it's own with minimum assistance from a qualified Artisan. The applicant may be requested to do a practical test for conformation of his ability. The applicant will also be utilized from time to time as a driver and must therefore be in possession of a valid and appropriate driver's license to operate vehicle on public roads. A code 8 driver's license is minimum required. The applicant must have knowledge on vehicle maintenance. Have knowledge of fitter work and general workshop activities. The applicants must have knowledge of tools, machinery and spare parts. Be able to work within a team. Be able to write. Have sober habits. Good verbal communication skills. Good interpersonal relations.

**DUTIES** : The incumbent will render duties within the occupational class that may be required to do; assist artisans during repair-maintenance work and rebuilding of all equipment related to drilling equipment which includes trucks, LDV's, drill rigs, compressors, pumps etc. it is also required from the General Foremen to provide driver services throughout the country if necessary but mainly in the Gauteng Province.

**ENQUIRIES** : Mr. A. Kotze, Tel-012336 8463  
**APPLICATIONS** : Director Construction, Department of Water Affairs and Forestry, Private Bag x313 Pretoria, 0001

**FOR ATTENTION** : Mr. C.J. Deysel

**POST 11/88** : **SENIOR GENERAL FOREMAN**

**SALARY** : R73 584 per annum  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 10 or equivalent qualifications plus relevant experience  
**DUTIES** : Manage cutting of grass and removing of grass, brush and trees from all servitude's. Supervise with the cleaning and repair of water distribution system. Reparation of all fencing as well as installation of new fencing. Application of herbicides to weeds. Supervise with the construction of concrete canals as well as placing of concrete for buildings and structures. Supervise subordinates. Exposure to supervision duties in team context will be in the candidates favour.

**ENQUIRIES** : Mr MJD Ackerman, Tel (018) 297 3867  
**APPLICATIONS** : The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520

**FOR ATTENTION** : Mrs. E Ackerman

**POST 11/89** : **DRIVER (2 POSTS)**

**SALARY** : R 73 584 per annum  
**CENTER** : Cradock  
**REQUIREMENTS** : ABET. A Valid code C1 driver's licence and P.D.P. Good written and verbal communication skills. Knowledge and experience of working in a Civil Environment. Have experience to operate some of the following: Petrol/diesel driven concrete mixers, petrol/diesel driven pumps, petrol/diesel driven vibrator, petrol/diesel driven compactor or hand rollers. Have knowledge of safety requirements and procedures for the above tasks and equipment. Recommendations: Physical fitness. Occupational Health & Safety courses attended.

**DUTIES** : Transportation of teams workers between office and sites. Driving of heavy motor vehicles. Filling in of vehicle logs and obey transport regulations. General upkeep and washing of vehicles General assistance in the above Civil and Building disciplines General civil construction and maintenance tasks Collect, load and offload material and equipment Willingness to travel and work away from home.

**ENQUIRIES** : Mr. GJ Linde Telephone no. (048) 8813006  
**APPLICATIONS** : Chief Director: Eastern Cape, Department of Water Affairs, Private Bag X7485, King Williams Town, 5600.

**FOR ATTENTION** : Ms B Slabbert

**POST 11/90** : **SENIOR FOOD SERVICES SUPERVISOR**

**SALARY** : R73 584 per annum  
**CENTRE** : Roodeplaas Training Centre, Roodeplaas Dam, Pretoria  
**REQUIREMENTS** : 5 years working experience in the Food and Beverage industry. Knowledge of cooking different meals, e.g. main course, salads, desserts and baking. It is essential that an applicant is able to prepare different dishes, e.g. halaal, vegetarian etc. Must assist the Principle Food Services Supervisor with inventory management and must have the ability to work under pressure and willing to work shifts. Supervisory skills will serve as a strong recommendation

**DUTIES** : In cooperation with the Principle Food Services ensure that meals are prepared and served on time, ordering and receiving of stock. Staff supervision at the kitchen; ensure that OHS is complied with at all times.

**ENQUIRIES** : Ms G Mtolo, Tel: 012 808 9566  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/91** : **TRADESMAN AID I (4 POSTS)**  
(Directorate: Construction, sub-directorate Workshop Services Pretoria West)

**SALARY** : R51 936 per annum  
**CENTRE** : Pretoria West  
**REQUIREMENTS** : Ability to work as a team. Have basic knowledge of maintenance workshop activities. The applicant shall have basic knowledge of tools and machinery. The applicants shall have basic knowledge of drilling equipment. Good verbal communication skills. Good interpersonal relations.

**DUTIES** : The incumbent will be required to assist artisans during repair work, maintenance and rebuilding of all equipment related to drilling equipment which includes trucks, LDV's, drill rigs, compressors, pumps etc. the incumbent shall assist fellow artisan assistants with the cleaning of spare parts, cleaning of workshop equipment, cleaning of the workshop in general and stripping of components when repair and maintenance work are needed to be done.

**ENQUIRIES** : Mr. A. Kotze, Tel-012336 8463  
**APPLICATIONS** : Director Construction, Department of Water Affairs and Forestry, Private Bag x313 Pretoria, 0001

**FOR ATTENTION** : Mr. C.J. Deysel

**POST 11/92** : **CLEANER**

**SALARY** : R51 936 per annum  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Abet qualifications, Knowledge of Batho Pele principles, good interpersonal relations, trustworthy, punctuality, good communication skills, listening skills and numeracy skills. Render housekeeping services. (sweeping, mopping, hovering, polishing, shampooing of chairs and carpets, dusting and waxing of furniture, cleaning windows and walls, cleaning toilets, washing dishes ,cutlery and laundry). Control and record the usage of household and cleaning toilets, washing dishes, cutlery and laundry). Control and record the usage of household and cleaning toilets, washing dishes, cutlery and laundry). Control and record the usage of household and cleaning material. Ensure safekeeping of kitchen resources.

**DUTIES** : Render housekeeping services. (sweeping, mopping, hovering, polishing, shampooing of chairs and carpets, dusting and waxing of furniture, cleaning windows and walls, cleaning toilets, washing dishes ,cutlery and laundry). Control and record the usage of household and cleaning toilets, washing dishes, cutlery and laundry). Control and record the usage of household and cleaning toilets, washing dishes, cutlery and laundry). Control and record the usage of household and cleaning material. Ensure safekeeping of kitchen resources.

**ENQUIRIES** : Mrs. E Ackerman Tel (018) 297 3867  
**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520

**FOR ATTENTION** : Mrs. E Ackerman

**POST 11/93** : **GENERAL WORKER II**

**SALARY** : R51 936 per annum  
**CENTRE** : Water Resource Management Office, Upper Vaal (Standerton Office)  
**REQUIREMENTS** : ABET NQF 1 (LEVEL 4) with appropriate experience as a General Worker or Water Control Aid. Candidate must be able to read and write. Certified proof must be submitted of the above requirements.

**DUTIES** : The successful candidate will be responsible for the following:- Keep the office and toilets neat and clean. Keep the garden around the office as well as pavement clean and neat. Making sure that all weeds is removed and that there is no litter lying around. Mow the lawn whenever necessary. Apply herbicides correctly when needed. Maintenance/cleaning and safe keeping of equipment. Cleaning of Pavis vehicles on a regular basis. Assist Chief Water Control Officer with other water resource or office related tasks whenever necessary. Be prepared to travel with supervisor when farms are visited to assist with measurements of dam walls or area irrigated. Be prepared to answer the phone and take messages in absence of office personnel or when necessary. A valid driver's licence will be a recommendation.

**ENQUIRIES** : Mr. G.Young Tel (016) 371-3082 (fax) (016) 371-1746  
**APPLICATIONS** : Control Water Control Officer, Water Resource Management Office, Department of Water and Environmental Affairs , P.O. Box 238, Deneysville, 1932

**FOR ATTENTION** : Mr. G. Young

**POST 11/94** : **GROUNDSMAN**

**SALARY** : R51 936 per annum  
**CENTRE** : Roodeplaat Training Centre, Roodeplaat Dam , Pretoria  
**REQUIREMENTS** : Abet education, relevant experience in general repair work. Code 8 driver's license. Knowledge of Pretoria and the surrounding areas.

**DUTIES** : Assist the general foreman with repair duties; prepare venues for training, workshops and meetings; organizing stationery and other necessary equipment needed in the lecture rooms; ensure that water is provided in the lecture rooms; handing out of meal tickets to course attendees, attending to client's requests, e.g making copies. Assist with purchases and do general cleaning duties i.e. Lapa, etc.

**ENQUIRIES** : C Fest Tel: 012 808 9572  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 11/95** : **GENERAL WORKER (WATER CONTROL AIDS)**

**SALARY** : R47 787 per annum  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 10 Certificate or an equivalent qualification plus appropriate experience. Be able to communicate with relevant officials - verbal, writing and reading skills. Computer literacy is an advantage.

**DUTIES** : Capturing of data (WAS programme) on computer. Filing of documents. Updating of water registers. Handling the water distribution sheet according to the regulations. Assist with opening and closing of sluices. Minor maintenance on structures, fencing and sluices.

**ENQUIRIES** : Mr. C.J.H. Du Plessis, Tel (018) 297 3867  
**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520

**FOR ATTENTION** : Mrs. E Ackerman

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF TRANSPORT**

*The Department of Transport is an equal affirmative action employer, females and people with disabilities are encouraged to apply.*

- APPLICATIONS** : The Acting Superintendent - General, Department of Transport, Private Bag X0023, Bhisho, 5605. Hand delivered applications can be submitted at office No.A42, 39 Cowan Close, Stellenbosch Park, Schornville, King Williamstown.
- CLOSING DATE** : 31 March 2010
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service department, and should be accompanied by certified copies of qualifications, ID document and a comprehensive CV. No facsimile or e-mailed applications will be accepted.

**MANAGEMENT ECHELON**

- POST 10/96** : **SENIOR MANAGER- FINANCIAL MANAGEMENT REF NO: 15 331/1**  
Component: Budgeting and Financial Planning
- SALARY** : An all inclusive remuneration package of R652 572 p.a. Salary Level: 13 This includes a basic salary (60% of package) and a flexible portion (40% of package) that may be structured in terms of applicable rules. The successful candidate will be expected to sign a Performance Agreement.
- CENTRE** : King Williamstown (Schornville)
- REQUIREMENTS** : This position requires a leader and manager who understand the operational environment of the Department. To be considered for appointment, the candidate must be in possession of a Bachelor's degree or Diploma majoring in Management accounting/Accounting/Auditing or equivalent, supplemented by more than 10 years extensive relevant experience in budgeting/accounting/auditing. A minimum of 3 years experience in management is required. Skills: He/she must have a sound knowledge of the Treasury Regulations and Procurement, Public Finance Management Act and its regulations. A broad background of strategic planning, programming and corporate processes are essential for appointment. He/she must possess analytical and problem – solving abilities as well as interpersonal skills, and should have the ability to analyze and interpret financial results as well as formulate policies on financial issues. Computer literacy especially in MS Word, PowerPoint and Excell, and the ability to work under pressure and meet deadlines are essential.
- DUTIES** : Planning, control and co-ordination of the Departmental budget. Alignment of credible budget to annual performance plans. Render sound financial planning, cash management and financial systems management (BAS etc). Monitoring of the budget and report on monthly, quarterly, half yearly and annually ensuring compliance thereof with financial prescripts. Effective management of virements with proper records in terms of the Public Finance Management Act. Maintain appropriate systems of financial controls and risk thereof. Examine all submissions to the Provincial Treasury to ensure that they satisfy all requirements. Review of journal entries per delegations. Assure accuracy and alignment of SCOA. Review correctness of budget allocation and budget blocking and absence of spending where there is no budget. Preparation and presenting of elements of annual financial statements. Manage audit queries pertaining to the Directorate. Advise on the application of financial authority and financial delegations in the Department. Responsible for proper maintenance of all ledger accounts, clearance of all suspense accounts and reconciliation or proper reports thereof. Assessing financial skills and identifying training needs of financial staff on effective budgeting and cash management. Attend and co-ordinate reports for the Budget Advisory Committees, In year monitoring and budget hearings and provide minutes or records thereof. Ensure correct and accurate loading of the budget into the financial system. Prepare and co-ordinate budget adjustments ensuring agreement to legislated funds. Provide financial and budget advice to departmental managers. Manage proper records and reports of the budget issues in proper and adequate files for management and audit purposes. Manage, train and supervise, guide and discipline staff in the sub-division. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub

directorate. Produce all statutory reports required from the directorate. The senior manager reports to the Chief Financial Officer.

**ENQUIRIES**  
**NOTE**

: Ms Notyesi: Tel: 043 6047 458  
: The successful candidate will be required to undergo competency assessment and the process of security clearance, which is done by NIA

**OTHER POSTS**

**POST 11/97**

: **MANAGER REF NO: 15 331/2**  
Component: Financial Systems Management

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

: An all inclusive remuneration salary package of R378 456 per annum Salary Level: 11  
: King Williamstown  
: B Degree in economics or relevant qualification coupled with 5 years relevant experience. Knowledge of BAS financial management system is a prerequisite. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Ability to provide training to staff and identify development areas. Self-management ability and integrity.

**DUTIES**

: BAS information within the department. Effectively manages exception reports. Provide systems assistance and BAS management infrastructure. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Oversee the implementation of audit and control measures. Chairs BAS steering committees and attend provincial and national BAS systems controller's meetings and provide report thereof. Communicate BAS notices to relevant users. Ensures users are authorized and no unauthorised users access the system. Keep and track amendments and changes on the system. Liaise with BAS logic centre and resolve queries. Manage budget blocking and ensures that no expenditure against unbudgeted items. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES**

: Ms Notyesi: Tel: 043 6047 458

**POST 11/98**

: **MANAGER REF NO: 15 331/3**  
Component: Revenue & Debtors Collection Management

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

: An all inclusive remuneration package of R378 456 per annum Salary Level: 11  
: King Williamstown  
: An appropriate Bachelor's degree or diploma with 10 years experience in financial management. Knowledge of revenue collection procedures. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES**

: Identify revenue sources. Monitor and co-ordinate collection of revenue including co-ordination of tariffs in an efficient and effective manner. Assist in assessing risk and controls on revenue and debtors. Management, reconciliation and overseeing maintenance of all debts and ensure recoverability thereof. Assess and recommend writing off of debts. Ensure compliance with legislation and treasury regulations on collection of revenue and debtors management. Develop procedures for revenue collection so as to ensure timely recovery of debt from all sources i.e. in and out of the department. Oversee the reconciliation of information on revenue by resolving and coordinating reports on under collection of revenue shortfall and reporting of fraud. Facilitate and monitor revenue collection information including, registering of authorities, airports and district offices. Submission of monthly, quarterly and annual reports on the collection of revenue and debtors to the Senior Manager: Revenue. Adequate and proper safe-keeping of accounting records, accounting vouchers, accounts, subsidiary books and relevant registers according to the Treasury regulations. Co-ordinate monthly revenue collection returns. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave

management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/99** : **MANAGER REF NO: 15 331/4**  
Component: Expenditure Management Services

**SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R378 456 per annum Salary Level: 11  
King Williamstown

: An appropriate B. Degree/ Diploma or equivalent with 10 years experience in financial management. At least 3 years experience in management. Broad Knowledge of Financial procedures. Skills : Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Manage salaries, creditors payment and rebates office and ensure that control measures are in place for payment processing and approval. Assist in assessing risk and control thereof on expenditure and working capital. Prepare budget for the sub-directorate. Ensure compliance with PFMA and Treasury Regulations with regards to expenditure management. Ensure settlement of liabilities to creditors with 30 days of receipt of invoice or claim. Authorise payments on BAS. Ensure reconciliation of payments and resolve all discrepancies. Ensure adequate and proper safekeeping of accounting records, vouchers and other relevant documents according to Treasury Regulations. Monitor and evaluate policy documents with regards to expenditure management. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/100** : **MANAGER REF NO: 15 331/5**  
Component: Financial Planning

**SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R378 456 per annum Salary Level: 11  
King Williamstown

: B Degree/Diploma in Economic Sciences or equivalent with 10 years relevant experience. At least 3 years experience in management. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Ensure an effective control of the PMG account of the department. Manage the reconciliation of suspense/control accounts. Manage the preparation and submission of compliance certificates and bank reconciliation to Provincial Treasury. Ensure that books are closed on monthly basis. Ensure that journals are up to date and are safely kept. Ensure that BAS and bank exceptions are resolved. Prepare monthly and annual financial statements. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/101** : **MANAGER REF NO: 15 331/6**  
Component: Financial Management

**SALARY CENTRE REQUIREMENTS** : An all - inclusive remuneration package of R378 456 per annum Salary Level: 11  
Aliwal North

: B Degree/Diploma in Economic Sciences with 10 years relevant experience. At least 3 years experience in management. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource

**DUTIES** : management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability  
Efficient management of staff salary matters. Management of district accounts according to treasure regulations. Identify revenue sources within the district. Manage the collection, recording and reconciliation of revenue and management of debtors. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/102** : **MANAGER REF NO: 15 331/7**  
Component: Human Resource Management

**SALARY CENTRE REQUIREMENTS** : An all - inclusive remuneration package of R378 456 per annum Salary Level: 11  
Aliwal North  
B.Degree/Diploma in Human Resource Management or equivalent qualification accompanied by 10 years relevant experience. At least 3 years experience in management. A broad understanding of human resource policies and prescripts is an essential demand of the job. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Monitor staff mobility such as transfers, promotions and relocations. Manage staff remuneration and incentives. Implement decisions on rewards and recognition of good performance. Provide guidance and advice on implementation of human resource policies and systems. Manage staff registry services. Facilitate skills development program in the district. Provide training on human resource systems. Facilitate the development of work plans. Participate in the development of a human resource plan. Ensure an effective and efficient use of the Persal system. Manage the provision of service conditions and benefits. Manage the recruitment of employees in the district. Promote sound labour relations within the district. Manage the co-ordination and implementation of employee wellness programmes. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, supervise, guide and discipline staff in the sub-division. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/103** : **CONTROL PROVINCIAL INSPECTOR REF NO: 15 331/14**  
Component: Traffic Law Enforcement

**SALARY CENTRE REQUIREMENTS** : R240 318 per annum, Level 10  
Queenstown  
Traffic Diploma with 7- 10 years working experience in the field of Traffic Law enforcement. Valid Driving License at least a code B. Knowledge of the implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of Law Enforcement documents and Operator fitness inspections. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Facilitate implementation of district traffic law enforcement plan. Monitor the application of traffic law administration in the district. Coordinate effective management of public transport operations. Provide professional support to sub-district offices (traffic stations). Participate in the production of statutory reports required from the sub-directorate. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district.



Manage, train, supervise, guide and discipline staff in the unit. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the unit.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/104** : **ASSISTANT MANAGER REF NO: 15 331/8**  
Component: Personnel Provisioning

**SALARY** : R192 540 per annum, Level 9  
**CENTRE** : East London  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience or B. Degree/ Diploma in Human Resource Management with 3 – 5 years relevant experience. Knowledge of HR prescripts. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Supervise the efficient recruitment of employees for the district. Supervise the efficient use and management of Physical personnel information. Supervise the efficient use and management of electronic personnel Information (NMIR). Manage, train, supervise, guide and discipline staff in the section. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the section

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/105** : **ASSISTANT MANAGER REF NO: 15 331/9**  
Component: Salaries

**SALARY** : R192 540 per annum, Level 9  
**CENTRE** : King Williamstown  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/Diploma in Financial Management with 3 to 5 years relevant experience. Knowledge of legislation i.e. Public Finance Management Act, 1999, Basic Accounting System (BAS), Provincial Treasury Regulations etc. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy development, implementation and monitoring and evaluation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability

**DUTIES** : Process staff salary matters. Perform reconciliation on salary accounts including BAS and PERSAL reconciliation and related suspense accounts. Perform reconciliation on salary accounts including BAS and PERSAL reconciliation. Authorise payment of S & T claims, overtime and camping allowance. Verify garnishee orders and authorise their implementation. Manage the payroll. Coordinate appointment of payroll matters. Ensure proper management of salary files. Authorise leave without pay on the PERSAL system as well as new appointments. Ensure that there are no outstanding transactions in PERSAL. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, supervise, guide and discipline staff in the section. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the section.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/106** : **ASSISTANT MANAGER REF NO: 15 331/10**  
Component: Children and Elderly

**SALARY** : R192 540 per annum Salary Level: 9  
**CENTRE** : King Williamstown  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience or B. Degree in Social Sciences with 3 – 5 years relevant experience. Good verbal and written communication skills. Computer literacy in MS Word, PowerPoint, Excel.

**DUTIES** : Ensure the implementation of National, Provincial and Dept. Children and Elderly rights Policies. Co-ordinate departmental reports on National and Provincial commitments and departmental committees. Analyze policies and develop guidelines. Do annual and quarterly reports on children and elderly rights mainstreaming. Ensure that training in the department takes children and elderly rights into account. Establish links and liaison with civil society in promotion of children and elderly rights. Ensure the co-ordination of children and elderly, provincially and nationally. Monitor and review departmental budget for children and elderly integration. Establish links and work (liaise) with civil society in promotion of children and elderly rights and Batho Pele values. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, supervise, guide and discipline staff in the section. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the section.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/107** : **ASSISTANT MANAGER REF NO: 15 331/11**

Component: Asset Management

**SALARY** : R192 540 per annum, Level 9

**CENTRE** : Queenstown

**REQUIREMENTS** : Std 10 with 10 years relevant experience in Asset Management services or B. Degree/ Diploma majoring in accounting or auditing or management accounting with 3-5 years experience in asset management services. Thorough knowledge of asset management, its accounting treatment and disclosure in terms of standards and GRAP. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Proper and continual maintenance of asset register. Update asset register with additions daily. Maintain a proper and adequate file of asset movement (additions, disposals, transfers etc). Identify assets earmarked for disposal and keep proper records for management and auditing. Efficient and effective management of disposal of assets. Identify loss of assets with a proper list and report losses to the senior. Implementation of policies to minimize risk of losses. Reconcile BAS ledger / trial balance printout with asset register monthly. Resolve any deviations or exceptions or differences to agree the trial balance assets with asset register. Prepare and submit asset register on monthly basis to the senior/supervisor. All asset files are accurate and complete by the 10 of each month. Performance of stock taking. Manage the collection of revenue resulting from auctions or disposals of assets. Manage, train, supervise, guide and discipline staff in the section. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the section.

**ENQUIRIES** : Ms Notyesi: Tel: 043 6047 458

**POST 11/108** : **ASSISTANT MANAGER: HIV/AIDS REF NO: 15 331/12**

Component: Employee Wellness

**SALARY** : R192 540 per annum, Level 9

**CENTRE** : King Williamstown

**REQUIREMENTS** : Std 10 with 10 years relevant experience or B. Degree/ Diploma with 3 – 5 years relevant experience. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES** : Implement HIV & AIDS programmes within the Department and departmental stakeholders. Promote Health and Welfare of departmental employees. Implement Provincial and National AIDS Awareness interventions within the Department. Participate in the development of Departmental HIV/AIDS Policy. Conduct knowledge attitude and behavior perception to the Transport. Ensure that HIV/AIDS affected departmental employees are not discriminated against. Represent the Department in

Provincial and National HIV/AIDS seminars and workshops. Formalize the minimum standards of implementation. Facilitate positive people management within the Department. Manage, train, supervise, guide and discipline staff in the section. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the section. Produce all statutory reports required from the sub-directorate.

**ENQUIRIES**

: Ms Notyesi: Tel: 043 6047 458

**POST 11/109**

: **SUPERINTENDENT PROVINCIAL INSPECTOR 2 POSTS REF NO: 15 331/13A AND REF NO: 15331/13B**

Component: Traffic Law Enforcement

**SALARY  
CENTRE**

: R192 540 per annum, Level: 9  
: Graaff-Reinet & Aberdeen

**REQUIREMENTS**

: Traffic Diploma with 7- 10 years working experience in the field of Traffic Law enforcement. Valid Driving License at least a code B. Knowledge of the implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of Law Enforcement documents and Operator fitness inspections. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES**

: Implementation of Public Transport and Traffic Law Enforcement policies and regulations. Ensure maximum traffic law enforcement in the sub-district. Effective management of traffic administration. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, supervise, guide and discipline staff in the unit. Resolve audit queries. Management of the Component, including its budget, equipment and personnel including leave management. Manages Performance Management and Development System (PMDS) within the sub directorate. Produce all statutory reports required from the unit.

**ENQUIRIES**

: Ms Notyesi: Tel: 043 6047 458

**POST 11/110**

: **ASSISTANT MANAGER REF NO: 15 331/15**

Component: Operator Safety & Compliance

**SALARY  
CENTRE**

: R192 540 per annum, Level: 9  
: King Williamstown

**REQUIREMENTS**

: Grade 12 or equivalent qualification with 10 years experience in public transport or B. Degree/Diploma in with 3 to 5 years experience in public transport. Skills: Computer literacy in MS Word, Power Point, Excel, MS Project. Good verbal and written communication skills. Applied policy implementation skills. Applied resource management skills, including among others team and people management skills. Applied conflict resolution skills. Self-management ability.

**DUTIES**

: Arrange training for Minibus Taxi Industry role players. Hold meetings with Taxi Industry role players to explain government policies and legislations. Represent the department in all transport forums in the districts. Supervise the operations of the transport inspectors and guide the planning of their activities. Facilitate negotiations/discussions towards resolution of conflicts in taxi industry. Manage the collection of revenue and management of debtors. Plan and control district budget. Render financial planning services for the district. Manage, train, and supervise, guide and discipline staff in the unit. Resolve audit queries. Management of the Component, including its budget, equipment and personnel. Manages Performance Management and Development System (PMDS) within the unit. Produce all statutory reports required from the unit.

**ENQUIRIES**

: Ms Notyesi: Tel: 043 6047 458

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPT 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.

**MANAGEMENT ECHELON**

- POST 11/111** : **HEAD CLINICAL UNIT GRADE I /SENIOR LECTURER/ASSOCIATE PROFESSOR**  
**REF NO: 70250334**  
Directorate: Community Dentistry
- SALARY** : R 892 287 – R 947 040 per annum (all inclusive package)  
**CENTRE** : Pretoria Oral and Dental Hospital  
**REQUIREMENTS** : BChD or equivalent. Registration as a dentist with the HPCSA. Masters in Public Health or Community Dentistry. PhD Recommendations: Extensive proven experience in research. Experience in post graduate training. A minimum of seven years experience in Public Health. Leadership and Management Skills.
- DUTIES** : Responsible for postgraduate training and research in Community Dentistry. Involved in the teaching and training of undergraduate dental and oral hygiene students. Fulfilling and active role as an academic leader of the discipline at national and international level. Contribute to the strategic and operational management of the department.
- ENQUIRIES** : Prof. PJ van Wyk, Tel. No: (012) 319 2418  
**CLOSING DATE** : 31 March 2010

**OTHER POSTS**

- POST 11/112** : **DENTAL PRACTITIONER GRADE I, II OR III REF NO: 70250335**  
Directorate: Odontology
- SALARY** : R 344 100 – R 579 420 per annum (all inclusive package)  
**CENTRE** : Pretoria Oral and Dental Hospital  
**REQUIREMENTS** : BChD or equivalent. Registration with the HPCSA in the category of Independent Practice. Experience of clinical supervision (of students). Applicant must be busy with (or have completed) a post-graduate qualification in Endodontics, Paedodontics, Dental Materials, Basic Restorative Dentistry or Fixed Prosthodontics. Recommendations: Lecturing experience in Endodontics or Dental Materials or Paedodontics or Restorative Dentistry. Research experience. Committed to make an academic career in the field of Restorative Dentistry and/or Dental Materials and/or Paedodontics and/or Endodontics.
- DUTIES** : Clinical supervision of dental students in the clinical wards. Lecturing to, and discussion classes with, Dental and Oral Hygiene students. Selective Administrative duties. Treating of patients. Research in the field of Endodontics or Restorative Dentistry or Dental Materials or Paedodontics.
- ENQUIRIES** : Prof. FA de Wet, Tel. No: (012) 319 2231/2443  
**CLOSING DATE** : 31 March 2010
- POST 11/113** : **NIGHT SUPERVISOR 2 POSTS REF NO: 70025256**
- SALARY** : PN/A – 7 - R287 745 per annum (plus benefits)  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : Registration with SANC as a Nurse and Midwife. Minimum of 8 years experience after registration as Professional Nurse. 5 Of the 8 years must be at Operational management level.
- DUTIES** : Monitor and supervise clinical and non clinical care.  
**ENQUERIES** : Ms MM Motsele Tel No: (016) 9303101

**CLOSING DATE** : 06 April 2010

**POST 11/114** : **NIGHT SUPERVISOR 2 POSTS REF NO: 70025257**

**SALARY** : PN/A – 5 - R205 563 per annum (plus benefits)

**CENTRE** : Sebokeng Hospital

**REQUIREMENTS** : Registration with SANC as a Nurse and Midwife. Minimum of 7 years experience after registration as Professional Nurse.

**DUTIES** : Monitor and supervise clinical and non-clinical care.

**ENQUERIES** : Ms MM Motsele Tel No: (016) 9303101

**CLOSING DATE** : 06 April 2010

**POST 11/115** : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING) FOLATENG REF NO: 70025258**

**SALARY** : PN-A3-R160 032 per annum (plus benefits)

**CENTRE** : Sebokeng Hospital

**REQUIREMENTS** : Current registration with SANC as a Registered Nurse and Midwife. A minimum of 10 years experience. Experience of working in a private ward will be a recommendation.

**DUTIES** : Render nursing care in accordance with formulating programmes. Supervision, mentoring and training of staff.

**ENQUERIES** : Ms MM Motsele Tel No: (016) 9303101

**CLOSING DATE** : 06 April 2010

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

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

**NOTE** : Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. 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 previously 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 disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course.

**OTHER POSTS**

**POST 11/116** : **ASSISTANT OFFICE MANAGER: ADMINISTRATIVE SUPPORT AND RESOURCE ADMINISTRATION SERVICE: HOSPITAL REVITALISATIONREF NO. G06/2010**  
3 year contract  
Cluster: Integrated Health Service Delivery: Infrastructure Development and Clinical Support

**SALARY** : R192 540 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements, Level 9

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : An appropriate B-Degree/National Diploma in Public Administration, Business Administration or Public Finance; PLUS A minimum of three (3) years supervisory experience in administrative/clerical environment; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations: Training programme and / or experience in Project Management. Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the Office Manager : Hospital Revitalisation Programme Support Service, and will be responsible to provide and manage administrative and financial support activities provided to the programme and administratively coordinate activities enabling the programme to function optimally within the prescribed governance framework for the Public Service, and as such the ideal candidate must - : Have the ability to grasp the imperatives set by the Public Service Management Framework and other governance arrangements. Have a good understanding of project management and operational processes. Have the ability to capture in writing the essence of discussions and key decisions taken during project management and other meetings in concise clear language. Have the ability to prioritise issues and other work related matters. Possess excellent interpersonal skills to effectively deal with a wide range of stakeholders in a highly professional manner. Possess high levels of accuracy. Possess excellent communication skills (both verbal and written). Be computer literate with a proficiency in MS Office Software Applications.

**DUTIES** : Key Performance Areas:- Control and administer the financial resources of Programme, inclusive of budgeting, forecasting, expenditure control, transfer payments to the other Departments and reporting thereon to the General Manager and COO. Administer Conditional Grant and Donor funded infrastructure development initiatives. Facilitate Administrative processes for the acquisition of goods and services (drafting of bid and specification documents, including the invitation and award of bids) and liaison with the Central Supply Management service to monitor progress. Provide administrative support services with the commissioning of new facilities. Ensure the efficient and effective utilisation of resources allocated to the sub-component.

**ENQUIRIES** : MR M HOGG: (033) - 3417010

**APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION** : Mrs J Williams  
**CLOSING DATE** : 01 April 2010

**POST 11/117** : **PROFESSIONAL NURSE GR 1 (GENERAL NURSING STREAM) REF NO: MONT 01/2010**

**SALARY** : R130 119 per annum. plus benefits & 13<sup>th</sup> cheque  
**CENTRE** : Montebello Hospital  
**REQUIREMENTS** : Degree / Diploma in General Nursing, Current registration with the SANC, Recommendations: TB Management Training TB Management Experience Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other Relevant legal framework. Good Communications skills – verbal and written. Co –ordination and liaison skills. Problem solving skills

**DUTIES** : Key Performances Areas: Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Manage and direct the efficient use of human resources towards optimal utilization. Implement and maintain clinical competence as per policies and guidelines. Maintain client satisfaction by upholding the principles of Batho Pele and standards set by the accreditation process. Evaluate patient care programmes regularly to make proposals for improvement that is supported by a strong work ethic. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the Nursing Act, Occupational Health & Safety Act and other prescripts. Direct mobilization and ensure the optimal use thereof. Manage and ensure that performance and responsibilities are adhered to within the budget limits.

**ENQUIRIES** : Ms. JJ Mchunu Tel No. 033 506 7000  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager Montebello Hospital Private Bag x506 Dalton

**FOR ATTENTION** : S.H. Khumalo  
**CLOSING DATE** : 26 March 2010

**POST 11/118** : **SECRETARY: HOSPITAL REVITALISATION PROGRAMME: REF NO. G07/2010**  
3 year contract  
Cluster: Integrated Public Health Service Delivery: Infrastructure Development and Clinical Support Service

**SALARY** : R87 978 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements, Level 5  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Grade 12 Certificate; PLUS At least two (2) years experience in Secretarial environment. Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the Manager: Hospital Revitalization Programme, and will be responsible to provide secretarial services to the Manager thereby ensuring that the Office is functioning optimally, and as such the ideal candidate must:- Possess good office management skills. Possess excellent interpersonal and communication skills (both verbal and written). Assertiveness and confidence to interact at all levels. Accuracy and attention to detail. Have the ability to: deal with confidential information, perform basic problem solving. operate independently. prioritize issues and other work related matters and comply with timeframes. establish and maintain effective working relationships with departmental officials and employees. Project a professional image (good telephone etiquette, presentable, friendly and helpful) Possess knowledge of the principles of public administration. Be computer literate with a proficiency in MS Office, Excel, Word, Outlook and PowerPoint Software applications.

**DUTIES** : Key Performance Areas:- Ensure the optimal functioning of the Office of the Manager. Manage the diary of the Manager. Collaborate with stakeholders wanting an audience with the Manager and redirect persons to an appropriate level. Conduct travel and accommodation arrangements for the Manager. Administer S& T and other claims on behalf of the Manager. Assist the Manager to search and obtain information for planning purposes. Coordinate the timeous submission of input documents from the Sub Components reporting to the Manager. Perform record and document management functions for the Office of the Manager.

**ENQUIRIES** : Mr M Hogg: (033) - 3417010  
**APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051,

Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION**  
**CLOSING DATE**

: Mrs J Williams  
: 01 April 2010

**POST 11/119**

: **OFFICE ASSISTANT REF NO. G08/2010**  
3 year contract  
Cluster: Integrated Public Health Service Delivery: Infrastructure Development

**SALARY**

: R87 978 per annum, Other Benefits: 13<sup>th</sup> cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements, Level 5

**CENTRE**  
**REQUIREMENTS**

: Head Office: Pietermaritzburg  
: Grade 12 Certificate; PLUS A minimum of three (3) years experience in Clerical/Administrative in the Public Service and Health environment. Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the Assistant Office Manager: Infrastructure Development and will be responsible to render administrative support to the Hospital Revitalisation Programme Sub Component, and as such the ideal candidate must:- Possess strong interpersonal communication and writing skills. Have the ability to prioritise issues and other work related matters and to comply with time frames. Have high levels of accuracy. Have proven initiative, dedication and the ability to acquire new knowledge swiftly. Possess knowledge of modern office procedures, practices, and general office automation equipment. Possess knowledge of the principles and practices of public administration. Have understanding of the Supply Chain Management Framework, PFMA and Treasury Regulations. Possess knowledge of Departmental reporting procedures. Be computer literate with a proficiency in MS Office Software Applications.

**DUTIES**

: Key Performance Areas:- Verify the integrity of data submitted and report thereon to enable corrective action. Render a general office support service to the Hospital Revitalisation Programme Sub Component. Provide logistical support for the Sub Component.

**ENQUIRIES**  
**APPLICATIONS**

: Mr M Hogg: (033) - 3417010  
: All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION**  
**CLOSING DATE**

: Mrs J Williams  
: 01 April 2010



**PROVINCIAL ADMINISTRATION: NORTH WEST**  
**DEPARTMENT OF AGRICULTURE, CONSERVATION, ENVIRONMENT AND RURAL DEVELOPMENT**

- APPLICATIONS** : APPLICATIONS: Applications should be forwarded to for the attention of Mr I. Lekgetho to: The Director-Human Resource Management, Department of Agriculture, Conservation Environment and Rural Development, Private Bag X2039, Mmabatho, 2735,
- CLOSING DATE** : 16 April 2010
- NOTE** : Applications must be submitted on the prescribed form Z83 (Fully completed) obtainable from any Public Service office and should be accompanied by certified copies of qualifications and Identify document together with a detailed CV.

**OTHER POST**

- POST 11/120** : **BIODIVERSITY SPECIALISTS 4 POSTS**  
 Fixed Term Contracts of 3 years  
 Specialists in the following fields: Plants, Reptiles, Amphibians, Fish, Invertebrates, Mammals (Specifically small mammals), Birds, Wetlands  
 Directorate: Environmental Coordination
- SALARY** : R240 318 per annum
- CENTRE** : Mafikeng Head Office
- REQUIREMENTS** : A minimum of a BSc. (Hons) or a B.Tech in the relevant field. At least 5 years experience in conducting field surveys in the relevant field. A proven track record of scientific publications in the relevant field. Proficiency in using GIS and Arc View. At least one year relevant experience in data management. Should be prepared to spend long periods of time in the field, A code EB (08) driver's license is a pre-requisite Have some experience in managing projects
- DUTIES** : To systematically survey the whole of the North West Province for biodiversity features (species & wetlands) To populate the Biodiversity Information Management System with field data. Accurately map threatened and non-threatened locally endemic and restricted distribution species. Assess sensitive habitats and ecosystems within the Province, Assist with compiling various reports on the status of biodiversity in the Province. Have experience in field mapping technologies, i.e. GPS and Field Mapping Software Ability to read maps, Ability to work as part of a team. Ability to communicate effectively.
- ENQUIRIES** : Ms. T. Boshoff Tel: (018) 389-5656, Mr A. Van Straaten, Tel: 018 3895054

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

*The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Candidates with disabilities, that are short-listed, is to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.*



- APPLICATIONS** : Please forward your application(s) to: Western Cape Education Department, Recruitment And Selection Centre, Private Bag X 9183, Cape Town, 8000, or Hand Deliver To The - WCED Client Services Grand Central Towers, Cape Town, 2<sup>nd</sup> Floor and place in the Post Box marked: Recruitment and Selection Centre.
- CLOSING DATE** : Monday, 29 March 2010 at 16:00 Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED before the closing date. The WCED cannot be held responsible for postal delays.
- NOTE** : General Information: NB: Please read the instructions carefully before applying: You are invited to become a member of a dynamic team where your competencies and personal qualities can empower our schools, communities and fellow employees. The appointments will be subject to security clearance. Furthermore, appointments are subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Your application(s) on form Z 83 must be accompanied by a detailed up to date CV with an exposition of your qualifications, training, experience, competencies and previous employment record together with the applicant's identity document number as well as the names and telephone numbers of three persons willing to act as referees. The application form Z 83 is obtainable from any Public Service Department. The application form Z 83 must be signed and dated to ensure your application is a legitimate application. Non-RSA citizens/Permanent resident permit holders must attach a copy of his/her Permanent Resident Permit to his/her application. Communication will be limited to those applicants who would be identified for further selection processes and short-listed candidates must please note that they will be required to submit certified copies of original certificates of qualifications, driver's licence, ID before the interviewing process. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is also expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. Successful candidates will be appointed on a probationary period of 12 months. The WCED reserves the right not to make an appointment to any of the advertised posts. Kindly note that excess personnel will receive preference, if they meet the post requirements. Applicants are respectfully informed that, if no communication is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Kindly note that copies of supporting documents will not be returned. The advert number, reference number and name of the post applied for must be indicated on your application form. Please note that a separate application must be submitted if you apply for more than one post. Enquiries to be addressed to the persons indicated at each advertisement. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified -, late -, e-mail -, and/or fax applications will not be considered. Failure to submit the requested documents/information will also result in the application/s not being considered.

## OTHER POSTS

- POST 11/121** : **DEPUTY CHIEF EXECUTIVE OFFICER: ADMINISTRATION**
- SALARY** : All-inclusive flexible remuneration package of R 448 521 – R 528 333 per annum (Salary level 12).
- CENTRE** : West Coast College for Further Education and Training, Malmesbury
- REQUIREMENTS** : Qualifications: The candidate must have appropriate academic qualifications, supported by extensive experience of and insight into the key performance areas of the required post. The person appointed to this position should have: • a thorough understanding of the South African Human Resources Development Strategy with specific reference to the Further Education and Training Colleges Act 16 of 2006 • a sound understanding of the FET Colleges policies; South African skills development strategies; human resource management; human resource development and appraisal systems; financial management; strategic planning; management information systems; quality assurance systems.
- DUTIES** : Key performance areas: The person appointed to this position will be required to co-ordinate, manage and develop supportive administrative systems ranging from human resources to FET management information systems. A new organisational culture of academic flexibility and demand driven responsiveness will require from the successful candidates strong leadership and competencies in: multiple-campus administration • management information systems • student administration management • human resources management and development for a large organisation • financial management • experience in managing multi-million rand budgets • public management and administration • asset management • risk management.
- ENQUIRIES** : Mr Zozo Siyengo at (021) 467 2614.
- NOTE** : The Deputy CEO: Administration is responsible for the full administrative leadership and management of the FET College and is accountable to the Chief Executive Officer of the College.
- POST 11/122** : **ASSISTANT DIRECTOR: TEACHER DEVELOPMENT**  
Directorate: Human Capital Development
- SALARY** : R 192 540 – R 232 590 per annum plus benefits (Salary level 9)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Relevant B-degree/diploma; extensive teaching experience; 2 – 3 years supervisory experience; knowledge and exposure to Teacher Development Programmes; valid driver's licence. Competencies: Knowledge of Skills Development Act; Skills Levies Act; National Policy Framework on Teacher Education and Development; PFMA; Employment of Educators Act; SPMDS and IQMS; Microsoft Office (Word, Excel, Power Point and GroupWise); knowledge and experience of the education environment. Skills: good written and excellent communication skills in at least two of the official languages of the Western Cape Province; facilitation and presentation skills; managerial and supervisory skills; analytical skills; problem solving; ability to read and understand financial statements, good organising and planning skills; good interpersonal skills; good documentation skills, good conflict resolution skills. Personal attributes: Active listener and analytical thinker; ability to work under pressure and meet deadlines; commitment to ongoing knowledge and skills development; must be able to work in a team; self-motivated, disciplined and co-operative; innovative and strong organiser, receptiveness to suggestions.
- DUTIES** : Key performance areas: Assist with the management of bursary scheme for Educators; Assist with the management of the pre-service bursary scheme for education; Establish and maintain a positive relationship with Higher Education Institutions; Ensuring that quarterly and annual reports are compiled and submitted to the relevant structures; Managing all bursary contracts of educators and student teachers; Managing and maintain a database of all educator bursary holders, Assist with the co-ordination of financial resources for professional teacher development programmes, Manage and co-ordinate general office administration within the Teacher Development division; Managing of Human Resources and supervision of staff in the Teacher Development division.
- ENQUIRIES** : Gavin de Bruyn at (021) 467 2575.
- POST 11/123** : **TEACHER DEVELOPMENT COORDINATOR 2 POSTS**  
Directorate: Human Capital Development

<b><u>SALARY</u></b>	:	R161 970 – R 190 791 per annum plus benefits (Salary level 8)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Relevant B-degree/diploma; extensive teaching experience; 1 year supervisory experience; knowledge and exposure to Teacher Development (TD) Programmes; valid driver's licence. Competencies: Knowledge of Skills Development Act; Skills Levies Act; National Policy Framework on Teacher Education and Development; PFMA; Employment of Educators Act; SPMDS and IQMS; knowledge and experience of the education environment. Skills: good written and excellent communication skills in at least two of the official languages of the Western Cape Province; Microsoft Office (Word, Excel, Power Point and GroupWise); facilitation and presentation skills; managerial and supervisory skills; analytical skills; problem solving; ability to read and interpret financial statements, good organising and planning skills; good interpersonal skills; good documentation skills, good conflict resolution skills. Personal attributes: Active listener and analytical thinker; ability to work under pressure and meet deadlines; commitment to ongoing knowledge and skills development; must be able to work in a team; self-motivated, disciplined and co-operative; innovative and strong organiser, receptiveness to suggestions.
<b><u>DUTIES</u></b>	:	Key performance areas: Render support, advice regarding procedures, requirements and general prescripts i.r.o professional teacher development – co-ordination of bursary scheme for educators and student teachers; ensure proper recruit strategy for prospective bursary students is in place; provide support to staff on the interpretation of policies and prescripts; assist with the implementation of compliance of bursary obligations and identifying default bursary holders; following up on default bursars; compile management reports on training on an annual and quarterly basis, monitoring SLAs with different institutions; serve as resource person w.r.t all aspects of TD programme; advocating training and development in the department; Coordination of Claims Administration- verifying all claims, managing the process of payments for SP timeously; Supervision of staff and control of workflow in the section; Liaising with Higher Education Institutions re professional programmes offered; Ensuring that quarterly and annual reports are compiled and submitted to the relevant structures; Co-ordinating all bursary contracts of educators and student teachers; Co-ordinating and maintaining a database of all educator bursary holders.
<b><u>ENQUIRIES</u></b>	:	Gavin de Bruyn at (021) 467 2575.
<b><u>POST 11/124</u></b>	:	<b><u>WEB AND ELECTRONIC MEDIA DEVELOPER</u></b> Directorate: Communication Web Site Maintenance and Development
<b><u>SALARY</u></b>	:	R161 970 – R 190 791 per annum plus benefits (Salary level 8)
<b><u>CENTRE</u></b>	:	Edumedia, Mowbray
<b><u>REQUIREMENTS</u></b>	:	An appropriate, minimum 2-year post-matric qualification with a focus on Communication and Web Development together with related IT skills (including a programming language) plus at least 1 year's experience in the maintenance of informational websites. Recommendations: Familiarity with the structure and maintenance of the WCED's websites. Competencies: Excellent computer skills; experience with HTML and Javascript coding; preparation and manipulation of images for presentation via the Internet; preparation and manipulation of Acrobat documents; understanding of the role of websites in within the context of corporate communication; and a strong grasp of the user expectations with respect to institutional websites. Personal attributes: Ability to work under pressure and meet deadlines; responsible; self-motivated and disciplined; a lateral thinker.
<b><u>DUTIES</u></b>	:	Responsible for the day-to-day maintenance of the Corporate website, the Online Product catalogue and the Online Library; At the request of the Director: Communication (or, by proxy, other units of the WCED), perform day-to-day preparation and uploading of additional content; Assist the Director: Communication in devising and implementing additional online features; Monitor and forward all communications received via online forms; Monitor time-specific documents and control appropriately; Make suggestions re ongoing usability improvements to the websites.
<b><u>ENQUIRIES</u></b>	:	Melvine de Vos at (021) 689 9536 (Email: mdevos@pgwc.gov.za).
<b><u>NOTE</u></b>	:	The successful candidate will assist the Directorate: Communication with the technical support (maintenance and development) of the Western Cape Education Department's websites: WCED Online and Edumedia Online.

**DEPARTMENT OF HEALTH**

*The Department of Health is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.*

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

**OTHER POSTS**

**POST 11/125** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)**

**SALARY** : Grade 1: R 365 217 per annum  
Grade 2: R 423 846 per annum  
Grade 3: R 491 892 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : minimum educational qualification: MBChB with completion of Community Service. Experience: Grade 1: None, Grade 2: A minimum of 5 years appropriate experience as a Medical Officer, after registration with the HPCSA as a Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as a Medical Officer, after registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness to supervise and teach interns and student-interns. Competencies (Knowledge/skills): Skills in basic paediatric and neonatal care as well as common paediatric and neonatal emergencies. Knowledge of costs to ensure cost-effective quality service. Fluency in at least two of the three official languages of the Western Cape. Recommendations : APLS/PALS/DCH will be advantageous, as well as experience in Paediatrics & Neonatology.

**DUTIES** : Key result areas/outputs: Clinical duties working alongside consultants and registrars providing quality care to patients. Supervised management and care of the general paediatric wards, alternating with management and care of the neonatal wards, outpatients and casualty. Active participation in academic activities. Further studies and Diplomas encouraged. After hour cover in accordance with the overtime contract. Participation in outreach and support activities for the TBH catchment area when necessary.

**ENQUIRIES** : Dr E Malek at (021) 938-5734.  
**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 26 March 2010

**POST 11/126** : **CLINICAL PROGRAMME CO-ORDINATOR (DISTRICT WOMEN'S AND MATERNAL HEALTH CO-ORDINATOR) COMPREHENSIVE HEALTH**

**SALARY** : R227 148 (PN-A5) per annum.  
**CENTRE** : West Coast District Office, Malmesbury  
**REQUIREMENTS** : Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Inherent requirements of the job: Valid Code B driver's licence (manual) and willingness to travel. Competencies (Knowledge/skills): Good interpersonal and communication skills and strong leadership abilities. Knowledge and application of regulations, policies and procedures relevant to Maternal and Women's Health Programmes. Understanding of the District Health system (DHS). Recommendation: Management experience.

**DUTIES** : Key result areas/outputs: Coordinate facilitate and effectively manage (including monitoring and evaluating programmes objectives, goals and targets) of Women's and Mental Health programmes consisting of the following: Reproductive Health, Rape Survivors and Sexual Assault, Maternal and Neonatal Health. Provide support/supervision to all staff within the programmes. Liaison with all relevant role players. Effective implementation of appropriate projects and programmes to improve the Women's and Maternal Health Programmes in the region. Involvement in training

programmes in conjunction with Human Resource Development and Training Department.

**ENQUIRIES** : Mrs WM Kamfer, tel. no. (022) 487-9208  
**APPLICATIONS** : The Director: West Coast District, Private Bag X 15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr CJ Matshoza  
**CLOSING DATE** : 9 April 2010

**POST 11/127** : **PHARMACIST'S ASSISTANT (POST BASIC) GRADE 1 TO 3 15 POSTS**  
Directorate: Supply Chain Management, Western Cape Medical Supplies Centre

**SALARY** : Grade 1: R 105 543 per annum  
Grade 2: R 122 490 per annum  
Grade 3: R 132 738 per annum

**CENTRE** : Head Office  
**REQUIREMENTS** : Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post Basic). Experience: Grade 1: None. Grade 2: A minimum of 5 years appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post Basic) with the SAPC. Competencies (Knowledge/skills): Knowledge of Good Pharmaceutical Practice, Best Warehouse Practice and SAPC Regulations to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Computer literacy. Recommendation: Experience in handling of pharmaceutical supplies particularly in a warehouse environment.

**DUTIES** : Key result areas/outputs: Monitor the booking in of received pharmaceutical products from suppliers. Ensure effective control of pharmaceutical stock and correct selecting of stock. Assist with efficient and secure packaging of pharmaceutical products for delivery. General administration.

**ENQUIRIES** : Mr S Theron, tel, no. (021) 483-2140  
**APPLICATIONS** : The Director : Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Versfeld  
**CLOSING DATE** : 9 April 2010