



DATE OF ISSUE: 26 MARCH 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 12 OF 2010

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **26 APRIL 2010**

AMENDMENTS : **Department of Water Affairs:** Kindly note that post 06/86 Chief Accounting Clerk is cancelled.

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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. 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 12/01** : **BUSINESS DEVELOPER REF NO 58/2010**
Directorate: Business and Entrepreneurial Development
Please note that this post is the amendments from the previous DPSA Circular, DPSA Circular No. 11 of 2010.
- 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 12/02 : **INFORMATION ANALYST: BUSINESS AND ENTREPRENEURIAL REF NO 54/2010**
 Directorate: Business and Entrepreneurial Development
 Please note that this post is the amendments from the previous DPSA Circular, DPSA Circular No. 11 of 2010.

SALARY CENTRE : R105 645 per annum
 : 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 12/03 : **INFORMATION ANALYST: BUSINESS AND ENTREPRENEURIAL REF NO 55/2010**
 Directorate: Business and Entrepreneurial Development
 Please note that this post is the amendments from the previous DPSA Circular, DPSA Circular No. 11 of 2010.

SALARY CENTRE : R105 645 per annum
 : 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. Nembabuni, Tel. 012 319 8148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of these posts

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

FOR ATTENTION : Mr Daniel Masoga

CLOSING DATE : 09 April 2010

NOTE : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

OTHER POST

POST 12/04 : **POLICY ANALYST: ENVIRONMENTAL SECTOR TRADE DEVELOPMENT**
REF NO: AP11/2010

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

CENTRE : Pretoria

REQUIREMENTS : A three year degree/diploma in environmental sciences or trade or relevant qualification, A postgraduate qualification would be an advantage. Extensive (3 years) relevant experience in international trade, including environmental sector trade and an awareness/knowledge of South Africa and government's priorities• Broad understanding and knowledge of environmental and development issues (globally, regionally, locally)• Ability to conduct research, gather and analyze information and draft documents• The ability to formulate sound policies through analytical and innovative thinking• Ability to manage components and plan for activities, including projects and policy matters• Ability to interpret and apply policies, strategies and legislation• Ability to liaise with and coordinate stakeholder engagement. Good communication skills (written and spoken); good negotiation and advocacy skills. Ability to control the budget of the component• Good computer literacy and use of standard packages• Ability to work under pressure• Good interpersonal skills• Ability to work individually and in a team• Ability to work under pressure• Willingness to travel nationally and internationally.

DUTIES : The successful candidate will be responsible for the following key performance areas: Conduct research and prepare policy discussion documents to inform South Africa's negotiating positions for international trade related to the environmental sector in the relevant multi-lateral institutions, organizations, forums and partnerships• Facilitate stakeholder consultations and lobbying necessary for the formulation of negotiating positions with relevant lead Department• Prepare policy and discussion documents for stakeholder consultation to inform South African foreign policy on international trade issues related to the environmental sector and the integration of these into the cluster priorities and work programmes• Provide secretariat support for and represent the Department at the planning, preparatory, negotiating delegation, implementation and monitoring and evaluation meetings related to South Africa's engagement in international trade related to the environmental sector• Facilitate arrangements for ongoing review of national implementation strategies and action plans relevant to South Africa's international trade related to the environment sector• Provide and facilitate arrangements for the implementation, monitoring, evaluation and implementation of trade programmes related to the environmental sector and compile reports thereon• Provide support to the delegation attending the negotiations• Coordinate reporting on trade programmes related to the environmental sector.

ENQUIRIES : Ms V Pillay, Tel: 012 310 3201

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001 OR hand delivered at 34 Hamilton Street, Arcadia
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 07 April 2010, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POST

- POST 12/05** : **SPECIALISTS: MONITORING AND EVALUATION REF NO:**
- S/M&E/2009/04**
- SALARY** : R378 456 per annum (annual total cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : 3-4 years experience in IT system development or maintenance or Business information systems. At least 2 years relevant experience in M & E. Experience in creating an electronic business information system. This also includes a programming system for generating automated reports. Experience in analyzing information business systems for generating reports and providing feedback to management. Application of IT systems development or programming skills or business information skills on different environments, especially on M&E. Ability to develop or design an electronic M&E system. Ability to develop electronic data collection tools. Proven ability to apply IT systems on M&E tools and processes. Project management experience. Ability to understand business information systems. Demonstrate ability to work in a diverse multicultural environment Ability to apply IT systems development or programming skills on an M&E environment or in a pension industry.
- DUTIES** : Key Performance Areas: The successful candidate will be responsible For the following: Generate a system for monthly statistics and draw reports against KPIs for M&E purposes. Analyse and interpret business requirements for an electronic M&E system. Develop M&E reports using oracle or develop technical design specifications for this purpose. Develop and implement new application systems for the GEPF using appropriate development tools in accordance to the IT system and standards. Provide guidance on converting the manual M&E system to an electronic system. Assist in the development of an electronic M&E reporting system. Manage electronic inputs into the M&E reporting system. Provide support to business units on the electronic M&E reporting system. Adapt the M&E system to other GEPF electronic systems. Analyse and refine existing systems as prescribed by the M&E business unit. Analyse new data and convert it into system language for M&E purposes.
- NOTE** : The Specialist: Monitoring and Evaluation primary goal is to Support the Senior Manager: Monitoring and Evaluation in achieving the GEPF's strategic goals by ensuring the effective and efficient provision of monitoring and evaluation for GEPF. The key output from the role is to provide support to GEPF on monitoring and evaluation.

INDEPENDENT COMPLAINTS DIRECTORATE

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

APPLICATIONS FOR ATTENTION : Independent Complaints Directorate, Private Bag X25, Johannesburg 2000
CLOSING DATE : Ms F Dlakana
 : 09 April 2010
NOTE : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver's licence. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only. The successful candidate will have to undergo Security vetting, His/Her character should be beyond reproach.

OTHER POST

POST 12/06 : **SENIOR INVESTIGATOR**

SALARY : R161 970 per annum
CENTRE : Johannesburg
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.

DUTIES : His/her duties will entail amongst others, supervision of investigator and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : Mr C de Jager

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 12/07 : **REGIONAL AUDIT MANAGER: GENERAL ASSURANCE REF NO:**
10/63/IA

SALARY : R378 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape
REQUIREMENTS : An appropriate three year Bachelor degree or diploma with majors in Auditing/Internal Auditing and Accounting; Five years experience in internal auditing, of which two years should be at Supervisory/Management level, or alternatively completed articles with three years relevant internal audit experience of which one year should be at a Supervisory/Management level; Candidates must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards; The successful candidate will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.

DUTIES : Provide input in the development of Internal Audit three year and annual plans on regional audit focus areas; Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards; Plan, execute and report on complex and high level audit assignments; Lead and manage internal audit teams to ensure that audit projects are executed and performance targets are achieved; Build and maintain relationships with all stakeholders; Document information and transaction flows; Assist with the business risk analysis; Provide management and other stakeholders with timely audit reports; Manage internal audit resources to ensure that internal audit resources are managed effectively and efficiently; Perform ad-hoc assignments; Train, mentor and develop team members and Promote and market internal audit services in the regions.

ENQUIRIES : Mr George Ntobeng ☎ 012 315-1736
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

CLOSING DATE : 06 April 2010

POST 12/08 : **SENIOR AUDITOR: GENERAL ASSURANCE 2 POSTS REF NO: 10/62/IA**

SALARY : R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Free State (1), North-West (1)

<u>REQUIREMENTS</u>	:	An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which at least one should be as a team leader or have potential to lead a team; Candidates must be studying towards a relevant professional qualification; Candidates must be able to audit business research; Candidate must be able to audit risk assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Provide input into the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Maintain database for audit operational activities: Monitoring and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Maintaining a register of audit projects and findings and monitor implementation and adherence to audit recommendations; Maintain and updating register on auditable risks; Conduct a full internal audit engagement; Coach, Lead, train and develop new team members; Review performance and provide coaching and guidance to staff; Provide support to the Internal Audit team on the teammate software; Maintain management information for the Internal Audit Unit; Build relationships with external auditors and other assurance providers; Promote governance
<u>ENQUIRIES</u>	:	Mr. G Ntobeng ☎ (012) 315-1736
<u>APPLICATIONS</u>	:	Applicants must specify which centre applying for. One application per post. 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
<u>CLOSING DATE</u>	:	06 April 2010
<u>POST 12/09</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 10/29/FS</u>
<u>SALARY</u>	:	R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's Degree or equivalent qualification in Public; Administration / Management; Three year practical experience in the Financial Management and office Administration of which one (1) year should be at supervisory level; Knowledge of Public Service and Departmental Legislation and Prescripts; Knowledge of the Public Finance Management Act, Treasury Regulations and Departmental; Finance Instructions; A valid driver's license. Skills and competences: Good communication skills (written and verbal). Computer literacy (MS Office); Strategic and leadership skills; Good planning, analytical and organization skills; Problem solving and decision making; Financial Management; Ability to interpret and apply policy; Self driven and innovative; Ability to work independently and in a high pressure environment;
<u>DUTIES</u>	:	Supervise administrative staff in the Directorate Supply Chain Management; Manage financial, assets, procurement and budget functions of the Directorate; Prepare all monthly statistical and financial reports for the Directorate; Ensure effective internal controls regarding financial and administrative risk in the office; Oversee Employee Relations and Human Resource Development of Administrative Staff in the Directorate; Liaise with National Office of the Department and other Departments by means of telephonic discussion, correspondence and personal discussion;
<u>ENQUIRIES</u>	:	Ms. MA Luthuli @ (051) 407 1800
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: Colonial Building, 53 Maitland Street, Department of Justice and Constitutional Development; Bloemfontein, 3001.
<u>CLOSING DATE</u>	:	06 April 2010
<u>POST 12/10</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 10/15/FS</u>
<u>SALARY</u>	:	R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Bloemfontein

REQUIREMENTS : National Diploma or Degree in related field; Three year relevant experience; Grade A PSIRA registered; Fire fighting and prevention certificate; A valid driver's license because the official will be expected to travel extensively. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations.

DUTIES : Take overall responsibility of all security operations in the region; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, Security Personnel, Contract Security and Physical Security Infrastructure; Ensure Implementation of security measures at courts in consultation with the Court Managers; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all staff /public members in the court environment; Coordinate reports of all activities in the sub-directorate (OHS, Physical Security, Document control and Information Security) and give advice; Coordinate vetting of all personnel in the region including contractors; Conduct security risks/appraisals ensuring proper implementation of recommended measures.

ENQUIRIES APPLICATIONS : Ms. MA Luthuli @ (051) 407 1800

ENQUIRIES APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: Colonial Building, 53 Maitland Street, Department of Justice and Constitutional Development; Bloemfontein, 3001.

CLOSING DATE : 06 April 2010

POST 12/11 : **COURT MANAGER 4 POSTS REF NO: 10/18/FS**

SALARY : R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Offices: Sasolburg, Kroonstad, Phuthaditjhaba And Odendaalsrus
A Bachelor's degree in Public Administration/Management and/or National Diploma in Service Management (NQF level 5) plus the modules on Case Floor Management or equivalent qualification; Three year's managerial or supervisory experience; A valid driver's license. The following will serve as strong recommendations: Knowledge of an experience in office and district administration. Knowledge of Financial Management and the PFMA. Skills and competencies: Computer literacy; Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written)

DUTIES : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile an analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreements.

ENQUIRIES APPLICATIONS : Ms. MA Luthuli @ (051) 407 1800

ENQUIRIES APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: Colonial Building, 53 Maitland Street, Department of Justice and Constitutional Development; Bloemfontein, 3001.

CLOSING DATE : 06 April 2010

NOTE : Preference will be given to black/ Coloured female candidates and people with disability.

POST 12/12 : **COURT MANAGER REF NO: 2010/14/MP**

SALARY : R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court, Mbibana
Three(3) year qualification in Administration/Management and/ or National Diploma in Service Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three years'

managerial or supervisory experience; A valid code EB drivers' license; Computer literacy; The following will serve as strong recommendations:- Knowledge and experience in office and district administration; Knowledge of Financial Management and the PFMA. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; and Good communication skills (verbal and written).

DUTIES : Co-ordinate and manage the financial and human resources of the office; Coordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders; and Manage service level agreements.

ENQUIRIES APPLICATIONS : Mr S E Mashele ☎ 013 753 9300/08
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE : 06 April 2010

POST 12/13 : **COURT MANAGER REF NO: 2010/15/MP**

SALARY : R192 540 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court, Nsikazi
: Three (3) year qualification in Administration/Management and/ or National Diploma in Service Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three years' managerial or supervisory experience; A valid code EB drivers' license; Computer literacy; The following will serve as strong recommendations:- Knowledge and experience in office and district administration; Knowledge of Financial Management and the PFMA. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; and Good communication skills (verbal and written).

DUTIES : Co-ordinate and manage the financial and human resources of the office; Coordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders; and Manage service level agreements.

ENQUIRIES APPLICATIONS : Mr S E Mashele ☎ 013 753 9300/08
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE : 06 April 2010

POST 12/14 : **INTERNAL AUDITOR 2 POSTS REF NO: 10/71/IA**

SALARY : R161 970 – R190 791per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria And Mafikeng
: An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least one year experience in Internal Auditing (includes internship/learnership); Candidates must possess a broad and in-depth knowledge of the Public Finance Management Act and in-depth knowledge of the Standards set by the IIA and working knowledge of Auditing; Successful candidates will be required to complete a security clearance.

DUTIES : Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;

ENQUIRIES APPLICATIONS : Ms P Modibane 📞 (012) 315 1668

CLOSING DATE : Applicants must specify which centre applying for. One application per post. 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
12 April 2010

POST 12/15 : **ADMINISTRATIVE OFFICER 2 POSTS REF NO: 10/74/LAS**

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

CENTRE REQUIREMENTS : Office Of The Chief State Law Adviser: Cape Town And Pretoria
Three year relevant Degree or equivalent qualification; At least one year relevant administrative experience; Knowledge of the PMFA; Knowledge of JYP and BAS will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Good interpersonal skills; Organizational skills; Able to work under pressure and willingness to work irregular hours; Accuracy and attention to details.

DUTIES : Co-ordinate the distribution of incoming and outgoing mail and keeping a register for the purpose; Perform tasks related to the acquisition and procurement of stores and equipment for the Unit; Make travel and accommodation arrangements for the Unit; Manage the cleaning and the courier services; Arrangement of meeting, minutes takings and events for the office; The incumbent will be required to make arrangements for the events for the office; Perform miscellaneous job related duties as assigned; Supervise Administrative staff; Responsible for the work of the Register; Compiling statistics for the office; Perform any other administrative functions assigned from time to time.

ENQUIRIES APPLICATIONS : Mr Z. Cornelius 📞 (012) 315 8185

CLOSING DATE : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
12 April 2010

POST 12/16 : **SOCIAL WORKER 2 POSTS GRADE 1 - 4 REF NO: 10/12/FA**

SALARY : R130 467 – R297 144 per annum. (Salary will be determined in accordance with experience).The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Cape Town (1); George (1)
Bachelors Degree in Social Work or equivalent qualification that allows professional registration with the SACSSP; A minimum of 0 – 30 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP) as Social Worker; Knowledge and experience Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A valid code EB driver's license and be willing to undertake a certain amount of travelling; Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict handling; Attention to detail.

DUTIES : Conduct mediation and/or inquiries as part of a multi-disciplinary team in Care, Contact and guardianship, child abduction and other related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the

<u>ENQUIRIES</u>	:	Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Cape Town: Ms I Baartman ☎ 021 426 1216 George: Adv Calitz ☎(044) 802 4200
<u>APPLICATIONS</u>	:	Separate application must be made for each centre. 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
<u>CLOSING DATE</u>	:	12 April 2010
<u>POST 12/17</u>	:	<u>JUDGE SECRETARY: 3 POSTS REF NO: 10/30/FS</u>
<u>SALARY</u>	:	R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 plus 3 years experience or second year registered Law Student; Proficiency in English. Working knowledge of Afrikaans will be an added advantage; A Valid driver's license, an added advantage. Skills and competencies: Computer literacy (MS Office) Good communication skills (written and verbal); Administration and organizational skills
<u>DUTIES</u>	:	Answer telephone and make telephone calls on behalf of the Judge; Manage and type correspondence and judgments for the Judge, Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc. Update files, documents and provide copies of documents to the Registrar; Accompany the Judge on circuit. Arrange receptions for the Judge, his or her visitors and attend to their needs. Manage secretarial and other related duties in the office.
<u>ENQUIRIES</u>	:	Ms. A Luthuli at ☎ (051) 407 1800
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: Colonial Building, 53 Maitland Street, Department of Justice and Constitutional Development; Bloemfontein, 3001.
<u>CLOSING DATE</u>	:	06 April 2010
<u>POST 12/18</u>	:	<u>INTERMEDIARY POST REF NO: NC/73/09</u> 6 Months Contract
<u>SALARY</u>	:	R130 425 per annum plus 37% in lieu of service benefits.(The successful candidate will be required to sign a performance agreement. This post is a re-advertisement, candidates who previously applied are encouraged to re-apply).
<u>CENTRE</u>	:	Magistrate's Office De Aar
<u>REQUIREMENTS</u>	:	Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977,as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four year's experience in child care. Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two year's experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four year's experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as

clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. Reliable, dedicated and hardworking. Language requirements: a combination of the following will be considered: Fluency in English, Afrikaans and IsiXhosa. Setswana and other languages will be an added advantage. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.

DUTIES : Act as Intermediary by facilitating court proceedings where 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.

ENQUIRIES : Mr J Tope ☎ (053) 839 0060

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, Kimberley.

CLOSING DATE : 09 April 2010

POST 12/19 : **SENIOR ADMINISTRATION CLERK: DEBT COLLECTOR REF 10/72/SA**

SALARY : R 105 645 – R 124 443 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: East London

REQUIREMENTS : Diploma in Paralegal studies and/or Grade 12 or equivalent qualification; Two years general office administration experience; Debt Collection and paralegal experience. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills; Interpersonal skills; Creative and analytical; Sound administrative, organizational and planning abilities.

DUTIES : Drafting and typing pleadings and processes such as summons, warrant of executive, judgment etc; Filing, photocopying and faxing of documents; Negotiate payments with debtors, placing advertisements in the newspaper; Attend to telephone enquiries from client departments, Debtors etc; Consult with clients, debtors and negotiate payments; Provide legal advice to client departments; Calculate of payment and interest towards settlement of debt.

ENQUIRIES : S Radebe ☎ (012) 357 8240

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

CLOSING DATE : 12 April 2010

POST 12/20 : **SECRETARY (PA) REF NO: 10/73/LCD**

SALARY : R 87 978 – R 103 635 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : South African Law Reform Commission: Pretoria

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

- DUTIES** : Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.
- Make travel arrangements; Process travel and subsistence claims for full time Commissioner; Manage the diary of the Full-time Commissioner; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings and other official activities; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager
- ENQUIRIES** : Mr. G Ntobeng 📞 (012) 315 1736
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- CLOSING DATE** : 12 April 2010

DEPARTMENT OF MINERAL RESOURCE

APPLICATIONS : The Director-General, Department of Mineral Resources, PrivateBagX59, Pretoria, 0001

FOR ATTENTION : Ms E Lethole/Ms H Marakalala

CLOSING DATE : 09 April 2010

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

OTHER POSTS

POST 12/21 : **DEPUTY DIRECTOR: CLEAN DEVELOPMENT MECHANISM (CDM) PROMOTION AND CAPACITY BUILDING**

SALARY : R448 521 per annum (all inclusive package), Level 12

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized three year qualification in Natural Sciences, plus two years experience in Clean Development Mechanism related fields. PLUS the following key competencies: Knowledge of: • Knowledge of the legislation, policies, regulations, protocols pertaining to CDM and clean energy sector. • Understanding of the United Nation Convention Framework on Climate Change and Kyoto Protocol • Understanding of Rules and procedures for CDM (Marrakesh Accord) • CDM Project Cycle • Understanding of Sustainable Development and government objectives Skills: • Budget control • Interpretation skills • Negotiation skills • Computer literacy • Analytical computer literacy • Presentation skills Communication: • good communication (written-report writing and verbal) • ability to interact with people on various level. Creativity: • Ability to summarize technical documents • Ability to analyse problems

DUTIES : Manage and implement CDM capacity building and awareness raising activities • Develop CDM informational and promotional material • Provide guidance on CDM project Development and assistant in identifying potential CDM activities • Manage stakeholder engagements • Manage projects implemented to remove the barriers for CDM uptake • Conduct research and disseminate information on national and international CDM issues to CDM investor • Facilitate the development of development of SA position on CDM related issues. • Develop and manage the budget for the promotion and capacity building sub-Directorate

ENQUIRIES : Ms L.O Chauke ☎012 444 4116

POST 12/22 : **SECRETARY (OFFICE OF THE DIRECTOR PETROLEUM POLICY AND REGULATIONS)**

SALARY : R per annum, Level: 5

CENTRE : DOE, Pretoria

REQUIREMENTS : Grade 12 plus diploma in Secretarial/ Admin/Office Management Plus one year experience • PLUS the following key competencies: Knowledge of: Minute Taking • Diary Management • Document Tracking • Administrative Practice • Windows Microsoft Packages (word, excel, PowerPoint, Explorer and outlook • Skills: Organisational Skills • Interpersonal Skills • Telephone and office Etiquette Computer Skills • Good communication Skills • Ability to maintain a high level of confidentiality Communication • : Good written and verbal communication skills Ability to communicate clearly and concisely at all levels Creativity: Innovative and creative thinking ability • Ability to work under pressure Good grooming

DUTIES : Provide Secretarial support to the Director Compile and type letters, reports, submissions and memorandums • Manage the diary of the Director Arrange meetings workshops and seminars and refreshments • Make travel arrangements for the Director and submit claims for expenditure • Co-

ordinate and maintain relations with stakeholders • Render any administrative duties as and when required.

ENQUIRIES : MR. Jabulani Ndlovu ☎ (012) 444 – 4021

POST 12/23 : **ADMIN CLERK (BID MANAGEMENT)**

SALARY : R 85 338 per annum, Level: 5

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Senior Certificate or National Diploma in Procurement/ Logistics/Finance/Commercial field/ Administration/ Supply Chain Management or related field coupled with experience in Procurement PLUS the following key competencies. ☐ Knowledge of: • PFMA • SCM • PPPFA • ☐ Skills: • Computer Literacy • Financial • ☐ Communication: • Good verbal and written communication • ☐ Creativity: • Self-driven • Innovative and self confidence • Ability to work under pressure • Ability to work as a team.

DUTIES : • Evaluate all quotes above R30 000 • Prepare and distribute Bid Adjudication Committee (BAC) file • Assist with feedback to users • Allocate BAC numbers to all requests • File records of decisions of the BAC • Compile request for orders • Update price changes for Information Technology equipment

ENQUIRIES : Mr Tuelo Thubisi ☎ 012 317 8591

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

CLOSING DATE : 06 April 2010 at 12:00

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 12/24 : **SECURITY ADMINISTRATION OFFICER: PHYSICAL SECURITY REF NO: S025/2010**
Division: Corporate Services

SALARY : R240 318 per annum

CENTRE : Pretoria

REQUIREMENTS : National diploma or equivalent qualification in Security Risk Management as well as code 8 driver's license • At least 5 years' experience in Physical Security, two of which in management or supervisory level • SAMTRAC certificate or equivalent • NIA Security Manager's course will be an added advantage • Computer literacy with sound knowledge of the full MS Office • Extensive experience in security administration communication, interpersonal and conflict management skills • Ability to work cooperatively and successfully in a team • Problem solving and leadership competencies.

DUTIES : It would be expected from the candidate to: • Develop and implement physical security policy and procedures • Draft and implement Service Level Agreements • Develop and implement the Emergency plan • Conduct physical security risk assessment and advice management on recommended solutions • Ensure implementation of physical security measures • Conduct security awareness in the Department • Monitor the extend of adherence/compliance to the physical security policies and measures • Liaise with external stakeholders such as the SAPS and NIA where applicable • Implement the SHERQ policy and procedures • Manage and develop competencies of senior security officers.

POST 12/25 : **SUPPLY CHAIN SPECIALIST: ORDERS REF NO: S024/2010**
Division: Corporate Services

SALARY : R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : A diploma or equivalent qualification in Supply Chain Management • Experience in the operation of the LOGIS, BAS System and Supply Chain Management policy and procedures • In-depth knowledge of procurement management and processes • Good client service orientation • Problem solving and analysis • Willingness to work in a team • Computer literacy with sound knowledge of Microsoft Word and Excel.

DUTIES : It would be expected from the candidate to: • Deal with all aspects of requisitions such as quotation, purchases and processing requisitions online on the LOGIS Integration System • Verify and link supplier contract details • Capture and verify correct quantity and pricing on the LOGIS System as approved by Demand and Acquisition Management • Maintain and keep records of all requests • Provide transactional information to be included in the monthly report.

DEPARTMENT OF TOURISM

The National Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of these posts

- APPLICATIONS** : The Director-General, Department of Tourism, Private Bag X447, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)
- CLOSING DATE** : 19 April 2010
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, For more information, please visit our website at www.tourism.gov.za

OTHER POSTS

- POST 12/26** : **PRINCIPAL TELECOM OPERATOR (NDT58/2010)**
- SALARY** : R130 425 per annum (total package of R190 349.00 per annum-condition apply)
- CENTRE REQUIREMENTS** : Pretoria
Grade 12 or equivalent qualification. Knowledge and experience on switchboard operation or Call Centre is essential. Computer literacy. Good communication skills (verbal and written). Listening skills. Problem solving skills. Good interpersonal skills. Good telephone etiquette, accuracy.
- DUTIES** : To render effective and efficient telephone services. Answer incoming and internal calls. Assist officials in dialling international and local numbers. Assist in programming of telephone instruments. Report faulty telephone lines. Assist with opening and closing telephone extensions. Update of telephone list. Compile statistics and reports. Supervision of component.
- ENQUIRIES FOR ATTENTION** : Ms M Modisakeng Tel: 012-310 3642
Mr G Ntshane
- POST 12/27** : **SENIOR TELECOM OPERATOR (NDT59/2010)**
- SALARY** : R105 645 per annum (total package of R160 283 per annum-condition apply)
- CENTRE REQUIREMENTS** : Pretoria
ABET or a Grade 12. Knowledge and experience on switchboard operation or Call Centre is essential. Computer literacy. Good interpersonal and communication skills (verbal and written). Good telephone etiquette, accuracy and concentration will serve as a recommendation.
- DUTIES** : To render effective and efficient telephone services. Answer incoming and internal calls. Assist officials in dialling international and local numbers. Report faulty telephone lines. Compile statistics.
- ENQUIRIES** : Ms M Modisakeng Tel: 012-310 3642

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 12 April 2010

OTHER POSTS

POST 12/28 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT MANAGER**

SALARY : R448 521 per annum (All inclusive salary package)

CENTRE : Nelspruit

REQUIREMENTS : Relevant degree or equivalent tertiary qualification. Understanding of technical standards and procedures. Knowledge of related Acts and Legislation. Ability to manage programmes and projects. Ability to think strategically, develop and apply policies, procedures and business/action plans practically. A self-motivated individual with good intra and interpersonal communication skills at all stakeholder levels. Ability to negotiate, present and write reports effectively. Computer skills including MS Office suite and related computer packages. Driver licence.

DUTIES : Ensure the coordination and analysis of strategic inputs and budget planning. Manage all incoming and outgoing strategic documents. Prepare strategic document for the Regional Head. Oversee the planning and preparation of meetings. Act as a central point of contact. Ensure the development and maintenance of a business plan. Provide regular feedback to the Regional Head with recommendations regarding required interventions. Ensure the coordination of the performance monitoring system of the managers reporting to the Regional Head. Ensure the creation of coherence and synergy across all functional areas. Ensure that action plans are met and delivered accordingly as required by the Regional Head. Ensure the compilation of the budget. Monitor expenditure within the directorate. Develop submission of projections and monthly expenditure reports. Analyse the entire Directorates budget and expenditure reports to provide the Regional Head with relevant information. Monitor and report on progress of flagship projects. Ensure effective management of all flagship projects. Report and provide feedback on all relevant flagship projects.

ENQUIRIES : Mr. FA Mntambo tel: 013-759 7311

APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs, Private Bag X11259, Nelspruit 1200,

FOR ATTENTION : Ms FM Hlatshwayo

POST 12/29 : **DEPUTY DIRECTOR: SECTOR FORESIGHT**

Directorate: Forestry Policy and Strategy

SALARY : R448 521 per annum (All inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : A relevant Bachelor's degree or equivalent qualification in natural resource economics and / or environmental sciences. A post graduate qualification will be an advantage. Four years or more experience in policy formulation and implementation. Familiarity with forest policy and legislation. Managerial, leadership, computer literacy, co-ordination, communication (written and verbal), interpersonal, presentation, research and analytical skills. A valid Code 08 driver's licence.

DUTIES : The person appointed in this position will be required to assist the Director: Forestry Policy and Strategy to bring together different disciplines in the process of generating policy for the sustainable development of the sector for the benefit of all South Africans. In addition, the successful candidate will be expected to take a major role in realigning the functions and responsibilities of the Directorate within the new DAFF mandate. The incumbent will, inter alia, be required to: Provide sector foresight to support the forestry sector policy and strategy development. Analyse sector driving forces and trends in national, regional and global forest policy to enable pro-active strategy and policy development. Develop scenarios of the current and future state of the sector and nature of the forest industry. Coordinate the process of reviewing the National Forestry Action Plan (NFAP) and developing the National Forest Programme (NFP) to give strategic direction to the forest sector. Provide policy briefs to support policy decisions on present and future activities in the sector. Assess opportunities and challenges for growth in the sector. Assess opportunities and challenges for alignment and integration of the sector and

sectoral activities and initiatives within local, provincial, national and international socio-economic and environmental paradigms. Provide policy advice and intelligence to the sector and be able to translate implications of international policy (for forestry. Coordinate the development of responses to issues raised in the State of the Forests Report. Coordination and synthesis of sector foresight processes, and promotion of relevant research to support a future vision. Assess and promote the role of forestry in the national frameworks for environment and natural resources, including development of the Forest Sector Climate Change Mitigation and Adaptation Plan. Co-operation with regional and international structures, conventions and processes to ensure that that forestry contributes to sustainable development, both nationally and internationally; and support DAFF Top Management with policy-relevant assessments on request.

ENQUIRIES : Mr Avhashoni Renny Madula (012) 336-7383
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 12/30 : **DEPUTY DIRECTORS: INSTITUTIONAL OPERATIONS 3 POSTS**
 (Berg-river Water Management Area, Gouritz Water Management Area and Olifantsdoorn Water Management Area)

SALARY : R448 521 per annum (All inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : An appropriate three/four year tertiary qualification or degree in the following fields; Natural Sciences, Civil Engineering or Town and Regional Planning, Hydrology, Geohydrology, Water Utilisation or other fields relevant to water resources planning and management . A valid code 08 driver's license Computer literacy, experience in compiling and analysing data and information. Recommendations: Policy and Strategy: Knowledge of the National Water Act of 1998 and related policies, strategies and guidelines. Experience: A related postgraduate qualification will be an added advantage Knowledge in a water sector field exposure to environmental management and/or land use planning and management practices; Proven leadership, negotiation and conflict resolution skills and abilities; Extensive experience in dealing with multi-stakeholder groups/ fora; Demonstrated excellent management and leadership skills. Good understanding of the principles of integrated water resources management and their application at catchment level. Implementation: Ability to translate policy and strategies into implementation plans. Experience in project management. Human Resources: Clear understanding of transformation in the Public Service. Finance: Experience in managing a budget

DUTIES : Development of catchment management plan and demand management strategies Direct and co-ordinate the establishment and regulation of water management institutions. Forge and sustain effective liaison with Provincial and Local Government as well as with industry, on issues relating to water resource management Water use licensing. Actively promote water conservation and efficient water utilisation through the authorisation process. Provide support for water resources management institutions Co-ordinate budgeting. Responsible for human resource management of the sub-directorate.

ENQUIRIES : Ms. A. Petersen 021 950 7287
APPLICATIONS : The Regional Director, Department of Water Affairs, Private Bag x16 Sanlamhof, 7532 Or hand deliver to No 3 Sigma Building, Blankenberg Road, Bellville.

FOR ATTENTION : Mr. B Saki (021 941 6018)

POST 12/31 : **ASSISTANT DIRECTOR: FORESTRY (POLICY AND STRATEGY SPECIALIST)**
 Directorate: Forestry Policy and Strategy

SALARY : R240 318 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelors degree or equivalent qualification in natural resources and / or environmental sciences, coupled with relevant experience in policy formulation and implementation. A post graduate qualification will be an added advantage. Familiarity with forest

<u>DUTIES</u>	:	policy and legislation, in particular the White Paper on Sustainable Forest Development, National Forests Act, 1998 (Act No. 84 of 1998), National Veld and Forest Fires Act, 1998 (Act No. 101 of 1998), and other government environmental legislation relevant to the forest sector. Computer literacy, project management, co-ordination, communication (written and verbal), interpersonal, research and analytical skills. A valid Code 08 driver's licence. The successful candidate will be required to: Participate in the development of appropriate policies and strategies for sustainable forest development. Ensure harmonisation of policies governing the forest sector. Monitor and evaluate the impact of forestry policy interventions. Advise on the adaptation and recommend improvement of forest policy process and standards. Promote process and policy coherence and consistency with relevant national and international processes and drivers. Assist with the review of the White Paper on Sustainable Forest Development, based on multi-stakeholder participatory principles. Assist with the coordination of the process of developing Forest Sector Climate Change Mitigation and Adaptation Plan. Commission specific pieces of forest policy research. Work closely with the other line function directorates to ensure that their strategies and implementation programmes are delivered with due regard to the forest sector policy process. Identify and liaise closely with other government policy initiatives that impact on sector.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Sibongile Mavimbela (012) 336-6724
<u>FOR ATTENTION</u>	:	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. Ms T Bapela
<u>POST 12/32</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION</u> (Water Resource Management: WARMS)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R240 318 per annum Hartbeespoort A three year degree / diploma or equivalent qualification plus relevant and experience in relevant field. Experience in revenue management, BAS and SAP. Sound knowledge of the PFMA, Treasury Regulations and Financial Rules. Good report writing skills. Ability to manage a team of people. Knowledge of relevant Policies and Legislative Prescripts. Excellent knowledge of BAS, SAP, SCOA, MS Excel and Ms Word. A valid driver's license. Good communication skill (written and verbal).
<u>DUTIES</u>	:	Manage and control Regional Revenue. Manage the processing of daily accounting, journals, ledgers as well as the internal control thereof. Coordinate Regional tariff calculations. Manage customers' reconciliations, i.e. Irrigation and Industrial. Coordinate audit samples for interim and final audit. Monitor, analyse and review RTS, Unid's regional clearing account, age analysis and other suspense accounts. Train and develop subordinate staff. Coordinate regional AFS procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Rens Botha Tel: 012 – 392 1308
<u>FOR ATTENTION</u>	:	Acting Chief Director, Department of Water Affairs, Private Bag X5, Mmabatho, 2735 Ms Khukhi Mutloane
<u>POST 12/33</u>	:	<u>ASSISTANT DIRECTOR: DAM SAFETY ADMINISTRATION 1 POST</u> Directorate: Water Abstraction & In-stream Use
<u>SALARY CENTRE REQUIREMENTS</u>	:	R240 318 per annum Pretoria An appropriate three year Bachelor's Degree/National Diploma or equivalent in Public Administration; Business Administration or Human Resources Management. Relevant working experience. Extensive experience in the application of Dam Safety Legislation in Chapter 12 of the National Water Act, 1998 will serve as added advantage. Appropriate experience in office administration environment and management/ control of registry (record management, database and filing) A good knowledge of the water sector as well as aspects of water resources development and management will also be advantageous. Excellent interpersonal, communication (written and verbal) as well as good liaison and organizational skills. Knowledge of and experience in computer application programmes such as MS Word, MS PowerPoint, Outlook and the Internet.

DUTIES : Lead and manage a small administration team who is responsible for the drafting of Dam Safety Licences, Approvals and Directives in terms of Dam Safety Legislation; Communicating the requirements of the Dam Safety Legislation in writing to dam owners, approved professional persons, engineers, technicians, interested and affected parties / stakeholders and the public and to initiate legal prosecutions when the need arises; Oversee the running of the Dam Safety Office Registry and the maintenance of the Dam Safety Office Database(s) Develop (and optimize) administrative systems that will reduce or streamline administrative tasks; Ensure compliance with dam safety policies and procedures; Compile/coordinate submissions to the Director – General or Minister in response to questions from the public, interested and affected parties, Parliament, on all aspects related to the safety of dams. Manage training and development programmes as well as performance management systems for the team. Manage recruitment and selection and compliance with HR prescripts and employment equity plans as well as transformation for the team.

ENQUIRIES : Ms. M. S. Modipane Tel: (012) 336-8015, Fax: (012) 323-8674

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 12/34 : **ASSISTANT DIRECTOR: PLANNING**

SALARY : R 240 318 per annum

CENTRE : Bellville

REQUIREMENTS : An appropriate three year qualification (Environmental Management or Science / Diploma/Degree in engineering or equivalent). Experience in Waters Services Sector and an ability to work with other disciplines and role players. Strong analytical, engineering facilitation skills and the ability to liaise with stakeholders in the water sector are essential. Good background in project – and Environmental management. Valid Drivers license and willing to travel extensively. Computer literate. Knowledge of the Water Services Act, National Water Act, NEMA, and other related acts, policies and guidelines. Good written and verbal communications skills. Must be a team player while and be able to take initiative. Good people management. the following will serve as recommendations: Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department, Willingness to travel and work irregular hours.

DUTIES : To render technical advice and support to WSA project managers and community development officers. Support implementation of programmes within WSA's. Support to FBS services; Drinking Water Quality in ensuring municipal effluent discharge compliance. Responsible and ensure for Compliance Monitoring of WSA's. Responsible for EIAs EMPR and Rezoning Applications and feedback to WSA's. Assist the WSAs to develop innovative procedures and approaches to accelerate delivery of sustainable water services to meet the targets. To establish, implement and maintain the National Monitoring and Information Management system. Provide inputs and support the Departmental and Municipal bilateral engagements. Support the departmental water for growth programmes. Provide support in Ministerial investigations. Perform duties linked to office administration and supervision of junior staff. Mentoring of junior staff and Graduate trainees.

ENQUIRES : Ms. P. Gasa-Lubelwana, Tel. 021-9507100

APPLICATIONS : The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532. Or hand deliver to No 3 Sigma Building, Blanckenberg B Saki 021 941 6018

FOR ATTENTION : B Saki 021 941 6018

POST 12/35 : **PERSONAL ASSISTANT**
Office of the Chief Director

SALARY : R192 540 per annum

CENTRE : Mafikeng

REQUIREMENTS : An appropriate three year tertiary qualification or equivalent qualification plus relevant and practical experience in providing senior management support. Good communication (written and verbal) and organizational skills. Experience in managing the diary and general office administration. Problem solving and good interpersonal relations. Computer literacy. Experience in

- working with senior management. Knowledge and understanding of the Public Service and general core business of the Department of Water Affairs will be an added advantage.
- DUTIES** : Receive and scrutinize all incoming correspondence. Arrange and plan meetings and workshops for the Chief Director's office. Compile and distribute minutes of meetings. Represent the manager at certain meetings and workshops and provide feedback. Manage the Chief Director's diary. Coordinate the activities of the Chief Director's office. Follow up on tasks allocated at meetings. Respond to queries and make follow-ups on behalf of the Chief Director. Ensure timely submission of reports to the Chief Director. Provide general administrative support service to the office of the Chief Director. Keep up to date with regard to Policies, Prescripts and Procedures applicable to his/her work terrain.
- ENQUIRIES APPLICATIONS** : Mr C Lobakeng Tel: 018 – 387 9500
- FOR ATTENTION** : Acting Chief Director, Department of Water Affairs, Private Bag X5, Mmabatho, 2735
Ms Khukhi Mutloane
- POST 12/36** : **ASSITANT DIRECTOR: FINANCIAL OPERATIONS**
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum
Roodeplaat Training Centre: Roodeplaat Dam: Pretoria
Degree or diploma in Financial Management or relevant equivalent qualification; Three years relevant financial experience; knowledge and understanding of BAS, PERSAL, PFMA, Treasury Regulations, Departmental Financial Instructions, Budgets, Assets and Supply Chain Management. Budgeting process in Government; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime if required. Basic computer literacy is required. The successful candidate must sign a performance agreement.
- DUTIES** : To support RTC Manager with regards to: Managing the MTEF budget process and monthly cash flow statement; Define and introduce financial control, procedures and methods; Monitor the implementation of audit recommendations and action plan to ensure compliance; Provide financial support services, i.e. budget formulation; allocation; executing and reporting; Manage, monitor and reporting on effective supply chain and asset management in line with Supply Chain Management Processes and prescripts including proper stock control Monitor OHS Manage Phakisa vehicles. Compile, update and maintain all statistical reports w r t procurement of goods and services; budget, OHS, assets Compiling and managing monthly financial updates;
- ENQUIRIES APPLICATIONS** : Mr Callie Fest Tel (012) 808 9572
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 12/37** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum
Pretoria
An appropriate bachelor's degree/ diploma or a Qualification in Records Management. Extensive experience in records management. Willingness to travel. Skills Needed: Leadership skills, organisational and planning skills Knowledge of project management, good Interpersonal skills as well as the ability to liaise with clients at all levels. Computer literacy.
- DUTIES** : Develop/ revise and ensure the implementation of the departmental records Management policy and the procedure manuals. Develop, implement and Maintain the departmental classification system. Manage and develop records control schedule. Manage the implementation of a systematic Departmental Records Disposal Programme. Develop and implement a Records Management Induction/ Training programme. Ensure the Implementation of electronic Records Management System. Manage the Departmental Records Management unit.
- ENQUIRIES APPLICATIONS** : Mr MC Netshidzivhani (012) 336 8008
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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 12/38</u>	:	<u>CHIEF PERSONNEL OFFICER</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A relevant recognized three year Bachelor's degree/ Diploma in Human Resource Management or Public Management. With three years experience in Human Resource Management environment. Extensive experience on Persal. System. Knowledge of Government procedures and the ability interpret HR policies. Knowledge of Public Service Regulatory Framework. Experience in recruitment and selection in the Public Sector. Good analytical and decision-making skills; good communication skills (verbal and written); Computer literacy. Knowledge of Human Resource Prescripts. Good understanding of establishment. Supervisory skills. Presentation Skills.
<u>DUTIES</u>	:	Responsible for handling of Service Conditions in the region. Responsible for monthly reporting in Service Conditions. Assisting in the process of recruitment and selection. Answer HR enquiries on a daily basis. Supervise subordinates in the section. Give guidance to subordinates on how to deal with PILIR cases. Oversee the process of Service Conditions and assist in approving transactions on Persal System. Advise line managers, area offices and other role players with regard to Service Conditions. Ability to work under pressure. Responsible for presentation of Service Conditions especially in the Induction course.
<u>ENQUIRIES</u>	:	Mr. B Saki Tel. 021 941 6018
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532
<u>FOR ATTENTION</u>	:	Mr. B Saki.
<u>POST 12/39</u>	:	<u>SENIOR STATE ACCOUNTANT: COMPLIANCE AND OVERSIGHT</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A relevant recognized three year Bachelor's degree/ Diploma in internal Auditing, Financial Accounting or qualification related to fraud, corruption and theft. A good understanding of the PFMA and Treasury Regulations. Appropriate experience in internal Auditing. An understanding of risk management. Good interpersonal, written and verbal communication skills. Analytical skills. The ability to work independently and under pressure. Willingness to travel as and when required. A valid driver's license. Computer literacy. Skills in the application of audit methodology and execution of audit procedures, in accordance with the approved audit programme. Ability to identify and analyse risks during the execution of the audit. Problem solving skills. Recommendations: Knowledge or experience of BAS, LOGIS, SAP, PERSAL will be an added advantage.
<u>DUTIES</u>	:	Co-ordinate audit queries from time to time. Ensure that the Western Cape complies with the PFMA, Treasury Regulations and Departmental Policies. Conduct awareness workshops from time to time and assist Management with investigations into fraud, corruption and theft in the Western Cape Region. Perform risk assessment workshops on a six monthly basis for the different business units. Perform audit follow-up's Promote a culture of Professionalism. Compile action plans with regards to audit findings.
<u>ENQUIRIES</u>	:	Mr G Leak at (012) 941 6007
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, SANLAMHOF 7532 or hand delivered to No 3 Sigma Building, Blacnkenberg Road, Bellville, 7530
<u>FOR ATTENTION</u>	:	B Saki 021 941 6018
<u>POST 12/40</u>	:	<u>SECRETARY</u> Directorate: Institutional Establishment
<u>SALARY</u>	:	R130 425 per annum
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Extensive knowledge and experience in office administration. Computer literacy. Good verbal and written communication skills. Good interpersonal relations and

telephone etiquette. Good planning and organization skills. Ability to work independently and under pressure

DUTIES : Provide secretarial and administrative support to the Director: Institutional Establishment. Make travel and accommodation arrangements and submit claims on behalf of the Director. Ensure good organisation system in the office. Receive visitors and guests. Handle telephone calls and management of incoming and outgoing mail. Manage ad-hoc appointments or emergencies. Management of the diary and remind the Director of appointments/events, etc. Manage Meeting/ Workshop arrangements, venue bookings and inviting delegates, Receive and send faxes and e-mail messages. Execution of any other tasks as required by the Director

ENQUIRIES : Ms W. Ralekoa Tel.: (018) 387 9500

APPLICATIONS : Acting Chief Director, Department of Water Affairs, Private Bag X5, Mmabatho, 2735

FOR ATTENTION : Ms K. Mutloane

POST 12/41 : **SENIOR SECRETARY: WATER ABSTRACTION AND IN-STREAM USE**

SALARY : R130 425 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised tertiary (NQF 5 or 6) qualification in any of the following fields: Secretarial, Administration or Office Management. Advanced Personal Assistant, Secretarial and/or IT qualification will serve as a recommendation. Knowledge, Skills and Abilities Strong ability to deal with a large volume of work under intense pressure; Ability to liaise at Senior Management level Excellent ability to prioritize work assignments and manage conflicting priorities, perform routine work independently but be a team player, meet deadlines and adapt to constantly changing demands; Strong organizing skills: ability to organize own schedule; ability to organize filing for easy retrieval by all authorized users; ability to deal with tasks related to organizing meetings, appointments, travel and follow-ups; Accuracy and ability to pay attention to details; Excellent communication skills: strong ability to draft correspondence, correct documents and present information; Strong interpersonal skills to work effectively in a multicultural environment with sensitivity and respect for diversity and to interrelate in a customer-friendly fashion with staff at all levels, as well as other external clients. Ability to act with tact, diplomacy, discretion and respect for confidentiality. Good working knowledge of Microsoft Office 2003 (Outlook, Word, Excel, PowerPoint), Good knowledge of both spoken and written English; knowledge of another official language will be an advantage. Sound numerical skills, good attitude and nice personality

DUTIES : The main purpose of the post is to provide administrative and secretarial support to the Director: Water Abstraction and In-stream Use. In particular, the Senior Secretary: Receives and distributes all incoming mail of the Directorate and brings important matters (with relevant background information) to the attention of the Director; Drafts routine correspondence: assists the Director in the compilation of documents and in the preparation of presentation material; Maintains and updates physical and electronic files of the office, including confidential files and databases Screens and checks correspondence prepared for the clearance or signature of the Director to ensure accuracy, completeness and compliance with the Department's and specific procedures and standards; Ensures that outgoing correspondence is sent through correct channels and in accordance with relevant instructions. Maintains and monitors schedule of appointments and commitments for the Director; makes travel arrangements for the Director; arranges meetings, prepares minutes where relevant; receives visitors. Provides guidance on secretarial and administrative practices and procedures such as adherence to correspondence instructions. Checks travel documents (including the Travel Agencies and Subsistence) for clearance/approval by the Director. Assists with the administration of the Directorate's time-sheets and leave management; Assists with the compilation of business and strategic plans, quarterly and annual reports Compiles administrative information such as travel plans for staff; and draws the attention of the Director to cases of non-observance of or deviation from standard procedures or practice. Performs other functions as requested by the Director.

ENQUIRIES : Mr. Charles K M'Marete Tel: (012) 336-8806

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 12/42 : **SENIOR SECRETARY**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : A grade 12 and Secretarial Diploma or office administration qualification with extensive, appropriate experience as secretary. Capabilities include office management skills, Computer literacy (Ms Word, Ms Excel, Ms Outlook and Ms PowerPoint); a good sense of client courtesy, events management, excellent diary management. Correspondence and telephone etiquette are essential. Strong influential, organizational, Interpersonal and communication skills (written and verbal) are critical for this position. Administration and Finance skills ability to work independently and under pressure will be added advantage.

DUTIES : The candidate will be responsible for the overall management of the office of the Chief Director: Financial Management, including: - tracking deadlines, outstanding deliverables and correspondence, Pro-actively outline CD's priorities and follow-up with the Directors and other role players. Effective correspondence, diary and document management, Organise meetings and take minutes; workshops and confirm logistics including preparation of agendas, presentations and distribution packs, Render an office support to the Chief Director, including travelling and accommodation arrangements, compiling and submitting of claims, filing, typing, dissemination of information, procurement of goods and services for the office and other office administration responsibilities.

ENQUIRIES : Ms Z Mathe Tel (012) 336 8751
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 12/43 : **SENIOR PROVISIONING ADMINISTRATION CLERK**

SALARY : R105 645 per annum
CENTRE : Durban
REQUIREMENTS : Senior Certificate (Matric). Computer Literacy e.g. Excel and Word. Experience in Government Systems (Logis/SAP). Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of asset management will be an added advantage.

DUTIES : Capturing of Requisitions, Orders, Goods Receipting and payments Manage Filing of Supply Chain Management Documentation Maintain registers for orders, payments and requisitions. Handle queries from Suppliers and capture new suppliers onto the Database. Maintain and Administer Stores. Issue stock and administer Stock Levels. Recording, faxing, copying and filing of documentation.

ENQUIRIES : Mr V. Nene – Tel. (031) 336 2700
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

FOR ATTENTION : The Manager (Human Resources)

POST 12/44 : **SENIOR ADMINISTRATION CLERK (DAM SAFETY OFFICE)**
 Directorate: Water Abstraction & In-stream Use
 Sub-Directorate: Dam Safety Office

SALARY : R 105 645 per annum
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Grade 12 qualification with at least two years appropriate experience in a registration environment or a recognised tertiary (NQF 5 or 6) qualification in Administration or Office Management PLUS: excellent skills in computer literacy (Ms Word, MS Excel and e-mail) which are essential for this post. Good knowledge of both spoken and written English; knowledge of another official language will be an advantage. Ability to work independently and good inter personal skills

DUTIES : The successful candidate will be responsible for the following: Keeping registration information daily on a computerized database. General office administration work. Maintaining the filing system. Quick gathering of information. Ensuring that no misfiling takes place. Arranging for the opening of new files. Sorting of post (incoming and outgoing). Mailing of all outgoing letters which also comprises of making copies of letters to relevant persons and reports.

ENQUIRIES APPLICATIONS : Mrs H.M. Groenewald Tel: 012 336-8553
: 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 12/45 : **FINANCIAL ADMINISTRATOR**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
: Pretoria
: A recognized Financial Management diploma/degree or Relevant equivalent financial qualifying plus relevant work experience. Knowledge of Excel, Logis, BAS, and PFMA,

DUTIES : Compile and update Excel database for IS budget (short and long term) Assist users in determining their financial requirements per Objectives and Item: Personnel, Administration, stores, Prof and Spes (consultants and datalines) Equipments (hardware and software) purchases Update excel database with MTEF- allocations per objective and item Initiate quarterly reviews Financial control: Ensure appropriate records are available and appropriate procedures are followed before expenditure is authorized Administer and audit Water Services, WARMS and Planning IS expenditure General ledger control Verify timesheets (hours, S&T and overtime) and submit summaries(DWA) approved billable hours) to companies Administer payments of other directorates out of IS budget Verify and register invoices for data lines, internet and networks Adhoc incident driven tasks

ENQUIRIES APPLICATIONS : F Mathibela, Tel: 012-336 8115
: 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 12/46 : **SENIOR ADMINISTRATION CLERK: ACCOMMODATION**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
: Pretoria
: Senior certificate and extensive relevant experience. SKILLS NEEDED: Contract management, project management, Facilities Management, Procedures as applied in the Public Services. Computer literacy, ability to work under Pressure and independently, Good interpersonal and communication skills.

DUTIES : Requesting of quotations for various services within Facilities Management. Provide support in terms of acquisition of goods and Services to the section and Senior Managers' office. Completion of relevant requisitions forms and payment forms. Liaise with Supply Chain Management regarding database of suppliers, requisition and payment of goods and services. Maintain records as far as requisition of Goods and services are concerned. Render support to Supervisors within the accommodation and maintenance component on HR related matters.

ENQUIRIES APPLICATIONS : Ms TA Raphathelo @012 336 7572
: 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 12/47 : **SENIOR ADMINISTRATION CLERK: FLEET AND TRAVEL SERVICES 2 POSTS**

SALARY CENTRE : R105 645 per annum, Level 6
: Pretoria

<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or appropriate experience. Verbal and Written communication skills. Good interpersonal skills, ability to work under pressure, computer literacy in the following software: Microsoft Word, Excel and outlook will serve as a benefit.
<u>DUTIES</u>	:	Administration of Fleet and Travel Services (accommodation, flight, conference and self drive from and to airports). Issue order number. Liaise with the three travel agents on travel bookings, cancellations and changes. Keep record of the application for official transport forms, accommodation voucher, e-ticket and vehicle reservation forms.
<u>ENQUIRIES</u>	:	Virginia Ndabane (012)-3367234
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 12/48</u>	:	<u>WFW SOCIAL DEVELOPMENT OFFICER</u> 5 Year Contract
<u>SALARY</u>	:	R 105 645 plus 37% per annum or Basic Salary plus service benefits.
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A relevant Social/Community Development qualification with relevant work experience in social development and community development OR a Grade 12 certificate plus 2–4 years relevant experience in Social/Community Development. Presentation skills, Negotiation skills, Facilitation skills, Communication / Interpersonal skills, a valid driver's licence, Ability to write reports and Computer literacy. Working within a team and partners to create participatory forums and knowledge of the Expanded Public Works Programme and WFW will be a recommendation.
<u>DUTIES</u>	:	Implement and Monitor Social Development plans and activities. Identify, coordinate and monitor service providers to address social development. Maintain and update social development resources database. Support the development of exit plans for beneficiaries. Establish links with local partners to ensure integrated community development. Provide monthly reports. Liaise with beneficiaries and project stakeholders on a regular basis. Coordinate environmental education and awareness days.
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape Region Department of Water Affairs Private Bag X 16 Sanlamhoof or hand deliver to No 3 Sigma Building, Blanckenberg Road, Bellville 7530 7532
<u>ENQUIRIES</u>	:	Ms Yvette Du Plessis 021 941 6020
<u>FOR ATTENTION</u>	:	Mr Bonisile Saki 021 941 6018
<u>POST 12/49</u>	:	<u>SENIOR SECRETARY</u>
<u>SALARY</u>	:	R 105 645 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Senior Certificate plus 3 years relevant experience. Proven Secretarial experience. Financial back ground. Valid EB drivers licence. Computer literacy. Good communication skills. The following will serve as recommendations: Flexibility and strong organizational skills. Initiative and innovative skills. Knowledge of Human Resource Management. Knowledge of the Acts of the Department. Knowledge of the PFMA.
<u>DUTIES</u>	:	Assist the Regional Director with the executing and performing of her duties according to her Performance Agreement. Setting up meetings and appointments (internal & external) & organizing diary for the Regional Director. Arrange for preparatory meetings with internal staff to brief the Regional Director on certain issues for meetings with external and internal clients. Ensure the coalition of relevant information and documents for placement in a meeting file for Regional Director when attending meetings. Attend meetings with the Regional Director when requested. Arrangement of workshops in the Region on behalf of Management. Drafting of Agendas and taking of minutes during meetings. Receive the incoming calls of Regional Director. Receiving of all incoming mail of the Department via Registry for screening. Receiving and opening of mail of the Regional Director. Pending of documents, which requires action and to ensure that the reply is forwarded. Arrange of air travel, accommodation, transport of Regional Director. Receiving of visitors for Regional Director. Filing and ordering of items. Assist Management with the compiling and co-ordination of information for the Strategic/ Business plans for the WC Region. Receiving

and record keeping of Ministerial. Short-listed candidates will be subjected to a competency test.

ENQUIRIES : Ms A. Petersen (021) 9412787
APPLICATIONS : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, SANLAMHOF 7532 or hand deliver to No 3 Sigma Building, Blanckenberg Road, Bellville 7530

FOR ATTENTION : Mr B Saki 021 9410 6018

POST 12/50 : **SENIOR ADMINISTRATION CLERK GR III**

SALARY : R105 645 per annum
CENTRE : Bellville
REQUIREMENTS : Grade 12 with three years of administrative experience within Performance Management Unit. Tertiary qualification in HR will be an added advantage. Excellent verbal and written communication skills. Computer literacy including MS Excel, MS Word and MS PowerPoint. Clear understanding of Training & Development policies and legislation particularly the PMDS policy. Good project management skills. Ability to meet deadlines. Ability to work independently. Willingness to work irregular hours. Knowledge of public service regulatory framework. Good interpersonal skills.

DUTIES : Administrative duties within PMDS unit. Maintain and update database. Maintain filing for the unit. Arrange workshops and meetings. Assist the Head of the unit in developing and circulating the PMDS circulars and implementation guidelines. Take and circulate minutes for the unit. Consolidate the unit reports. Follow up on submissions of PMDS documentation. Assist with quality check of PMDS documentation

ENQUIRIES : Mr L. Hani, Tel. 021 9416084
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag x16 Sanlamhof, 7532 or hand deliver to No 3 Sigma Building, Blackenberg Road, Bellville, 7530

FOR ATTENTION : Mr B. Saki 021 941 6018

POST 12/51 : **SECRETARY TO DIRECTOR 2 POSTS (FOR DIRECTOR ICT AND DIRECTOR IS OPERATIONS)**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with typing as subject or Secretarial diploma Computer literacy
DUTIES : Make travel arrangements; Process travel and subsistence claims for the Director and members of the Directorate; Coordinate Directorate activities and reporting; Record appointments and events in the diary of the Director; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the Director (e.g. news paper, clippings, internet articles and circulars; Provide support to the Director regarding meetings; Keep a document filing and retrieval system; Dealing with incoming and outgoing calls/mail of Director Office Administration

ENQUIRIES : M Njeza, Tel: 012-336 6595
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

**PROVINCIAL ADMINISTRATIO: EASTERN CAPE
DEPARTMENT OF HEALTH**

CLOSING DATE : 19 April 2010
NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. 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.

OTHER POSTS

POST 12/52 : **CHIEF MEDICAL OFFICER REF NO: CMO/STYNH/001/03/10**

SALARY CENTRE REQUIREMENTS : R448 521 per annum, Level 12
 Steynsburg Hospital
 An appropriate tertiary qualification in the medical field. Current enrolment with the South African and Medical Dental Association and 4-5 years clinical experience in the Public Sector.

DUTIES : To provide strategic leadership and manage the provision of medical services in the line with the strategic direction of Department. Execute all duties, functions and responsibilities with proficiency, in support of the Department of Health's strategic intent and within the prescripts of applicable legislation. Provide leadership, guidance and advice to clinicians, managers of nursing service and clinical support services, regarding clinical management and safe and appropriate medical practices. Oversee the provision of medical services by ensuring that the appropriate systems are in place to make sure quality medical services. Evaluate and diagnose patient's state of Health including biological, physiological, social, and physical health. Provide a consultative service to general, specialist and multi disciplinary professionals. Conduct detailed studies of disease patterns, occupational health issues, community health matters and those that have equipment and exercise care over government property. Encourage a multi disciplinary approach by fostering close working relationship within the health care system.

ENQUIRIES APPLICATIONS : Ms. E Strydom @ 048 8840241
 Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/53 : **PRINCIPAL MEDICAL OFFICER REF NO: PMO/SSG/056/03/10**

SALARY CENTRE REQUIREMENTS : R436 656 per annum
 SS GIDA Hospital
 MB Ch B or a recognized equivalent university qualification. Proof of current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. 5 years experience post community Service as a Medical Practitioner. Theatre experienced, Must have managerial skills, community skills, and ability to working multidisciplinary team, A valid driver's licence (Code 8 or Code B). Computer literacy.

DUTIES : Diagnose and evaluate patient's state of health including Physiological and Physical health, undertake ongoing care of individual patients to allow for continuity in medical care. Must be able to do operations, Execute all duties functions and responsibilities in an effective manner, in line with the Department of Health's strategic intent and within the prescripts of applicable legislation, delivery customer service in line with Principles of Batho Pele.

ENQUIRIES APPLICATIONS : Ms Sotenjwa @ 040 658 0043
 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/54 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: AMPS/ASD/057/03/10**

SALARY CENTRE : R 430 206 per annum
 Amahlathi Sub-District

<u>REQUIREMENTS</u>	:	B.Pharm or equivalent qualification. Current registration with the South African Pharmacy Council as a pharmacist. 5 years and above post community service experience. Ability to work in a team. Good written and verbal communication skills. Understanding of the National Drug Policy. Community literacy. Valid drivers licence.
<u>DUTIES</u>	:	To provide quality pharmaceutical services in accordance with legislation and the provisions of the National Drug Policy, thereby contributing towards optimal health care. Assist in implementation of the Essential Drugs Programme. Ability to function as part of a multi-disciplined team. Development and implementation of standard operating procedures related to pharmaceutical management liaison with health care professionals. Maintenance of good pharmaceutical practice, norm and standards.
<u>ENQUIRIES APPLICATIONS</u>	:	B.Mngxe @ 043 643 4775
	:	Should be forwarded to Recruitment Centre, Department of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/55</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: DDIT/UKCSC/002/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 378 456 per annum, Level 11
	:	Ukhahlamba CSC
	:	An appropriate recognized Bachelor's Degree or Diploma. Health background will be an advantage. Advanced Computer skills(Ms Word, Ms Access, Ms Excel and Ms Power Point) presentation skills and facilitation skills. Extensive knowledge, experience and use of all information software like DHIS, ETR and any emerging software, with 3-5 years experience working in the information environment and at management level. Extensive data management and packaging skills. A valid drivers license is a prerequisite. Good verbal and written communication, leadership, analytical and interpersonal skills. Ability to work independently in a time bound.- driven environment and in a team under pressure. Be familiar with Acts, policies and principles regulating information and adherence to Provincial Data flow.
<u>DUTIES</u>	:	Coordinate and maintain up to date databases, refreshed pivot tables or other input files, making the data & indicators really available. Monitor closely all information at Sub-District and facilities within the district. Manage all data sets (Hospital, PHC,HAST, ETR and any other emerging data set) in accordance to the National and Provincial needs. Develop appropriate & timely monthly, quarterly, annual and adhoc in collaboration with the relevant programme managers. Provide written monthly feedback to sub districts, identifying both positive and negative elements of information processing, quality and other relevant observation. Provide ongoing support to district, sub-districts and facilities on information issues and respond promptly to all information needs at all levels. Perform other tasks relevant to the areas of responsibility as requested from time to time. Knowledge and skills will be proven through a practical exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ndzinde @ 051 634 2661 or 083 378 1389
	:	Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005
<u>POST 12/56</u>	:	<u>DEPUTY DIRECTOR: REF NO: DDFS&CS/BHO/059/03/10</u> Financial Systems & Control Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 378 456 per annum
	:	Bisho Head Office
	:	Recognised three year Diploma/Degree in Cost Accounting/ Financial Management or equivalent qualification. Extensive Management, Cost, Accounting and Financial Accounting Exp (Min 5 years).Min 2 years Project Management Experience. Good knowledge/understanding of PFMA/ Treasury Regulations. Good understanding of the Government transversal systems and other financial systems in use within the province. Min 2 years experience in the usage of Cost Centre Module in any Financial Accounting System a definite advantage. Clear understanding of the Decentralization of Hospital Management Process and its development through the application of Cost Centre Accounting. Good interpersonal skills, Excel communication/ presentation skills. Business analysis skills. Ability to work under pressure , work independently as well as in a team oriented environment. Sound knowledge of Ms Office suite and a valid drivers licence.
<u>DUTIES</u>	:	Liaise with internal and external sources of data to collect feeder system's data on monthly basis. Perform data import, data mappings and corrections

into cost centre system. Enhance financial management through staff mentoring/support at provincial hospitals. Enhance and support hospital management with the implementation of a Provincial cost centre readiness criteria. Assist/ support hospitals in the allocation of budgets per cost centre management and accounting reports. Support hospitals management in the transfer of skills and knowledge on financial and costing matters as well with management systems. Build capacity through Hospital management and end users.

ENQUIRIES : Ms. Luya @ 040 608 1235/6
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/57 : **PHARMACIST GRADE 3 REF NO: PHARM/FBH/003/03/10**

SALARY : R 370 695- R 423 846/ R 381 900- R 423 846 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Current registration with the South African Pharmacy Council as Pharmacist. B.Pharmacist. B.Pharm or equivalent qualification. Approximately 5 years but less than 13 years Or 13 years and more post community service experience. Ability to work in a team. Good written and verbal communication skills. Understanding of National Drug Policy. Computer Literacy Valid Driver's Licence.

DUTIES : Exercise control over expenditure, ensuring non wastage of Pharmaceutical resources service to patients, wards, department and Clinics. Liaise with other health professionals with regard to drug information, rational drug use and standard treatment guidelines. Supervise and train staff in accordance with departmental Policies and procedures. Assist the Medical Manager in the Coordination of activities of the hospital drug and therapeutics committee.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/58 : **SENIOR MEDICAL OFFICER REF NO: SNO/SSG/058/03/10**

SALARY : R 365 217 per annum
CENTRE : SS GIDA Hospital
REQUIREMENTS : MB Ch or a recognized equivalent university qualification. Proof of Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. 2 Years experience post community skills ability to work in a multidisciplinary team. A valid driver's licence (code 08 or code B). Computer literacy.

DUTIES : Diagnose and evaluate patient's state of health including physiological and Physical health, undertake ongoing care of individual patients to allow for continuity in Medical care. Execute all duties, functions and responsibilities in effective manner, in line with the Departmental of Health's strategic intent and within the Prescripts of applicable legislation, delivery customer service in line with the Principle of Batho Pele.

ENQUIRIES : Ms Sotenjwa @ 040 658 0043
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/59 : **AREA MANAGER REF NO: AM/HCH/004/03/10**

SALARY : R 314 427 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : Diploma in Post-Basic Midwifery and Neonatal Nursing Science. Registration with SANC as registered nurse in terms of Regulation 452. Proven strategic leadership skills. Minimum of 3 years experience as a Professional Nurse in maternal health child and woman's health services. Knowledge of National and Provincial Health prescripts.

DUTIES : Overall in Post of Neonatal Services. Implement the Perinatal Problem identification programme and all maternal Neonatal health programs. Render technical support within the hospital. Ensure proper implementation of Maternal and Neonatal health policies and guidelines. Guide and implement Ten Key recommendations of the NCCEMD. Supervise and Support subordinates and colleagues in the provision of quality intra-partum and post Natal care through establishment of quality improvement programmes. Strengthen programme (SMSB) supervision by monitoring and evaluating

		midwifery practice. Implement relevant in-service training in Neonatal health issues. Coordinates, facilitate, develop and strengthen nursing related duties to ensure effective performance.
<u>ENQUIRIES</u>	:	NJ Ximbi @ 039 252 3000/1
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/60</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL REF NO: AM/SSD/060/03/10</u>
<u>SALARY</u>	:	R 300 950 per annum GR-1 Min: 0 experience R 349 262 per annum GR-2 Min: 5 year's experience R 381 899 per annum GR- 3 Min: 13 years experience
<u>CENTRE</u>	:	Sakhisizwe Sub-District
<u>REQUIREMENTS</u>	:	B.Pharm Degree with SAPC as a Pharmacist according to the Pharmacy Act at least 3 years experience as Pharmacist post community service. Include 1 year Supervisory experience and administration ability. Ability to work in a team, good communication and interpersonal skills.
<u>DUTIES</u>	:	Develop and manage pharmaceutical budget and monitor expenditure provide expert advice and guidance on selection and procurement of pharmaceutical, medical and surgical suppliers ensure appropriate management and rational use of pharmaceutical suppliers according to the essential drug programme. Ensure compliance with the Pharmacy Act, Medicine and related substances Act and other related legislation. Ensure implementation of the down referral system; ensure monitoring, supervision, support, and training of Pharmacy support staff. Ensure proper utilization of personnel and development of appropriate skills. Recruitment and retention of pharmacy personnel. Assist in the implementation of the provincial comprehensive HIV/AIDS care and treatment plan (ARV's)
<u>ENQUIRIES</u>	:	Mrs. Makwabasa @ 047 8770931
<u>APPLICATIONS</u>	:	Must be forwarded to P.O. Box 1126, CALA, 5455
<u>POST 12/61</u>	:	<u>AREA MANAGER: IN PATIENT CARE REF NO: AM/SBH/061/03/10</u>
<u>SALARY</u>	:	R 287 745 per annum
<u>CENTRE</u>	:	St Barnabas Hospital
<u>REQUIREMENTS</u>	:	A 3 year Bachelors Degree or equivalent qualification in Nursing. Current registration with SANC as a Professional Nurse. At least 5 years in Management position. 15 years experience as a Professional Nurse. Knowledge of current government policies and regulations. Good communication skills. Ability to perform routine tasks and in multidisciplinary team. Planning and Organisational skills. Ability to lead with Quality Assurance skills. Be computer literacy and have excellent supervisory skills. Ability to manage Medical, Surgical, Paediatric and Chronical wards. Drivers licence recommended. Nursing Admin will be an added advantage
<u>DUTIES</u>	:	To provide quality In Patient Care Services. Oversee the provisioning of quality nursing care. Supervision of optimal nursing services and ensuring implementation of Department policies. Ensuring compliance with finance and procurement prescripts for the nursing division. Generate annual reports for the nursing division. Provide nursing care to In Patients. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the patients' rights charter as well as the Batho Pele Principles. Implement appropriate measures and systems.
<u>ENQUIRIES</u>	:	Ms Ntswelo @ 047 568 6005
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/62</u>	:	<u>OPERATIONAL MANAGER: CLINICAL REF NO: OMCL/EMSD/062/03/10</u>
<u>SALARY</u>	:	R 287 745 per annum
<u>CENTRE</u>	:	Emalaheni Sub-District (Chris Hani Health District)
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (i.e. Diploma/Degree in Nursing) or equivalent Registration that allows registration with SANC as a Professional Nurse and currently registered. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General Nursing. Knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal frame works, including grievance

<u>DUTIES</u>	:	procedures and disciplinary code in public service, good communication, solving, planning and organizing skills.
	:	Provide direction in the implementation of the nursing plan(Clinic practice/ quality patient care) implement standards, practices, criteria and indicators for quality nursing (quality practices) practice nursing and Health care in accordance with the relevant laws and regulation. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including awareness of and willingness to respond to patients' needs, requirements and expectations(Batho Pele Principles) Maintain constructive working relationship with nursing and other stakeholders.
<u>ENQUIRIES</u>	:	Mawethu Ndyalvane @ 045 807 1213
<u>APPLICATIONS</u>	:	Must be forwarded to Attention N.F Ndonga, Private Bag X 1142, Lady Frere
<u>POST 12/63</u>	:	<u>OPERATIONAL MANAGER: CLINICALREF NO: OMC/EMSD/063/03/10</u>
<u>SALARY</u>	:	R 287 745 per annum
<u>CENTRE</u>	:	Emalaheni Sub-District (Chris Hani Health District)
<u>REQUIREMENTS</u>	:	Grade 12, post graduate qualification in Nursing Science. Paediatric Nursing and Nursing Administration will be an added advantage. A minimum of 10 years working experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Full knowledge of primary health care setting, doing Clinical and administrative work, customer focus and responsiveness, care and use of medical equipment, budgeting and computer literacy will be an added advantage.
<u>DUTIES</u>	:	Responsible for provision and supervision f high quality Nursing Care. Must be prepared to work overtime when need arises. Ensure adherence to Batho Pele Principles. Membership of various committees which promote quality nursing care, work within integrated multiprofessional team responsible for good record keeping. Supervision and management of the unit responsible for implementation of policies and guidelines, monthly report and submissions. Prevention and control of infections according to the relevant policies. Responsible for facilitation of PMDS in the unit.
<u>ENQUIRIES</u>	:	Mawethu Ndyalvane @ 045 807 1213
<u>APPLICATIONS</u>	:	Must be forwarded to Attention N.F Ndonga, Private Bag X 1142, Lady Frere
<u>POST 12/64</u>	:	<u>OPERATIONAL MANAGER: REF NO: OM/SSD/064/03/10</u>
<u>SALARY</u>	:	R 287 745 per annum
<u>CENTRE</u>	:	Sakhisizwe Sub-District
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. 10 years of working experience. Understand Batho Pele Principles and patient rights charter is essential. Good communication, interpersonal, organising and planning skills. Knowledge of VCT, PMTCT/TB Management and ARV's. Ability to work under pressure.
<u>DUTIES</u>	:	Provide quality nursing services implement appropriate measures and systems. Ensure rendering of optimal services. Assessment of patients at all times and willingness to work day and night duties when the need arises. Provide leadership and planning mechanism to the CHC. Render administration support services.
<u>ENQUIRIES</u>	:	Mrs. Badi @ 047 531 1933
<u>APPLICATIONS</u>	:	Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099
<u>POST 12/65</u>	:	<u>OPERATIONAL MANAGER: NURSING REF NO: OM/EH/005/03/10</u>
<u>SALARY</u>	:	R 287 745 per annum
<u>CENTRE</u>	:	Empilisweni Hospital
<u>REQUIREMENTS</u>	:	Post Graduate qualification in Nursing Sciences. Nursing council receipt. Two years managerial experience in clinical and administrative ability , customer focus and responsiveness, care and use of medical equipment, budgeting, computer literacy, valid driver's license can be of advantage.
<u>DUTIES</u>	:	To provide strategic leadership and manage the provision of medical services in the line with the strategic direction of Department. Execute all duties, functions and responsibilities with proficiency, in support of the Department of Health's strategic intent and within the prescripts of applicable legislation. Provide leadership, guidance and advice to clinicians, managers of nursing service and clinical support services, regarding clinical

management and safe and appropriate medical practices. Oversee the provision of medical services by ensuring that the appropriate systems are in place to make sure quality medical services. Evaluate and diagnose patient's state of Health including biological, physiological, social, and physical health. Provide a consultative service to general, specialist and multi disciplinary professionals. Conduct detailed studies of disease patterns, occupational health issues, community health matters and those that have equipment and exercise care over government property. Encourage a multi disciplinary approach by fostering close working relationship within the health care system.

ENQUIRIES : Mr. Nyani @ 078 1989 116
APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/66 : **MIDDLE MANAGER: ADMINISTRATION REF NO: MMA/EH/006/03/10**

SALARY : R 287 745 per annum
CENTRE : Empilisweni Hospital
REQUIREMENTS : Grade 12 certificate or equivalent with practical administration skills and or formal tertiary qualification and or three year Degree/Diploma. Knowledge on financial, personnel and asset management and related Acts and policies. Approximately 5 years in Public Administration experience or similar environment. Knowledge on the functioning of the provincial and Local Government. Leadership skills, Business and Public Sector management skills (Financial and Personnel). Communication skills including writing and interviewing.

DUTIES : Open relevant files for employees. Receive documentation and file according to personnel file index. Receive incoming and outgoing post. Implement NMIR. File classification system according to the Archive Act of 1998. Ensure correct placing of correspondence onto files. Perform all functions pertaining to opening and closing of files, filing of documents into files, pending files, movement of files, storage of files and disposal process strictly according to the legislation, regulations and policies that governs the management of records. Keep register for opened, close destroyed files.

ENQUIRIES : Mr. JS Ndzinde @ 051 634 2661 or 083 378 1389
APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/67 : **OPERATIONAL MANAGER: NEONATAL REF NO: OMN/HCH/007/03/10**

SALARY : R 287 745 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : Diploma in Post-Basic Midwifery and Neonatal Nursing Science. Registration with SANC as registered nurse in terms of Regulation 452. Proven strategic leadership skills. Minimum of 3 years experience as a Professional Nurse in maternal health child and woman's health services. Knowledge of National and Provincial Health prescripts.

DUTIES : Overall in Post of Neonatal Services. Implement the Perinatal Problem identification programme and all maternal Neonatal health programs. Render technical support within the hospital. Ensure proper implementation of Maternal and Neonatal health policies and guidelines. Guide and implement Ten Key recommendations of the NCCEMD. Supervise and Support subordinates and colleagues in the provision of quality intra-partum and post Natal care through establishment of quality improvement programmes. Strengthen programme (SMSB) supervision by monitoring and evaluating midwifery practice. Implement relevant in-service training in Neonatal health issues. Coordinates, facilitate, develop and strengthen nursing related duties to ensure effective performance.

ENQUIRIES : NJ Ximbi @ 039 252 3000/1
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/68 : **PNB3 (PHC) OPERATIONAL MANAGER REF NO: P5/OP/QC/099/03/10**

SALARY : R287 745 per annum
CENTRE : Qwili qwili clinic
REQUIREMENTS : Registration with SANC as Professional Nurse & Midwifery, a Bachelor's Degree or Diploma. A minimum of 3 – 5 years experience at both clinical and administrative work. Quality assurance skills, computer literacy. Good

<u>DUTIES</u>	:	communication and leadership skills. Problem solving and analysis. A valid driver's licence as an added advantage.
<u>ENQUIRIES APPLICATIONS</u>	:	Provide leadership and planning mechanism to the clinic. Ensure provision of appropriate and quality health care Services at a lower level of care. Implement the Primary Health Care Package. Render administrative support services. Ensure implementation of Patients Rights Charter as well as Batho Pele principles. Provide clinical support to nursing staff and provide clinical in-service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the clinic. Ensure optimal use of resources. Implement referral policies and quality standards. Control expenditure and keep records. Facilitate establishment of Governance structures. Develop a complaint management system for the clinic. Prepare clinic budget and control stock levels. Implement and monitor performance management & develop system Ms B Mngxe @ 043 643 4775/6
<u>POST 12/69</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SENIOR REF NO: ADHS/ESD/065/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 240 318- R 283 080 per annum Engcobo Sub-District Bachelor's Degree or Diploma in Nursing Management. Registration Community Nursing Science or equivalent assessment current Registration with the Nursing Council, 10 years experience as Professional Nurse , Code 08 drivers licence and can travel extensively, understanding Batho Pele Principles and patients right charter is essential. Will invest with PHC programmes DHP and operational planning.
<u>DUTIES</u>	:	Provide quality nursing services; implement appropriate Health Care services as a cluster manager of nine clinics. Ensure the rendering of dental of outreach services i.e. four mobile teams, school health services, circumcision services, dental services in the LSA. Render administration support services plan outreach to unreachable areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Badi @ 047 531 1933 Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099
<u>POST 12/70</u>	:	<u>ASSISTANT DIRECTOR: REF NO: AD/PMDS/BHO/066/03/10</u> Human Resources Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 240 318 per annum Bhisho Head Office Tertiary qualification with 3-5 years relevant experience in Human Resources Development. Knowledge of Skills Development Act, Employment Equity Act, Skills Development Levy Act, New Public Service Framework, Performance Management & Development System, Public Finance Management Act. Nursing background will be and added advantage. Presentation and facilitation Skills. Computer literacy and drivers licence.
<u>DUTIES</u>	:	To coordinate PMDS in the PMDS in the department. Validates agreements. Coordinate Quarterly Reviews and Final Assessments. Analyse Performance Evaluation Reports. Conduct Training on PMDS. Advise managers and employees on all PMDS related issues. Develop and maintain a database on PMDS trained Champions in the department. Provide supervision and guidance to HR practitioners. Assist in Management of performance of employees in line with PMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. FZ Stali @ 040 608 1548 Must be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/71</u>	:	<u>SENIOR ASSISTANT DIRECTORS 3 POSTS REF: AD/T&D/BHO/067/03/10</u> Training & Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 240 318 per annum Bhisho Head Office Tertiary qualification with 3-5 years experience in Human Resource Development. Knowledge of Skills Development Act, Employment Equity Act, Skills Development Levy Act, New Public Service Framework,

		Performance Management & Development System, Public Finance Management Act. Computer literacy and Drivers Licence.
<u>DUTIES</u>	:	Determine training needs. Coordinate and train all staff in the department to equip them with the necessary skills to perform their functions effectively. Develop and maintain a database on training and skills needs and service providers. Facilitate the department of Human Resource Development Plan. Development of training manuals and strategies. Manage the internship and learnership program. Prepare and submit WSP to the relevant SETA. Identify budgetary needs and make proposals to HRD Manager. Provide supervision and guidance to HRD practitioners. Manage the performance of supervisees in line with PMDS.
<u>ENQUIRIES</u>	:	Mr. FZ Stali @ 040 608 1548
<u>APPLICATIONS</u>	:	Must be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/72</u>	:	<u>PROFESSIONAL NURSE SPECIALITY REF NO: PNS/FBH/008/03/10</u>
<u>SALARY</u>	:	R 240 981 per annum
<u>CENTRE</u>	:	Fort Beaufort Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing. Registration with SANC as Professional Nurse and Midwifery and any post Basic qualification is highly recommended. Post basic course of clinical assessment. At least 5 years experience, experience in the management and care of HIV/AIDS patients, including counselling. Supervisory experience. Theatre ethnic.
<u>DUTIES</u>	:	Providing quality nursing care. Supervising junior staff within the unit, assessing patients according to needs. Implement nursing intervention based on client's needs. Ensuring optimal nursing services. Ensuring the implementation of Patient's Charter Rights and Batho Pele principles at all times. Performing patient administration and compliance with finance. Procurement and human resources prescripts.
<u>ENQUIRIES</u>	:	Ntombethemba Nene @ 043 707 6048
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/73</u>	:	<u>MIDDLE MANAGER HEALTH PROGRAMS REF NO: MMHP/MNLSA/009/03/10</u>
<u>SALARY</u>	:	R 240 318 per annum (Level 10)
<u>CENTRE</u>	:	Mnquma LSA
<u>REQUIREMENTS</u>	:	An appropriate Health related Degree/Diploma with health management and Community health nursing science. 5 Years experience in Management position in District Health Systems. Registration with SANC as a General Nurse, Midwife, Psychiatric and Community Health Nurse. Management team building and leadership skills. Valid drivers licence and Computer literacy are compulsory. Knowledge of PFMA will be an added advantage.
<u>DUTIES</u>	:	Co-ordinates, integrates implementation of all programmes. Ensure capacitation of staff. Ensure adherence to departmental prescripts and policies. Organized DHIS data. Supervises all programmes Responsible for facilitation of Development of District Health planning, reporting, operational plans, DHER, Monthly, Quarterly and annual reports and submission thereof. Facilitates Programme Performance reviews. Facilitates programme reporting and support visits to facilities. Encourages program projections.
<u>ENQUIRIES</u>	:	T. Nyanga @ 073 952 1724
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/74</u>	:	<u>ASSISTANT MANAGER: INTERNATIONAL RELATIONS REF NO: AMIR/BHO/010/03/10</u>
<u>SALARY</u>	:	R 240 318 per annum
<u>CENTRE</u>	:	Bisho Head Office
<u>REQUIREMENTS</u>	:	A three year Degree in Social Science/Public or equivalent qualification and 3 -5 years managerial experience. Code 08 driver Licence. Knowledge of International Relations and Official Development Assistant (ODA) will be an added advantage. Must have a good grasp of the Legislative framework that governs the Official Development Assistance. Ability to work independently and as part of the team, participate, self starter, adaptable, confident, patient, strategic management, and assist in the policy formulation. Computer literate

		with knowledgeable of Word, Excel, Spreadsheet, PowerPoint and Project Management Skills.
<u>DUTIES</u>	:	Facilitate the implementation of Bi-Multilateral Agreements. Provide support visits to the Health Professionals appointed on Government to Government Relations. Overall supervision of administrative process with signing of IR related MOUs. Facilitate the application of visas for the MEC and Departmental Officials with their delegations when taking trips, abroad-all aligned to SA/DFA Policy. Provide protocol support to incoming and outgoing international delegations. Coordination of strengthen and revival of all existing partnerships. Provide Secretariat support to ODA Forum. Provide all protocol support (i.e. Admin, Ceremonials and visits)
<u>ENQUIRIES</u>	:	Mr. MMBindi 040 608 1477
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/75</u>	:	<u>PROFESSIONAL NURSE GRADE 3 REF NO: PN/ESD/068/03/10</u>
<u>SALARY</u>	:	R195 936 - R 248 211 per annum
<u>CENTRE</u>	:	Engcobo Sub-District
<u>REQUIREMENTS</u>	:	Registration with SANC as a Professional Nurse and Midwifery with 20 years experience. Good communication, interpersonal, organising and planning skills. Knowledge of VCT, PMTCT, STI, TB Management and ARV's. Ability to work under pressure drivers' license will be an added advantage.
<u>DUTIES</u>	:	Provide quality nursing service, implement appropriate measures and systems. Ensure rendering of optimal nursing services. Assessment of patients at all times and willingness to work day and night duties when the need arises provide leadership and planning mechanism to the CHC. Render administration support services.
<u>ENQUIRIES</u>	:	Mrs. Badi @ 047 531 1933
<u>APPLICATIONS</u>	:	Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099
<u>POST 12/76</u>	:	<u>CHIEF PROFESSIONAL NURSE GRADE 3 REF NO: CPNGR3/ESD/ZCHC/ 069/03/10</u>
<u>SALARY</u>	:	R 195 936- R 248 211 per annum
<u>CENTRE</u>	:	Engcobo Sub-District - Zwelakhe CHC
<u>REQUIREMENTS</u>	:	Registration with SANC as a Professional Nurse and Midwifery with 20 years experience. Understanding of Batho Pele Principles and patients rights charter is essential good communication interpersonal organizing and planning skills. Knowledge of VCT, PMTCT, STI, TB management and ARV's ability to work under pressure. Drivers licence.
<u>DUTIES</u>	:	Provide quality nursing services implement appropriate measures and systems. Ensure rendering of optimal services. Assessment of patients at all times and willingness to work day and night duties when the need arises. Provide leadership and planning mechanism to the CHC rendering administration support services.
<u>ENQUIRIES</u>	:	Mrs. Badi @ 047 531 1933
<u>APPLICATIONS</u>	:	Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099
<u>POST 12/77</u>	:	<u>PROFESSIONAL NURSE GRADE 1 2 POSTS REF NO: PN1/ESD/070/03/10</u>
<u>SALARY</u>	:	R 195, 936- R 248 211 per annum
<u>CENTRE</u>	:	Emalahleni Sub-District (Chris Hani Health District)
<u>REQUIREMENTS</u>	:	Grade 12; post graduate Diploma/Degree in Nursing Service qualification in General Nursing, Midwifery, Community Health Nurse and Psychiatric Nursing. A minimum of 7 years working experience in Nursing. Registered with SANC in General Nursing. Registered with SANC. Full knowledge of Primary Health Care setting, doing clinical and administrative work, customer focus and responsiveness, care and use of medical equipment.
<u>DUTIES</u>	:	Responsible for provision and supervision of high quality nursing care. Must be prepared to work overtime when need arises. Mentoring and teaching of students and personnel. Ensure adherence to Batho Pele Principles. Membership of various committees which promote quality nursing care. Work within integrated multiprofessional team. Responsible for good record keeping. Prevention and control of infections according to the relevant policies. Responsible for submission of monthly reports.
<u>ENQUIRIES</u>	:	Mawethu Ndyalwane @ 045 807 1213
<u>APPLICATIONS</u>	:	Must be forwarded to Attention N.F Ndonga, Private Bag X 1142, Lady Frere

POST 12/78 : **COMMUNITY LIAISON OFFICER REF NO: CLO/ESD/071/03/10**

SALARY : R 195 936 per annum
CENTRE : Engcobo Sub-District
REQUIREMENTS : Diploma/Degree in Health Promotion, Valid drivers licence. 5 years experience in Community Health and 3 years experience in Supervisory environment. Computer literacy. Excellent in communication skills. Ability to work under pressure and meet deadlines willing to work extra hours and extensive travelling

DUTIES : Establish, analyse, track and communicate the community programme to ensure enhancement of service delivery. Establish positive functional health life styles. Input in the development and maintenance of procedures & guidelines. Implement of plan and community awareness campaigns, Development of health promotion schools.

ENQUIRIES : Mrs. Badi @ 047 531 1933
APPLICATIONS : Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099

POST 12/79 : **PROFESSIONAL NURSE GRAE 3 REF NO: PN/FBH/011/03/10**

SALARY : R 195 936 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Diploma/Degree in Nursing. Registration with SANC as a Professional nurse. Ability to work under pressure and extended hours.

DUTIES : Render Quality Nursing Care to patients. Perform Clinical practice in accordance with the scope of practice and nursing standards as determined by the Hospital. Ensure adherence to Batho Pele Principle. Maintain a constructive relationship with nursing and other stakeholders.

ENQUIRIES : Ntombethemba Nene 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/80 : **PROFESSIONAL NURSES 3 POSTS**
Speciality Clinical Nursing Science

SALARY : R195 936 per annum (Notch may vary according to experience)
CENTRE : Kubengu Clinic X 2 Posts P5/PN/KBC/100/03/10
Khuze Clinic P5/PN/KC/101/03/10

REQUIREMENTS : Nursing Science Degree /Diploma Equivalent Qualification Proof of registration SANC. Midwifery and clinical nursing science as a post basic qualification , At least 5 years experience as Senior professional nurse. Extensive experience in the management of HIV/AIDS Patients including counselling .Experience in working Community based Development programmes. Supervisory Experience and Computer Literacy is Recommended. Drivers Licence Code 8 will be an additional advantage.

DUTIES : Providing Quality nursing care and supervising Junior Staff within the unit. Assessing Patients according to needs. Ensuring Optimal Nursing Services, Implementation of Patient Rights Charter & Batho Pele Principles at all times. Performing patient Admin and compliance with finance, procurement and Human Resource Prescripts.

ENQUIRIES : Ms B Mngxe @ 043 643 4775/6
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/81 : **PROFESSIONAL NURSE SPECIALITY GRADE 1 REF: PNB1/MJH/012/03/10**

SALARY : R195 936 per annum
CENTRE : Mjanyana Hospital
REQUIREMENTS : Basic qualification (i.e. Diploma in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. At least 5 years experience after registration as a Professional Nurse practicing in theatre field. Service certificates for appropriate experience in the nursing category. Ability to lead and work in a multi-disciplinary team. Quality Assurance skills.

DUTIES : Provide theatre and CSSD services and nursing development. Assist when procedures are performed. Setting of trays. Prepare, sterilize and issue packs to units. Monitor whether packs are according to standards. Provide quality nursing science services care. Supervision of junior staff within the

		unit. Assessing patients according to their needs. Ensure implementation of Patient's Rights Charter as well as Batho Pele Principle. Provide clinical support to nursing staff and provide optimal nursing service. Implement policies and protocols in the institution. Perform patient administration and compliance with the finance, procurement and human resource prescriptions.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr Nyanisa C.P.A @ 047 547 1001 Should be forwarded to Mjanyana Hospital, Private Bag 1204, Idutywa, 5000. Mr Nyaniso CPA
<u>POST 12/82</u>	:	<u>INFORMATION MANAGER REF NO: IM/ELUH/013/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum Elundini Hospital (Mt Fletcher) A valid drivers license (code 08 or code B). Good verbal and communication skills, preferably in languages spoken in the region. Communication includes interacting with management, supervisors, co-workers and clients with regard to procedural matters and the ability to write reports, memos and letters. Willingness to work under pressure and for extended hours.
<u>DUTIES</u>	:	Analyse data, validate information. Feed forward information to the district. Feed back information to the Clinics. Assist programs managers to make decisions according to indicators. Prepare to improve information management in the LSA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. GN Makalima LSA Manager @ 083 378 0371 Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005
<u>POST 12/83</u>	:	<u>PRINCIPAL PHARMACIST REF NO: PPHARM/MAH/072/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum Mount Ayliff Hospital Applicants must have an appropriate tertiary qualification in Pharmacy. Current registration with the South African Pharmacy Council as a Pharmacist. Extensive knowledge of Pharmaceutical Services, Approaches, Policies and Procedures. Knowledge and understanding of legislative prescripts governing the public service, Pharmacy practice and Medicine control. Extensive communication skills, Good team building, problem solving and leadership skills.
<u>DUTIES</u>	:	Execute duties, functions to the best of ability, within applicable legislation, guidelines and drug list. Plan and organize own work and the work of subordinates to allow for a smooth flow of pharmaceutical services. Supervise pharmacy assistants and other subordinates to ensure work is done in accordance with agreed standards. Assist the pharmacy manager to implement and monitor projects geared towards effective service delivery. Network and build relationship with professionals in the health care system to the strategic advantage of the department. Provide a pharmaceutical service in respect of the following: (i) Dispense drugs as per prescriptions in accordance with relevant legislation (ii) Prepare mixtures, solutions, ointments and drops, powders and repack of medicine.(iii) Issue medical related supplies. (iv) Provide a consultative pharmaceutical service to health professionals and patients. (v) Monitor and evaluate health services and report areas that need attention to the pharmacy manager. (vi) Monitor the of treatment and medicine usage of patients, and make suggestions based on level of expertise. (vii) Maintain an after-hours drug cupboard and respond to emergency call outs.(viii) Assist the pharmacy manager to collate information so that research and development can be conducted with regard to scientific, clinical, sociological, and pharmaco-economic and the impacts of patient treatment.(ix) Implement and monitor the Quality Assurance Programme
<u>ENQUIRIES APPLICATIONS</u>	:	L. Xhelithole @ 039 254 0230/6 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/84</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: ADHR/TBH/073/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum Tayler Bequest Hospital (Matatiele) An appropriate 3 year Degree/Diploma in Human Sciences plus at least 3 years supervisory experience in a Human Resource Component or Senior Certificate (Grade 12) with 6 years experience in Human Resources

		Component. Knowledge, Skills & Competencies Required: Broad knowledge and understanding of Human Resources Planning and Development. In depth knowledge of all relevant legislation and White Papers in Human Resource Management. Good verbal and written communication, problem solving, conflict resolution skills. Good knowledge and understanding of Labour Relations and disciplinary procedures and processes sound management, negotiation, inter-personal and problem solving skills. Knowledge of a computerised Personnel and salary System (PERSAL)
<u>DUTIES</u>	:	Ensure effective management of the Human Resource Component. Develop Human Resource plans and policies that are in line with HR strategies. Participate in the recruitment and selection of staff in different fields within the hospital. Manage training needs analysis and development of training plans in respect of Humans Resources. Monitor budget and control the use of equipment allocated in HR component. Ensure effective risk management and controls. Ensure timeous and effective HR reporting. Facilitate the implementation of effective staff wellness services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. R. Kok @ 039 737 3107 Must be forwarded to Tayler Bequest Hospital, Private Bag x 836, Matatiele, 4730
<u>POST 12/85</u>	:	<u>SENIOR TRAINING COORDINATOR REF NO: STCPD/SEH/014/03/10</u> Personnel Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum St Elizabeth Hospital Matric plus three years Tertiary qualification. Registration with SANC as a Professional Nurse. Proof of current registration with SANC. Knowledge of relevant prescripts and legislations. A minimum of seven years recognizable/appropriate experience in nursing after registration as a Professional Nurse with SANC as General Nurse. At least three years of the period referred to above must be the appropriate recognizable experience at Supervisory level. Two years experience in training and development, Nursing qualification and clinical experience will be advantageous. Sound interpersonal skills, good verbal and written communication skills. Ability to write reports, memos and letters.
<u>DUTIES</u>	:	Coordinate the training and development of nurses. Liaise with training institutions Ensure adherence to training and development policies. Assist in the coordination of study leave and post basic courses. Coordinate and assist with mentorship and support community service nurses. Coordinate internal and external training. Comply with relevant legislation. Maintain training database. Adhere to proper filing of documents. Prepare relevant reports. Compile workplace skills plan (WSP) for the institution. Assist with promoting different programmes. Form part of overall management of institutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Lizo Nxele @ 039 253 1111 Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/86</u>	:	<u>ENVIRONMENTAL HEALTH OFFICER CONTROL REF NO: EHOC/MNLSA/015/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum Mnquma LSA An appropriate Health Degree/ Diploma in Environmental Health Services. Registration with Health Professionals Council (HPSA) as an Environmental Health Officer. A valid drivers license with PDP is compulsory
<u>DUTIES</u>	:	Facilitates, manages and monitors rendering of environmental health services. Mobilizes and distributes environmental health policies, manuals and guidelines. Manages control of hazardous substances and food safety in food outlets. Facilitates and manages control of medical waste and general hygiene practices. Monitors and evaluates Municipal health services. Manages environmental health Information. Facilitates and monitors surveillance and prevention of Communicable disease.
<u>ENQUIRIES APPLICATIONS</u>	:	T. Nyanga @ 073 952 1724 Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

<u>POST 12/87</u>	:	<u>ASSISTANT DIRECTOR: LEARNESHIP REF NO: AD/LSHIP/BHO/086/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 539 per annum Bhisho Head Office Tertiary qualification with 3-5 years relevant experience in Human Resources Development. Knowledge of Skills Development Act, Employment Equity Act, Skills Development Levy Act, New Public Service Framework, Performance Management & Development System, Public Finance Management Act. Computer Literacy and Drivers Licence.
<u>DUTIES</u>	:	Determine training needs. Coordinate and train all staff in the department to equip them with the necessary skills to perform their functions effectively. Develop and maintain a database on training and skills needs and service providers. Facilitate the development of a Human Resource Development plan. Development of training manuals and strategies. Manage the internship and learnership program. Prepare and submit WSP to the relevant SETA. Identify budgetary needs and make proposals to HRD Manager. Provide supervision and guidance to HRD practitioners. Manage the performance of supervisees in line with PMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. FZ Stali @ 040 608 1548 Must be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/88</u>	:	<u>PHYSIOTHERAPIST REF NO: PHY/SSG/074/03/10</u>
<u>SALARY CENTRE REQUIREMENTS DUTIES</u>	:	R 161 970 per annum SS GIDA Hospital B.A on Physiotherapy. 2 year experience. Provide quality physiotherapeutic diagnostic and treatment procedures. In terms of curative, promotive, preventative and rehabilitative programmes. Implement treatment procedures in line with standard clinical guidelines and protocols. Give factual or technical advice of a more specialist nature. Promote good health practices to patients in need of physiotherapy. Maintain and promote a working environment in line with Occupational Health and Safety Act. Provide guidance and supervision to physiotherapy students and assistants as delegated. Contribute to the overall work processes, planning and organising in the component. Educate patients on their conditions whilst ensuring that patient rights are upheld. Compile reports and memos as required in workplace environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sotenjwa @ 040 658 0043 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/89</u>	:	<u>SENIOR PHARMACIST REF NO: SPHARM/MAH/075/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 161 970 per annum Mount Ayliff Hospital Applicants must have an appropriate tertiary qualification in Pharmacy. Current registration with the South African Pharmacy Council as a Pharmacist. Extensive knowledge of Pharmaceutical Services, Approaches, Policies and Procedures. Knowledge and understanding of legislative prescripts governing the public service, Pharmacy practice and Medicine control. Extensive communication skills, Good team building, problem solving and leadership skills.
<u>DUTIES</u>	:	Execute duties, functions to the best of ability, within applicable legislation, guidelines and drug list. Plan an organize own work and the work of subordinates to allow for a smooth flow of pharmaceutical services. Supervise pharmacy assistants and other subordinates to ensure work is done in accordance with agreed standards. Assist the pharmacy manager to implement and monitor projects geared towards effective service delivery. Network and build relationship with professionals in the health care system to the strategic advantage of the department. Provide a pharmaceutical service in respect of the following: (i) Dispense drugs as per prescriptions in accordance with relevant legislation (ii) Prepare mixtures, solutions, ointments and drops, powders and repack of medicine. (iii) Issue medical related supplies (iv) Provide a consultative pharmaceutical service to health professionals and patients. (v) Monitor and evaluate health services and report areas that need attention to the pharmacy manager. (vi) Monitor the of treatment and medicine usage of patients, and make suggestions based on

		level of expertise. (vii) Maintain an after-hours drug cupboard and respond to emergency call outs. (viii) Assist the pharmacy manager to collate information so that research and development can be conducted with regard to scientific, clinical, sociological, and pharmaco-economic and the impacts of patient treatment. (ix) Implement and monitor the Quality Assurance Programme
<u>ENQUIRIES</u>	:	L. Xhelithole @ 039 254 0230/6
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/90</u>	:	<u>SENIOR SOCIAL WORKER REF NO: SSW/MAH/076/03/10</u>
<u>SALARY</u>	:	R 161 970 per annum
<u>CENTRE</u>	:	Mount Ayliff Hospital
<u>REQUIREMENTS</u>	:	B.Soc.Science (Social Work) degree. Registration with the relevant Health Professions Council. Three years experience as a Social Worker. Computer literacy. Valid Code EB drivers licence. Good verbal and communication skills, interpersonal relations, confidentially.
<u>DUTIES</u>	:	Professional assessment, therapeutic counselling and referral to external service providers. Supervisory training in case management and follow ups. Perform relevant administrative functions and accountability through effective record keeping. Implementation of the Department's policies on operations operational level. Supervise subordinates and implement performance management system.
<u>ENQUIRIES</u>	:	L. Xhelithole @ 039 254 0230/6
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/91</u>	:	<u>SENIOR RADIOGRAPHER REF NO: SR/TBH/077/03/10</u>
<u>SALARY</u>	:	R 161 970 per annum (Level 8) plus competitive benefits
<u>CENTRE</u>	:	Taylor Bequest Hospital (Matatiele)
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Radiography. Registration with relevant body as a Radiographer. Minimum of 2 years experience as a Radiographer. Must have Supervisory skills. Be able to work in multi disciplinary team. A valid manual code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Provide high quality radiographic procedures and therapeutic service according to patient needs. Promote good health practice to patients in need of radiography. Execute all procedures in accordance with clinical guidelines and protocol. Compile reports, collect data and information as required. Ensure that radiographic procedures and equipment are held in good state of repair. Maintain a safe working environment and educate stakeholders in terms of radiation exposure. Must be willing to work overtime.
<u>ENQUIRIES</u>	:	Mrs. R. Kok @ 039 737 3107
<u>APPLICATIONS</u>	:	Must be forwarded to Taylor Bequest Hospital, Private Bag x 836, Matatiele, 4730
<u>POST 12/92</u>	:	<u>ARTISAN SUPERINTENDENT REF NO: SR/TBH/078/03/10</u>
<u>SALARY</u>	:	R 161 970 per annum
<u>CENTRE</u>	:	Taylor Bequest Hospital (Matatiele)
<u>REQUIREMENTS</u>	:	Degree/N6 Certificate or National Diploma in Electrical /Mechanical /Building. Proof of having Trade Test in terms of the Manpower Act of 1981 as amended. Plus 3 years experience as Artisan/ Electrical/ Mechanical/ Building of which at least one year must be Supervisory experience. Valid driver's licence code 10 (C1)
<u>DUTIES</u>	:	Oversee maintenance activities and ensures that all personnel adhere to the relevant acts. Ensure the implementation and compliance to the Occupational Health and Safety Act. Co-ordinate and provide quality maintenance in the hospital. Ensuring routine day to day maintenance is carried out in all buildings plants and machinery, in terms of risk management. Formulate policies and procedures in relations to maintenance. Manage allocated budget in a cost effective manner. Provide expert advice to management on issues relating to maintenance. Implement performance management on issues relating maintenance. Implement performance management to his/her staff. Motivate staff to ensure continuous quality service delivery. Ensuring the training and development to the staff. Develop quality improvement plans for the department. Maintain discipline and labour relations to his/her supervisees.

ENQUIRIES APPLICATIONS : Mrs. R. Kok @ 039 737 3107
 : Must be forwarded to Tayler Bequest Hospital, Private Bag x 836, Matatiele, 4730

POST 12/93 : **HUMAN RESOURCE PRACTITIONER REF NO: HRP/ESD/079/03/10**

SALARY CENTRE REQUIREMENTS : R 161 970 per annum
 : Engcobo Sub-District
 : Degree or 3 years ND in Human Resource Management or Grade 12 with a minimum of 5 years Human Resource experience. Knowledge of a variety of work procedures regarding Human Resource Management and Development. Excellent PERSAL knowledge. Competence in handling Employee Relations as well as championing Employee Wellness in the institution in accordance with departmental prescripts. Valid drivers licence (not a learner's driver's licence). Knowledge of Batho Pele Principles and implementation thereof. Good communication and report writing skills. Coordinating and networking skills. Computer literacy. Willingness and ability to travel regularly between the institution, Chris Hani CSC and Provincial Office (when necessary)

DUTIES : Assist with coordination and controlling task allocated for the recruitment and selection processes for potential employees. Verify, Capture, Update and Resolve HR transactions on PERSAL. Prepare and Process Service Benefits. Resolve HR transactional queries. Assist in the implementation of the HRD plan for the institution in line with departmental policy. Assist managers in the formulation of individual development plans for employees. Facilitate performance of individual development plans for employees. Facilitate performance evaluation of employees. Provide Registry Services.

ENQUIRIES APPLICATIONS : Mrs. Badi @ 047 531 1933
 : Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099

POST 12/94 : **SENIOR DIETICIAN REF NO: SD/WSH/080/03/10**

SALARY CENTRE REQUIREMENTS : R 161 970- R 190 791 per annum
 : Wilhelm Stahl Hospital
 : An appropriate Bachelor's Degree in Dietetics in qualification registration with the Health professions council as a dietician. Appropriate experience in HIV/AIDS counselling and training will be added advantage, 3-5 years experience as a dietician. Valid drivers licence.

DUTIES : Provide therapeutic nutritional advice and support in terms of supplementation, dietary diversification and modification to improve nutritional status of clients. Provide individual assessment and counselling of HIV/AIDS clients on management of therapeutic dietician intervention with side effects from antiretroviral drugs. Provide nutrition training to health professionals, lay counsellors & community health workers on nutrition when dealing with HIV/AIDS. Undertake outcome research on nutrition and HIV/AIDS in the Hospital working in. Collect monthly statistics supplemented clients. Any other clinical nutrition activities related to dietetic professional.

ENQUIRIES APPLICATIONS : Mawethu Ndyalvane @ 045 807 1213
 : Must be forwarded to: Wilhelm Stahl Hospital, Private Bag X 518, Middleburg 5900

POST 12/95 : **MEDICAL OFFICER GRADE 1 REF NO: MOWSH/081/03/10**

SALARY CENTRE REQUIREMENTS : R 161 970- R 190 791 per annum
 : Wilhelm Stahl Hospital
 : MBCHB with current registration with the HPCSA as a Medical Practitioner. A minimum of 2 years experience as a Medical Officer, Valid driver's license.

DUTIES : Assess, diagnose and treat patient holistically within the scope of practice. Participate in the development of training programme. Participate in the training and development of staff. Liaise with relevant managers to ensure support for PHC staff and continuity of care between clinics and Hospital.

ENQUIRIES APPLICATIONS : Mawethu Ndyalvane @ 045 807 1213
 : Must be forwarded to: Wilhelm Stahl Hospital, Private Bag X 518, Middleburg 5900

POST 12/96 : **SENIOR ADMIN OFFICER OPERATIONS REF NO: SAO/HCH/016/03/10**

SALARY CENTRE : R 161 970 per annum
 : Holy Cross Hospital (Flagstaff)

- REQUIREMENTS** : Std 10/Grade 12 certificate, Degree/Diploma in General Administration/Public Administration or equivalent with 5 years experience in Public Service environment. Strong leadership and Supervisory qualities, computer literate. Valid driver license. Alternatively - Std 10/ Grade 12 Certificate, Computer literacy certificates, 5 years experience in the Public Sector environment, exposure in operations environment will be an added advantage. Knowledge of Human Resources Practices and Procurement processes. Strong leadership and supervisory qualities, knowledge of applicable legislative prescripts, regulations and policies. Valid drivers license.
- DUTIES** : Includes and no limited to the provision, delivery, coordination and supervision of quality catering services and other administrative services that may be determined by management. Develop disseminate and interpret policies for employees. Manage the development of employees, ensure proper implementation of the management and development system, manage employee complaints, enforce discipline and ensure sound labour relations. Ensure availability of relevant equipment and resources, formulate service operation support service plan and ensure implementation and availability of service contracts and monitor service level agreements. Develop and implement service standards that meet the expectation of support service clients. Manage the health and safety of the operational working environment, and develop reports on support services.
- ENQUIRIES** : NJ Ximbi @ 039 252 3000/1
- APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
- POST 12/97** : **SENIOR DIETICIAN REF NO: SD/HCH/017/03/10**
- SALARY** : R 161 970 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : B.SC Dietetics Degree/B. Nutrition, current registration with HPCSA. 0-2 years experience in the public service. Computer literacy, proof of community service. A valid drivers code 8 drivers licence will be an added advantage
- DUTIES** : Counsel and educate individuals, group and communities on appropriate diets, menus planning and preparations of food to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plans evaluate and conduct nutrition programme for vulnerable groups to promote appropriate dietary in the community. Provide food nutrition information to staff and public.
- ENQUIRIES** : NJ Ximbi @ 039 252 3000/1
- APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
- POST 12/98** : **OCCUPATIONAL HEALTH AND SAFETY REF NO: OHS/TBH/018/03/10**
- SALARY** : R 161 970 per annum
CENTRE : Taylor Bequest Hospital
REQUIREMENTS : Appropriate tertiary qualification in Health related Field and Registration with the appropriate council/ statutory body. Knowledge of Hazardous Substances Act, No. 15 Health Professions Act, No. 56 of 1974, Medicines and related Substances Control Act, No. 101 of 1965 Occupational Health and Safety Act, No. 85 of 1993 Pharmacy Act, Essential Drug List. Valid driver's license. Good communication skills (verbal and writing) in different levels, report writing skills. Manage procedures related to safety policy, 'provide guidance and Advice on OHS procedures at all levels of Management Organizing, planning and presentation skills.
- DUTIES** : Implement OHS Act system, which is an ODHAS 18001/2. Audit OHS System. Train employee of SHE management. Establish SHE committees according to OHS Act. Investigate all implementation of the OHS Act. Develop SHE Management Systems. Interpret and coordinate recommendation from external audits reports. Conduct regular site inspections. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Manage (OIDA). Help in the implementation of Security policies and procedures. Key responsibilities provide support functions to Umlamli and Ukhahlamba line functions and train employees. Supervise and develop the staff and perform other operational matters within the division.
- ENQUIRIES** : Ms N Ngwabeni @ 039 257 0043

APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/99 : **SENIOR RADIOGRAPHER REF NO: SR/STEH/019/03/10**

SALARY : R 161 970 - R 188 046 per annum plus 17% ISRDS Nodes & 10% scarce skills plus housing allowance according to qualification thereof)

CENTRE : St Elizabeth Hospital

REQUIREMENTS : A degree/ National Diploma in Diagnostic Radiography. Current registration with HPSCA. Good communication and interpersonal skills. Knowledge of relevant Health & Safety Act. At least 2 years post community service experience.

DUTIES : To perform good quality radiography for diagnostic purposes. To perform radiographic duties requested according to standard protocols. To provide a 24hr radiographic service. To maintain radiation protection. To provide/render high quality patient care. Participate in quality control/assurance and improvement activities. To provide effective and efficient equipment management. To supervise other subordinate radiographers. To assist with management and maintenance of X-ray machines, inventory (Films and cassettes) and patient. Report to the Chief Radiographer in charge.

ENQUIRIES : Lizo Nxele @ 039 253 1111

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/100 : **SENIOR PROVISIONING ADMIN OFFICER: TRANSPORT REF NO: SPAOT/AMA/020/03/10**

SALARY : R 161 970 per annum

CENTRE : Amathole District Office

REQUIREMENTS : An appropriate recognized Bachelor's Degree/Diploma with 3 years experience in Transport Management and 2 yrs experience as a Supervisory or Grade 12 with 5 years experience in Transport Management of which 3 years should be at Supervisory Level. Knowledge of Government transport policies. Good Interpersonal and communication skills. Be able to work under pressure. Sound knowledge of PFMA, Treasury Regulations. Presentation and Report writing skills. Computer literacy. Valid drivers licence.

DUTIES : Responsible for the District fleet and subsidized vehicles. Provide and maintain District pool vehicles for official purposes. Inspection of pool vehicles and subsidized vehicles. Verify monthly kilometre travelled before approval for payment purposes. Certify the processing of Transport related payments. Ensure Safety of District vehicles. Ensuring that, quality control system is maintained. Responsible for notifying chief users on any expired contacts . Record keeping of all pool district vehicle files. Handle all queries with regards to District Transport. Overall supervision of the section. Ensures that annual report on transport is compiled for the reflection of liabilities. Ensuring compliance with policies and procedures. Monitor process with regard to transport utilization in the District.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/101 : **INFORMATION OFFICER REF NO: IO/TH/021/03/10**

SALARY : R 161 970 per annum

CENTRE : Thafalofefe Hospital

REQUIREMENTS : Grade 12 plus Degree/Diploma in Information Technology with 2 years experience in Information management field or Grade 12 plus 5 years minimum experience in Information management field. Knowledge and understanding of DHIS 1.4 & ETR.NET Systems. Analytical understanding and interpretation of Hospital information together with understanding of Clinical issues and possession of drivers' license will be an added advantage.

DUTIES : Coordinate collection of quality data and maintenance of the institutional Health Information database (DHIS). Ensure that data coming from various departments within the Hospital e.g. Wards, OPD, Specialist clinics etc is submitted to a central point in the institution for capturing in DHIS and ETR.NET system. Ensure timely submission of complete, consistent and validated data according to data flow policy (manually and electronically validated data

to ensure high level of quality to inform management Decisions at all levels).Ensure confidentiality of individuals records/data and safe storage of all records. Generate monthly, quarterly and annual report to be used at different levels. Assist in compilation of DHP, DHER & institutional monitoring and evaluation system.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/102 : **PROFESSIONAL NURSE: GENERALREF NO: PNG/ASD/022/03/10**

SALARY : R 160 032 per annum
CENTRE : Amahlathi Sub-District
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification in Nursing Science, registration with SANC as a Professional Nurse. Supervisory experience and computer literacy is recommended. Must have a valid drivers licence

DUTIES : Providing quality nursing care. Supervising junior staff within the unit. Assessing patients according to needs. Ensuring optimal nursing services, implementation of patient right charter and Batho Pele principles at all times. Performing patient administration and compliance with finance procumbent and human resource prescripts.

ENQUIRIES : Ms B Mngxe @ 043 643 4775/6
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/103 : **PROFESSIONAL NURSE REF NO: PN/EMASD/082/03/10**

SALARY : R 130 119- R 150 842 per annum
CENTRE : Emalahleni Sub-District (Chris Hani Health District)
REQUIREMENTS : Basic R 425 Qualification (i.e. Diploma/Degree in Nursing) or equivalent registration with South African Nursing Council as a Professional Nurse and current registered. Knowledge of nursing care processes and procedures and procedures, Nursing statutes and other relevant legal frameworks, including grievance procedures and report writing, liaison, coordination, facilitation, problem solving, planning and organising skills.

DUTIES : Provide direction in the implementation of the Nursing plan (Clinic practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practices). Practice nursing and health care in accordance with the relevant laws and regulation. Utilize human, material and physical resource efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including awareness of and willingness to respond to patients needs, requirements and expectations (Batho Pele Principles). Maintain constructive working relationship with nursing and other stakeholders. Create and maintain complete and accurate nursing records for patients. Liaison with other organisation in respect of nursing programmes. Completion of daily statistics function as member of clinical team with collaborative efforts with the multi disciplinary health care practitioners in daily clinical and administrative duties.

ENQUIRIES : Mawethu Ndyalvane @ 045 807 1213
APPLICATIONS : Must be forwarded to Attention N.F Ndonga, Private Bag X 1142, Lady Frere

POST 12/104 : **HUMAN RESOURCE PRACTITIONER: PMDS 2 POSTS REF NO: HRP/L-SHIP/BHO/083/03/10**

SALARY : R 130 425 per annum
CENTRE : Bhisho Head Office
REQUIREMENTS : Tertiary qualification in relevant field or Matric with 3-5 years relevant experience in Human Resources Development environment. A management of training qualification would be an added advantage. Knowledge of Skills Development Act, Employment Equity Act, Skills Development Levy Act. Computer Literacy and Drivers Licence would be an added advantage.

DUTIES : Assist in the coordination and administration of Learnership and Internship in the department. Coordinate the expression of interest with Line Function Manager for Learnership and Internship Program. Ensure management of the appointment and ensure capturing process of Learners and Interns into the PERSAL System. Coordinate the signing of Service Level Agreement between the department, Service Providers and Learners. Compile and

maintain statistics of appointed different Learnership in the department. Ensure proper analysis of.

ENQUIRIES APPLICATIONS : Mr. FZ Stali @ 040 608 1548
 : Must be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/105 : **HUMAN RESOURCE PRACTITIONER: PMDS REF: HRP/PMDS/084/03/10**

SALARY CENTRE REQUIREMENTS : R 130 425 per annum
 : Bhisho Head Office
 : Tertiary qualification in relevant field or Matric with 3-5 years relevant experience in Human Resource Development environment. A management of training qualification would be an added advantage. Knowledge of skills Development Act, Employment Equity Act, Skills Development Levy Act, Computer Literacy and Drivers licence would also be an added advantage.

DUTIES : Assist in the coordination of PMDS in the Department. Linking Agreements in PERSAL. Assist in the Validation of Agreements. Compile and maintain statistics of agreements signed. Capturer payments of performance incentives in PERSAL.

ENQUIRIES APPLICATIONS : Mr. FZ Stali @ 040 608 1548
 : Must be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/106 : **FINANCIAL CONTROLLER REF NO: FC/ESD/085/03/10**

SALARY CENTRE REQUIREMENTS : R 130 425 per annum
 : Engcobo Sub-District
 : Tertiary qualification e.g. Diploma/Degree in Financial related field 3-5 years in Supplier payment. Computer literacy. Knowledge of BAS/ LOGIS and PERSAL system. Conversant with "Public Service legislation, policies and PFMA.

DUTIES : Oversee and implement effective internal control measures with regard to payment of supplies. Do post auditing on all payment captures and administer proper filing on monthly basis. Payment monitoring tool and creditors reconciliation are submitted within the required time Authorization of supplier payments on bas system. Assist in compiling monthly and quarterly reports.

ENQUIRIES APPLICATIONS : Mrs. Badi @ 047 531 1933
 : Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099

POST 12/107 : **PRINCIPAL PERSONNEL OFFICER REF NO: PPO/AN/023/03/10**

SALARY CENTRE REQUIREMENTS : R 130 425 per annum
 : Aliwal North
 : Grade 12 with a 4 years experience in the field of HR, certificate and or A three year Degree/Diploma or equivalent plus HR related practical experience. Experience and knowledge of PERSAL and MS office. Relevant Public service legislation with regard to HR prescripts and policies as well as PFMA & treasury regulations. Sound interpersonal relationship. Team player, Good communication skills(written and verbal) self driven and results oriented. A valid drivers licence will be an added advantage.

DUTIES : Supervision of staff. Administer and advice on conditions of services: Deal with leave matters (manual and electronically). Implement PILIR system., Medical Aid, Leave gratuity allowances Home owner/housing allowance. State guarantee, Resettlement, T&S Claims, Overtime, Injury on duty, Adhoc investigations, Termination of services i.e. Abscondment, age retirement, resignation and health.

ENQUIRIES APPLICATIONS : Mr TMO Phito @ 051 634 2661/5
 : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/108 : **PERSONAL ASSISTANT REF NO: PA/UKCSC/024/03/10**

SALARY CENTRE REQUIREMENTS : R 130 425 per annum
 : Ukhahlamba CSC
 : A Grade 12 certificate, Secretarial Diploma or an NQF Level 4 is required with relevant experience. Knowledge and understanding of departments' prescripts, well developed office administration and organisational skills. Good written and verbal communication skills as well as sound interpersonal

relations. Computer literacy is essential with working knowledge of Microsoft Software Programmes (Ms Word, Ms Excel and Ms Power Point). Ability to handle confidential matters, Good telephone etiquette, Administrative, Organisational and general office management skills, Time management and ability to function without constant supervision, ability to work under pressure. Understanding of core functions of the Directorate.

DUTIES : The successful candidate will be responsible for the following specific tasks:
 Maintain the Senior Management Service day to day and setting up meetings and appointments. Provide effective Secretarial support service to the Senior Management Service Member. Arrange board packs for meetings, Liaise with agencies in organising travel and accommodation for the Manager. Receive and distribute documents. Screening phone calls and handle enquiries. Prepare agenda for meeting and take minutes. Prepare refreshments for the office and receive guest and accompany the. Draft acknowledgement letters for the Senior Manager's consideration and signature. Liaise with Departments' officials on matters relating to the Senior Management Member. Oversee payments of accounts, contracts and petty cash, order stationery and other office equipment. Maintain electronic and hard copy files. Consolidate monthly reports for the Senior Management Service Member. Do the monthly reconciliation of expenditure reports. Maintain an effective filing system in accordance with the Department of Health file plan.

ENQUIRIES : Mr .J .Ndzinde @ 051 634 2661
APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/109 : **ADMINISTRATION OFFICER 3 POSTS REF NO: AOPS/BHO/025/03/10**
 Professional Secretariat

SALARY : R 130 425 per annum
CENTRE : Bisho Head Office
REQUIREMENTS : A Degree/Diploma in Public Administration (REQV 13) or Matric with a minimum of 5 years working experience as an Administrator. General and fair understanding of Professional Secretariat Processes and content within the Eastern Cape Department. Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of computer literacy, basic numeracy, good planning and writing skills, pays attention to detail and quality, ability to work under pressure and a valid drivers license is an added advantage. Kindly note that short listed candidates will be subjected to security clearance.

DUTIES : Undertake relevant administrative and procurement duties. Assist in making professional copies and individual files and packages containing notices, minutes of previous meetings , agendas and or presentation documents. Ensure that such packages or files are distributed either by the Unit of the registry component of the Department. Follow –up on minutes that was submitted for proof reading as well as confirming attendance of participants to various meetings. Assist in making professional copies of reports for meetings when needed and also follow up on all reports that are needed. Making copies of the workshop reports and ensure that such reports are bound and distributed accordingly. To produce all the necessary equipment, tools and stationery for the work of the Professional Secretariat Unit. Effectively control and monitor the budget. Recording, organizing, storing and retrieving information by developing a database/ filing system. Assist with the compilation of the Annual Report.

ENQUIRIES : Ms. N Simuku @ 083 378 0922
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/110 : **LOGISTIC SUPPORT OFFICER EF NO: LSO/TH/027/03/10**

SALARY : R 130 425 per annum
CENTRE : Thafalofefe Hospital
REQUIREMENTS : Degree/Diploma in Financial Management/Accounting/ Purchasing Management or STD 10 plus 3 years relevant experience in Procurement, experience in BAS will be an added advantage. Knowledge of PFMA Regulations. Experience in Bid processes.

DUTIES : Enforcing best practice procurement standards for goods and services are economically and efficiently for the best advantage of the institution. Ensure that stock levels are maintained. Maintain records of all orders of purchases.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/111 : **PROFESSIONAL NURSE: GENERAL REF NO: PNG/AMA/026/03/10**

SALARY : R 130 119 per annum

CENTRE : Mgwali Clinic

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification in Nursing Science, registration with SANC as a Professional Nurse. Supervisory experience and computer literacy is recommended. Must have a valid drivers licence.

DUTIES : Providing quality Nursing Care. Supervising junior staff within unit. Assessing patients according to needs. Ensuring optimal nursing services, implementation of patient right charter and Batho Pele Principles at all times. Performing patient administration and compliance with finance, procumbent and human resource prescripts.

ENQUIRIES : Ms B Mngxe @ 043 643 4775/6

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/112 : **STAFF NURSE GRADE 3 REF NO: SN3/HCH/028/03/10**

SALARY : R 122 652 per annum

CENTRE : Holy Cross Hospital (Flagstaff)

REQUIREMENTS : Grade 10 STD 8 Certificate. Registrations with SANC as Enrolled Nurse, 3 years experience as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the director or indirect supervision of a Professional Nurse, provide nursing care duties. Execute nursing care plans for patients, monitor vital signs, solve problems by referring to standard procedures and may occasionally compare possible courses of action.

ENQUIRIES : NJ Ximbi @ 039 252 3000/1

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/113 : **STAFF NURSE GRADE 3 REF NO: SN3/FBH/029/03/10**

SALARY : R 122 652 per annum Gr3

CENTRE : Fort Beaufort Hospital

REQUIREMENTS : Enrolment wit the SANC as an enrolled nurse service certificate for appropriate experience in the nursing category. Ability to work under pressure.

DUTIES : Perform quality bedside nursing care in accordance to the scope of nursing. Implementation of Batho Pele Principles and patients' Rights Charter. Adherence to procedures and policies. Keep proper records.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/114 : **PRINCIPAL ADMINISTRATIVE CLERKS 2 POSTS**

CENTRE : Mhlontlo Sub-District Ref.NO: PAC/MSD/030/03/10
Qumbu Health Centre Ref.NO: PAC/QHC/031/03/10

SALARY : R 105 645 per annum

REQUIREMENTS : Applicants should be in possession of a Senior Certificate or equivalent qualification with at least 2 years experience in Human Resource Management or a Recognized National Diploma in Human Resource Management with at least 1 year experience in Human Resource Management. The applicant should posses knowledge of HRM Policies and related legislation like the PSA, the BCEA and the Public Service Regulations. He/She must have knowledge of PERSAL. He/She must be self driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communication skills (both verbal and writing)

DUTIES : The successful candidate will be responsible for: Rendering support services to line functionaries on HRM issues, Rendering an effective HRM advisory

service to management and employees in the department ; Recruitment and Selection; Service terminations; Conditions of Service; Performance Evaluation and General Administration.

ENQUIRIES : Mda S. 083 3314925
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/115 : **ADMIN OFFICER: PROCUREMENT REF NO: AOP/FBH/032/03/10**

CENTRE : Fort Beaufort Hospital
SALARY : R 105 645 per annum
REQUIREMENTS : An appropriate tertiary qualification and/or a strong background in procurement and Bid administration. Computer skill is essential. Knowledge of Public Finance Management Act, Treasury Regulations, Knowledge of BAS & LOGIS Systems.

DUTIES : Administer all aspects of Bids and Procurement including contracts. Provide office Support. Handling all relevant matters. Ensure efficient and economic procurement of goods and services.

ENQUIRIES : Ntombethemba Nene 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/116 : **NURSING ASSISTANT GRADE 3 3POSTS REF: NA/HCH/033/03/10**

SALARY : R 94 848 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : Grade 10, STD 8 Certificate. Enrolment certificates as a Nursing Assistant. Registration with SANC.

DUTIES : Provide basic care within the ward setting and assist with the implementation of health care programmes. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients. Do urinalysis and weighing of holistic patients. Proper care of patients. Communicate with colleagues and patients to render quality holistic patients care and to support a multidisciplinary approach. Maintain client satisfaction through quality service innovation and nursing care by upholding the principles of Batho Pele and the standard set by accreditation process.

ENQUIRIES : NJ Ximbi @ 039 252 3000/1
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address.

POST 12/117 : **ADMIN CLERK- REVENUE REF NO: AC/FBH/034/03/10**

SALARY : R 87 987 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification with 2 years relevant experience, Knowledge of BAS& LOGIS System.

DUTIES : Implement of Revenue processes regarding identification, collection, recording, Reconciliation and safeguarding of assets including banking arrangements.

ENQUIRIES : Ntombethemba Nene 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/118 : **DATA CAPTURER REF NO: DC/EH/035/03/10**

SALARY : R 87 978 per annum
CENTRE : Empilisweni Hospital
REQUIREMENTS : Grade 12 with at least 3 years experience, excellent computer skills, good communication and interpersonal skills, an understanding of District Health Information Systems Software will serve as an advantage. Drivers license. Flexibility, willingness and ability to work under pressure.

DUTIES : Capture data into system, check data return sheets. Prepare and maintain register for data return sheets. Do data validation after capturing. Maintaining filing system. Follow up outstanding data on the data base. Perform other tasks related to this section allocated cost code or Directorate. Empilisweni District Hospital: Senqu LSA.

ENQUIRIES : Mr. Nyani @ 078 1989 116

APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/119 : **DATA CAPTURER REF NO: DC/MNLSA/036/03/10**

SALARY : R 87 978 per annum
CENTRE : Mnquma LSA
REQUIREMENTS : Diploma in Computer Science coupled with 2 years experience. Excellent Computer skills. Sound Knowledge of Computer and data management Environment. Good information organizational skills would be a strong recommendation. Ability to organize data, creative and innovate thinker. Ability to work in a coordinated team. A sense of urgency and an ability to work under pressure.

DUTIES : Collection and collation of data. Analyse and synthesize collected data. Captures data when ranking has been done. Provide feedback to facilitates on quality of data submitted. Training of facility staff on issue of quality data. Participation in the development of sub district reporting documents

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/120 : **HR CLERK REF NO: HRC/FBH/037/03/10**

SALARY : R 87 978 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Degree/Diploma in Human Resource Management Grade 12 with 3 years experience in HR Environment. Extensive knowledge of Persal, communication skills and ability to work under pressure will be an added advantage

DUTIES : Deal with all issues of HR in the Hospital. Implement and manage Persal Transactions. Provide recruitment selection and appointment services for the Hospital. Ensure Timorous development of master lists

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/121 : **ARTISAN PAINTER REF NO: AP/TBH/087/03/10**

CENTRE : Tayler Bequest Hospital (Matatiele)
SALARY : R 87 978 per annum
REQUIREMENTS : STD 10 certificate/or standard 8 certificate, with a NTC 3 or equivalent qualification plus at least 2 years experience in a painting environment Passed trade test in terms of provision of section 13(2) (h) of the manpower training Act, 1981 as amended. A valid code 8 drivers is required.

DUTIES : Be in charge of the painting department within the institution. Control work outputs from the job cards to ensure that the job is done within the available resources and is of good standard. Perform standby duties and emergency call-outs as required from time to time. Compile month reports on work in progress and completed work as well as safety records. Give written expert advice on specification and prioritization of projects. Detect and repair more complex faults in the work environment. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Exercise financial control of budget and store items utilized by maintenance department to ensure adherence to the allocated budget. Execute and plan maintenance on all essential plants and equipments. Develop and execute maintenance plan.

ENQUIRIES : Mrs. R. Kok @ 039 737 3107
APPLICATIONS : Must be forwarded to Tayler Bequest Hospital, Private Bag x 836, Matatiele, 4730

POST 12/122 : **ARTISAN CARPENTRY REF NO: AC/TBH/088/03/10**

SALARY : R 87 978 per annum
CENTRE : Tayler Bequest Hospital (Matatiele)
REQUIREMENTS : STD 10 certificate/or standard 8 certificate, with a NTC 3 or equivalent qualification plus at least 2 years experience in a painting environment Passed trade test in terms of provision of section 13(2) (h) of the manpower training Act, 1981 as amended. A valid code 8 driver's licence is required.

DUTIES : Be in charge of the carpentry department within the institution. Replace locks to cupboards, drawers and doors. Repair or renew doors, frames, casement

and sash windows. Compile month reports on work in progress and completed work as well as safety records. Give written expert advice on specifications and prioritization of projects. Detect and repair more complex faults in the work environment. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Exercise financial control of budget and store items utilized by maintenance department to ensure adherence to the allocated budget. Execute and plan maintenance on all essential plants and equipments. Exercise control over equipment/ tools and keep in good working order. Develop and execute maintenance plan. Take responsibility for in-house training and advancement of subordinates.

ENQUIRIES : Mrs. R. Kok @ 039 737 3107
APPLICATIONS : Must be forwarded to Tayler Bequest Hospital, Private Bag x 836, Matatiele, 4730

POST 12/123 : **SENIOR DATA CAPTURER - ARV SITE REF NO: SDCARV/CH/089/03/10**

SALARY : R 87 978 per annum
CENTRE : Cofimvaba Hospital
REQUIREMENTS : Matric/Diploma or equivalent, and minimum experience of 1 working with working with District Health Information (DHIS) software and ETR software. Familiar with policies and principles of Information Management Systems. Computer literacy. Flexibility, willingness to work under pressure as a team. Communication and interpersonal skills.

DUTIES : Collect, Refresh, Analyse and up date files on DHIS database and make information readily through import & export function. Follow up outstanding data with Feeder clinics. Generate summary data quality indices report. Retrieve validation and missing data report for supervisor. Manage submission of data for all sets. Compile track tool monthly and quarterly using graphs (quality indices). Respond to information request of data on the base. Perform other tasks relevant to area of responsibility as requested. Report to ARV Coordinator

ENQUIRIES : Mr. T. Matsila @ 047 874 000
APPLICATIONS : Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099

POST 12/124 : **STAFF NURSE GRADE 1 X 3 POSTS REF NO: SN1/HCH/038/03/10**

SALARY : R 86 805 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : Grade 10 STD 10 Certificate. Registration with SANC as Enrolled Nurse, 3 years experience as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the director or indirect supervision of a Professional Nurse, provide nursing care duties. Execute nursing care plans for patients, monitor vital signs, solve problems by referring to standard procedures and may occasionally compare possible courses of action.

ENQUIRIES : NJ Ximbi @ 039 252 3000/1
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/125 : **ENROLLED NURSING ASSISTANT 2 POSTS REF NO: ENA/NH/039/03/10**

SALARY : R 79 440 per annum
CENTRE : Nompumelelo Hospital
REQUIREMENTS : Standard 8 or Standard 10 Certificate. Current registration with SANC as Enrolled Nursing Assistant. 3-5 years experience as Enrolled Nursing Assistant. Good written and communication skills.

DUTIES : To maintain hygiene of patient. Operate all relevant apparatus and equipment. Prepare of patients for diagnostic and surgical.

ENQUIRIES : Mrs. VC Nompunga @ 040 673 3321
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/126 : **QUALITY ASSESSOR REF NO: QA/BHO/090/03/10**

SALARY : R 85 338 per annum
CENTRE : East London Call Centre
REQUIREMENTS : Grade 12 or Matric, with appropriate post-matric qualifications in any of the following fields; Quality Management and 1-2 years experience working in a Call Centre environment, Excellent listening, analytical and communication

<u>DUTIES</u>	:	skills. Adherence to the confidential clause of the Eastern Department of Health Contact Centre. Fluency in at least two of the languages that are spoken in the Eastern Cape. Extensive computer literacy.
	:	Listen to all call centre incoming and outgoing calls for quality purposes. Making use if designed formats to analyze and assess the quality of call handling by the centre agents. Perform daily quality assurance administration. Utilizing the designed call monitoring tools to provide trends and data to the Quality Assurance Officer. Utilize the designed tools execute process audits and compile reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ntlube @ 043 709 5803
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/127</u>	:	<u>ADMIN CLERKS 2 POSTS REF NO: AC/TH/040/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 73 584 per annum Thalofefe Hospital
	:	Grade 12 with a minimum of 2 years experience in General Administration. Good written and verbal communication. Computer literacy
<u>DUTIES</u>	:	Deliver quality general administration services in support of the line function in order to contribute to optimal health care. Maintain filing system and quality Assurance in all administration functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ntombethemba Nene @ 043 707 6048
	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/128</u>	:	<u>WARD CLERKS 4 POSTS REF NO: WC/MAH/091/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 73 584 per annum Mount Ayliff Hospital
	:	Candidates must have Grade 12.and be computer literate. Experience in the Public Sector will be an added advantage.
<u>DUTIES</u>	:	Delivery of efficient ward administration services by: Provision of clerical staff. Ordering and receiving war suppliers such as Stationery, Surgical supplies etc. Compiling patient folders transport arrangement that contain the relevant documentation. Recording of stock and supplies. Capturing data statistics, registers, summaries etc. Perform clerical duties such as photocopying, duty rosters, transport arrangements, bed an other bookings kiting of patients clothing. Filing of correspondence and tracing of files. Continuous quality assurance improvement of the ward administration service. Archiving files according to the category and place. Maintain the service level agreed between the CSC and the Hospital. Compile reports for the CSC. Provide an effective and efficient ward administration service. Attain acceptable quality assurance and client services level. Communicate continuously to the stakeholders of the cluster.
<u>ENQUIRIES APPLICATIONS</u>	:	L. Xhelithole @ 039 254 0230/6
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 12/129</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SO/TH/047/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 72 138 per annum Thalofefe Hospital
	:	Grade 12 or Tertiary qualification. Strong administration skills. Appropriate verbal and written communication. Basic switchboard operation.
<u>DUTIES</u>	:	Monitor and refer telephonic calls to the necessary staff. Record and deliver messages to the relevant staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ntombethemba Nene @ 043 707 6048
	:	Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address
<u>POST 12/130</u>	:	<u>NURSING ASSISTANT REF NO: NA/FBH/041/03/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 67 122-R 94 848 per annum Fort Beaufort Hospital
	:	Grade 12 Certificate, registered with SANC. Necessary Competencies as required by the scope or practice for Nursing Assistants
<u>DUTIES</u>	:	Provision of basic nursing care under supervision of registered nurse. Execute tasks allocated to her/his scope of practice in health education of

patients and support staff, assist with escorting of patients both internal and external.

ENQUIRIES : Ntombethemba Nene 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/131 : **NURSING ASSISTANT GRADE 1 X 8 POSTS REF: NA/HCH/042/03/10**

SALARY : R 67 122 per annum
CENTRE : Holy Cross Hospital (Flagstaff)
REQUIREMENTS : Grade 10 STD 8 Certificate. Enrolment certificates as a Nursing Assistant. Registration with SANC.
DUTIES : Provide basic care within the ward setting and assist with the implementation of health care programmes. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and reassurance of patients. Do urinalysis and weighing of Patients. Proper care of patients. Communicate with colleagues and patients to render quality holistic patients care and to support a multidisciplinary approach. Maintain client satisfaction through quality service innovation and nursing care by upholding the principles of Batho Pele and the standard set by accreditation process.

ENQUIRIES : NJ Ximbi @ 039 252 3000/1
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/132 : **NURSING ASSISTANT REF NO: NA/SSGH/092/03/10**

SALARY : R 67 122 per annum
CENTRE : SS GIDA Hospital
REQUIREMENTS : Senior or Junior or equivalent certificate plus enrolment with the SANC as Nursing Auxiliary.
DUTIES : Provide basic nursing care under the supervision of a Professional Nurse. Undertake low – level domestic and supervisory tasks. Be willing to work day or night duty.

ENQUIRIES : Ms Sotenjwa @ 040 658 0043
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/133 : **DRIVERS 2 POSTS**

SALARY : R 62 013 per annum
CENTRE : Stutterheim D/STUTT/043/03/10
Cathcart CHS D/CATH/044/03/10
REQUIREMENTS : Grade qualification and a code 10 drivers licence with PDP.
DUTIES : Driving of motor vehicle with the purpose of providing transport services for passengers and goods. Routine maintenance and garaging of the vehicles and the timely reporting on major defects. Responsible for the prescribed records and logs with regard to the vehicles and goods handled.

ENQUIRIES : Ms B Mngxe Tel: 043 643 4775/6
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/134 : **SENIOR DRIVER REF NO: SD/TH/045/03/10**

SALARY : R 62 013 per annum
CENTRE : Thafalofefe Hospital
REQUIREMENTS : Grade 12 certificate and Valid Code 10-14 drivers license with PDP.
DUTIES : Plan and Procure Transport. Provide and audit the utilization of Transport provide and efficient fleet maintenance.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/135 : **OPERATOR REF NO: O/FBH/046/03/10**

SALARY : R 62 013 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Grade 12. Must have worked in a paint shop environment, Boiler operator. Verbal and written communication skills. Must be physically fit to do manual work

DUTIES : Ensure work areas are clean. Assist with removals and installation of Plant equipment. Operate the boiler plant safely. Paint and glaze at the Hospital

ENQUIRIES : Ntombethemba Nene @ 043 707 6048

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/136 : **ADMIN CLERK REF NO: AC/TH/048/03/10**

SALARY : R 62 013 per annum

CENTRE : Thafalofefe Hospital

REQUIREMENTS : Std 10. Good communication skills. Computer literacy. Experience in office work.

DUTIES : Manage patient administration transfer and discharges. Manage patient records. Attend patient's enquiries.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048

APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/137 : **GENERAL ASSISTANT REF NO: GA/WBH/049/03/10**

SALARY : R 54 309 per annum

CENTRE : Winterberg Hospital

REQUIREMENTS : ABET/STD 7 or lower qualification. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to perform routine tasks and operate cleaning machines. Must be able to work under pressure. Must be able to work in a team. Must be willing to work shorts, weekend and Public Holidays. Relevant experience would be an added advantage.

DUTIES : Clean and take proper care of cleaning equipment and machinery used in daily activities. Clean and sweep work areas such as floors, verandas, walls, windows, furniture with disinfectant regularly so as to be clean of scuff and marks, litter, dust and contaminants. Clean equipment according to a cleaning schedule. Empty and clean waste paper basket and refuse bins. Store and safeguard cleaning materials and equipment. Perform any other job related allocated.

ENQUIRIES : Mr Z. Maneli @ 046 645 1142

APPLICATIONS : Should be forwarded to: The Recruitment Centre, Department of Health, Bundy Park, Schornville, King Williams' Town 5600

POST 12/138 : **FOOD SERVICE AID 2 POSTS REF NO: FSA/SSGH/093/0/10**

SALARY : R 54 000 per annum

CENTRE : SS GIDA Hospital

REQUIREMENTS : Grade 8 or equivalent qualification, 1-2 years experience in Hospital Sector or Environment.

DUTIES : Inspect food processing equipment for condition thus enabling the replacement of damaged and broken equipment. Formulate work schedules for the section. Seek, prepare and evaluate new dishes or meals, formulate and standardized new recipes. Formulate cleaning assignments to maintain level of cleanliness.

ENQUIRIES : Ms Sotenjwa @ 040 658 0043

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/139 : **GENERAL ASSISTANTS 4 POSTS REF NO: FSA/SSGH/094/03/10**

SALARY : R 54 000 per annum

CENTRE : SS GIDA Hospital

REQUIREMENTS : The incumbent should be committed and hard working. Basic literacy and ABET. Ability to read and write. Relevant experience will be an added advantage. Ability to perform routine tasks and to operate cleaning machines.

DUTIES : Perform specific cleaning duties daily. Maintain a clean working environment in order to promote the ethos of hygiene and cleanliness. Clean and maintain equipment used in the daily working activities. Identify potential problems and report these to the Supervisor

ENQUIRIES : Ms Sotenjwa @ 040 658 0043

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/140 : **PORTER REF NO: SNP/SSGH/095/03/10**

SALARY : R 54 000 per annum
CENTRE : SS GIDA Hospital
REQUIREMENTS : STD 8/Grade 10. The incumbent should be committed and a hard worker. Strong and Healthy. Ability to read and write.

DUTIES : Wheel patients to and from the entrance to the wards. Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to the various service areas e.g. Operating Theatre, Pharmacy, X-Ray, Physio or Occupational Therapy. Assist the Nurses to take patients on discharge to their vehicles or transportation. Assist nurses to transfer corps from wards to the Mortuary. May be required to assist at the information desk. May be required to deliver equipment or documentation to wards.

ENQUIRIES : Ms Sotenjwa @ 040 658 0043
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/141 : **GENERAL ASSISTANTS 2 POSTS REF.NO: GA/LCO/BHO/098/03/10**

SALARY : R54 000 per annum
CENTRE : Lilita Central Office, Bisho
REQUIREMENTS : ABET or equivalent qualification .Ability to read and write .Good communication skills and a friendly disposition is needed due to having to work at all levels of the College. Ability to perform routine tasks and operate cleaning machines. Relevant experience would be an advantage.

DUTIES : Take proper care of the cleaning equipment and machinery used in the work areas such as offices, floors, walls, windows, furniture and equipment according to cleaning schedule/work plan .Ability to lift heavy office equipment e.g. furniture, fridges, etc. from the outside buildings. Assist in the distribution of cleaning and janitorial materials.

ENQUIRIES : Mrs N. Thiso @ 040- 608 9707/8 or Mr V. Qele @ 040 608 9685
APPLICATIONS : Must be forwarded to the following address: The Recruitment Centre, Department of Health,Bundy Park, Buffalo Street, Schornville,King Williams Town.5600

POST 12/142 : **FOOD SERVICE AID REF NO: FSA/FBH/050/03/10**

SALARY : R 51 936 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : Grade 08 or equivalent qualification, 1-2 years experience in Hospital Sector/ Environment.

DUTIES : Inspect food processing equipment for condition thus enabling the replacement of damaged and broken equipment. Formulate work schedules for the section. Seek, prepare and evaluate new dishes or meals, formulate and standardize new recipes. Formulate cleaning assignments to maintain levels of cleanliness.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/143 : **GENERAL WORKERS 2 POSTS REF NO: GW/FBH/051/03/10**

SALARY : R 51 936 per annum
CENTRE : Fort Beaufort Hospital
REQUIREMENTS : The incumbent should be committed and hard: basic literacy and ABET. Relevant experience will be added advantage and ability to perform routine tasks and to operate cleaning machines.

DUTIES : Perform specific cleaning duties daily. Clean the dust bin in all office, and waiting area, dust and polish the desk, floors and walls in al offices. And the waiting area, wash dishes after meetings and sweep the floors twice a day, request cleaning material in advance.

ENQUIRIES : Ntombethemba Nene @ 043 707 6048
APPLICATIONS : Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/144 : **PORTER REF NO: P/FBH/052/03/10**

SALARY : R 51 936 per annum

CENTRE REQUIREMENTS : Fort Beaufort Hospital
Grade 8 ,Public Sector experience. 1-2 Years in Public Hospital. Knowledge of Occupational Health and Safety will be an added advantage.

DUTIES : Wheel patients to and from the entrance to the wards. Wheel or Accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to the various services areas, e.g. Operating Theatre, Pharmacy, X-Ray, Physio or occupational therapy. Assist nurses to transfer corps from the ward to the Mortuary, maybe requires assisting at the information desk. May be required to deliver equipment or document to wards.

ENQUIRIES APPLICATIONS : Ntombethemba Nene @ 043 707 6048
Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/145 : **PROPERTY CARETAKERS 2 POSTS REF NO: PC/MNLSA/053/03/10**

SALARY CENTRE REQUIREMENTS : R 51 936 per annum
Mnquma LSA
Grade 8 or equivalent ABET qualification. Relevant experience in facility management. Verbal and written communication skills. Ability to work under pressure. Ability to operate elementary equipment and machine.

DUTIES : To provide cleaning services and any other duties allocated to him /her. Move heavy item such as furniture and collect refuse from wards. Cutting of grass and shrubbery cleaning of grounds and flowers gardens. Cleaning of gutters to ensure clean water. To off load stores and pack as directed.

ENQUIRIES APPLICATIONS : Ntombethemba Nene @ 043 707 6048
Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/146 : **GENERAL WORKER REF NO: GW/EH/054/03/10**

SALARY CENTRE REQUIREMENTS : R 51 936 per annum
Empilisweni Hospital
ABET or equivalent qualification. Ability to read and write. Excellent communication skills. Self-motivated and willingness to work under pressure. Only people who meet these requirements need to apply. Relevant experience would be an added advantage.

DUTIES : Support Nursing/Clinical and admin sections of the unit with cleaning and other related household activities. Clean and take proper of cleaning equipment, machinery used in working areas such as offices. Report problems and faults to the Supervisor. Operate equipment and machinery in accordance to standing instruction. Work as part of a team to enhance service delivery.

ENQUIRIES APPLICATIONS : Ms N. Tubela @ 051 611 0039/7
Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection Department of Health, Private Bag x 1005

POST 12/147 : **MESSENGER REF NO: M/TH/055/03/10**

SALARY CENTRE REQUIREMENTS : R 51 936 per annum
Thafalofefe Hospital
Grade 9 or equivalent qualification. Good communication skills, reliability and Commitment.

DUTIES : Fetching of mails Post Office. Delivery of correspondence between sections. Assist in the sorting of mail. Any other duties that may be assigned.

ENQUIRIES APPLICATIONS : Ntombethemba Nene 043 707 6048
Should be forwarded to Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600 OR Hand delivered at the address

POST 12/148 : **GENERAL WORKER GRADE 2 REF NO: GN/SH/096/03/10**

SALARY CENTRE REQUIREMENTS : R 51 936 per annum
Sipetu Hospital (OR Tambo Health District)
STD 6/7 or ABET Certificate. Must be able to use cleaning machines. Good written and verbal communication skills.

DUTIES : Cleaning wards and offices. Report faults/defects to the supervisor. Able to place orders for cleaning materials.

ENQUIRIES : Ms Sotenjwa @ 040 658 0043

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 12/149 : **GENERAL WORKER REF NO: GW/ESD/097/03/10**

SALARY : R 51 936 per annum
CENTRE : Engcobo Sub-District
REQUIREMENTS : Grade 08 or equivalent ABET qualification. Relevant experience in facility management. Verbal and written communication skills. Ability to work under pressure. Ability to operate elementary equipment and machine.

DUTIES : Safe keeping of clinic keys. Maintenance of grounds and cutters, keep clinic grounds and buildings clean at all times.

ENQUIRIES : Mrs. Badi @ 047 531 1933
APPLICATIONS : Must be forwarded to Engcobo Sub-District, Private Bag X5005, 5099

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE**

Free State Department of Agriculture is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Application for the department of agriculture to be submitted to: Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein 9300 or delivered by Hand to Mrs S Hlekiso in Room 203, 2ND Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein
- CLOSING DATE** : 16 April 2010
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 12/150
MAN/MACC** : **MANAGER: MANAGEMENT ACCOUNTING 1 POST REF NO:**
- SALARY** : An all inclusive salary package of R378 456 per annum, Level 11. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE
REQUIREMENTS** : Bloemfontein: Financial Accounting Section
*A relevant Bachelor's Financial Degree or a Diploma in Financial Management and relevant practical experience in Accounting and Budgeting Management. *At least 3 – 5 years experience in Budgeting and Management Accounting Recommendations: *Ability to work under pressure and adhere to strict deadlines *Good report writing skills with analytical ability *Communication skills, both verbal and written *Understanding of the new regulatory framework for the Public Service, i.e . PFMA, Treasury Regulations, the Public Service Act, etc. *Knowledge of GRAP and MTEF, management techniques, Government Regulations, public and business administration *Must be computer literate with thorough experience and knowledge of MS Excel and Access *Good people management skills
- DUTIES** : *Render effective and efficient budget management service *Assist with the compiling of Annual Financial Statements and Annual Report *Assist with Risk Management and annual audit *Coordinate the corporate variance reports *Compile weekly and monthly management accounts *Manage, supervise, train and develop staff
- ENQUIRIES** : Ms F Claassen, Tel No (051) 506 1625
- POST 12/151
MRBA** : **MANAGER: RISK BASED AND COMPLIANCE AUDITS 1 POST REF NO:**
3 Year Contract Appointment
- SALARY** : An all inclusive salary package of R378 456 per annum, Level 11. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion,

		which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Internal Audit Unit
	:	*3 year degree or diploma in Internal Auditing or Auditing plus 5 years auditing experience of which 3 years should be at managerial level *A valid driver's licence Code 08 Recommendations: *Extensive knowledge of IIA Standards *Relevant legislation applicable to operations of the Department *Internal auditing processes and techniques *Excellent communication activities (written & oral)
<u>DUTIES</u>	:	*To review and assess business risks and internal controls *To ensure performance of risk based audits by the audit team *Manage internal Audit Projects to ensure achieving of the Internal Audit Plan *To provide input into strategic and technical documents, and market the unit *To provide continuous people development to meet the needs of the department (quality reporting, client care orientation, staff motivation, etc.) *Report to Chief Audit Executive and the Accounting Officer on auditable activities *Supervision of Audit Team and General Administration of the Sub-directorate
<u>ENQUIRIES</u>	:	Mr M Tshake, Tel No (051) 506 1620
<u>POST 12/152</u>	:	<u>MANAGER: SPECIALIZED AUDITS 1 POST REF NO: MSA</u> 3 Year Contract Appointment
<u>SALARY</u>	:	An all inclusive salary package of R378 456 per annum, Level 11. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Internal Audit Unit
	:	*3 year degree or diploma in Internal Auditing or Auditing plus 5 years auditing experience of which 3 years should be at managerial level *A valid driver's licence Code 08 Recommendations: *Extensive knowledge of IIA Standards *Relevant legislation applicable to operations of the Department *IT auditing processes and techniques *Ability to perform forensic investigations
<u>DUTIES</u>	:	*To review and assess fraud, IT and environmental risks and internal controls * Manage specialized audits to ensure achievement of the Internal Audit Plan *To ensure performance of specialized audits (IT, Forensic, Performance, etc.) by the audit team *To provide input into strategic and technical documents, and market the unit *To provide continuous people development to meet the needs of the department (quality reporting, client care orientation, staff motivation, etc.) *Report to Chief Audit Executive and the Accounting Officer on auditable activities *Supervision of Audit Team and General Administration of the Sub-directorate
<u>ENQUIRIES</u>	:	Mr M Tshake, Tel No (051) 506 1620
<u>POST 12/153</u>	:	<u>ASSISTANT DIRECTOR: WORKSTUDY 1 POST REF NO: WO</u>
<u>SALARY</u>	:	A basic salary of R 240 318 per annum, Level 10
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Human Resource Planning
	:	*Appropriate three year degree preferable in the Management Services or Human Sciences field
<u>DUTIES</u>	:	*Develop & maintain the departmental organogram in line with the strategic plan *Identify the needs for changes to the organogram *Conduct research on organogram *Analyze the research proposal of the organogram *Consult with the relevant stakeholders / role players *Finalize the organogram *Conduct business process re-engineering investigations *Analyze current methods *Make proposals on improved methods *Survey for monitoring and evaluation *Undertake efficiency promotion exercises *Design forms for the department *Conduct office accommodation needs analysis *Conduct investigations on labour savings devices *Develop norms and standards *Develop filling systems *Provide inputs into the development of service delivery models *Evaluate jobs in the Department *Collect information on the job *Conduct job analysis interview *Capture information into the software *Present the evaluated jobs to the Departmental and Provincial Quality Assurance Committee *Provide advice and assist in the development of job Descriptions *Conduct research on the contents of the job and benchmark with other departments / provinces *Develop the draft job description

*Consult with the relevant role players on the draft job description *Finalize the job description *Undertake administrative functions required *Handle enquiries *Update and maintain the database *Collect information for reports *Obtain approval fro evaluated jobs *Conduct information sessions *Disseminate information on the outcome of the evaluated jobs

ENQUIRIES : Mr T Ndumo, Tel No (051) 506 1608

POST 12/154 : **BATHO PELE COORDINATOR 1 POST REF NO: BC**

SALARY : A basic salary of R 240 318 per annum, Level 10
CENTRE : Bloemfontein
REQUIREMENTS : *Appropriate Three Year Degree preferable in the Management Services or Change Management field *Eexperience with regard to developing and Implementing customer care and service delivery improvement strategies

DUTIES : *Facilitate, Co-ordinate and assist with the implementation of the Customer Care and Service Delivery Improvement Strategy for the Department based on the approved strategy for the FSPG *Facilitate and co-ordinate the development of strategies to implement the Customer Care and Service Delivery Improvement Strategy in the Department *Determine the impact of implementation on customer care and service delivery improvement issues and amend strategies where necessary to achieve the desired outcome *Provide advice and assist with the implementation of the Customer Care and Service Delivery Improvement Strategy *Ensure that intra-departmental flow of customer care and service delivery improvement issues takes place and that all employees within the department are informed of customer care and service delivery improvement issues *Reporting on Customer Care and Service Delivery Improvement issues of the Department *Monitor and report on the implementation of the Customer Care and Service Delivery Improvement Strategy *Collate and develop departmental documents and provide recommendations on customer care and service delivery improvement issues *Participate in interdepartmental structures on customer care and service delivery improvement issues *Attend in the Provincial Batho Pele Co-ordinators Forum *Provide feedback on departmental customer care and service delivery improvement issues *Provide inputs and enrich discussions on the implementation framework for customer care and service delivery improvement issues in Free State Provincial Government *Participate with regard to transverse customer care and service delivery issues within the province for example Public Service week, Africa Public Service Day, Citizen Forums etc

ENQUIRIES : Mr T Ndumo, Tel No (051) 506 1608

POST 12/155 : **STRATEGIC PLANNING OFFICER 1 POST REF NO: SPO**

SALARY : A basic salary of R 240 318 per annum, Level 10
CENTRE : Bloemfontein: Strategic Planning And Control Unit
REQUIREMENTS : *Appropriate Bachelor's Degree or National Diploma in Economics, Business Management or Natural Sciences *3 – 5 years experience in Strategic planning in public or private sector, policy development, policy research, as well as a proven managerial track proven

DUTIES : *To facilitate and develop planning cycles and formats within the Department to ensure appropriate integration with FSGDS, POA, National Treasury and other requirements *To facilitate the development and publication of departmental strategic, annual performance, operational and infrastructure plans on an annual basis *To facilitate all strategic planning processes in the Department *To ensure strategic alignment with policies and relevant guiding documents *Ensure alignment of performance agreements with APP's *To assist the HOD, CFO and relevant Chief Directors in the Department with the coordination of CASP, IEA, EPWP and allocated disaster funding *To generate, interpret and disseminate various reports based on data captured in the various M & E System databases *To advise senior and executive managers in the Department on all matters pertaining to the FSGDS, strategic planning, CASP, IEA, EPWP and POA, as well as to prepare ad hoc reports and presentations. Also to represent executive management at various multi-sector meetings *Assist management with policy development, evaluation, research and interpretation *Costing of the Annual Performance Plan and analysis of expenditure against the APP and related non-financial performance data

ENQUIRIES : Mr D Hagen, Tel No (051) 506 1479

POST 12/156 : **SNR AGRICULTURAL ECONOMIST (AGRICULTURAL MARKETING) 1**
POST REF NO: SAE

SALARY : A basic salary of R 240 318 per annum, Level 10
CENTRE : Bloemfontein: Agricultural Economics Section

REQUIREMENTS : *Appropriate Hons degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects *3 years relevant experience required *Valid driver's license Recommendations: *Advanced computer skills *Advanced negotiation skills *Advanced knowledge of economic and financial analytical techniques

DUTIES : *Continuous in-depth study / research of developments / patterns / trends in agricultural marketing. *Undertake and oversee the analysis/identification of economic questions/challenges in agricultural marketing (specific districts/areas, specific industries, and specific events/circumstances) pertaining to legislation /strategy/ policy/initiatives/interventions. *Undertake and oversee the application, adaptation and/or development of models based on the current situation to forecast / project possible scenarios. *Undertake and oversee the compilation of the final output e.g. reports, information documents, etc. *Undertake and oversee the provision of advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within agricultural marketing. *Undertake and oversee the development and evaluation of agricultural marketing plans. *Undertake and oversee the facilitation of access to market outlets by supporting development projects to establish market linkages and identification of possible markets. *Establish and maintain a network for liaison regarding agricultural marketing analysis with institutions other role-players. *Perform certain administrative and related functions.

ENQUIRIES : Mr H Janse van Rensburg, Tel Nr (051) 5061544

POST 12/157 : **CONTROL ENGINEERING TECHNICIAN GRADE A 2 POSTS REF NO:**
CET

SALARY : A basic salary of between R218 166 and R 249 447 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)

CENTRE : Bloemfontein And Thaba Nchu
REQUIREMENTS : *National Diploma in Civil Engineering *Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician *A valid driver's licence *4 years post qualification technical experience Technical Competencies: *Project management *Technical design and analysis knowledge *Computer-aided engineering applications *Knowledge of legal compliance *Technical report writing *Research and development *Technical consulting Generic Competencies: *Problem solving and analysis *Decision making *Team work

DUTIES : *Manager technical services: - (i) Manager technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; (ii) Ensure the promotion of safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; (iv) Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority *Manage administrative and related functions:- (i) Provide inputs into the budgeting process; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Ensure the development, implementation and maintenance databases; and (v) Manage, supervise and control technical and related personnel and assets *Research and development:- (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; (iii) To liaise with relevant bodies / councils on engineering-related matters

ENQUIRIES : Mr B Strauss, Tel No: (051) 506 1430

POST 12/158 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY 1**
POST REF NO: OHS

SALARY : A basic salary of R 192 540 per annum, Level 9
CENTRE : Bloemfontein: Employee Health And Wellness

<u>REQUIREMENTS</u>	:	*An appropriate B Degree or equivalent 3 years qualification Occupational Health and Safety *Qualification in SAMTRAC is highly recommended *Comprehensive relevant experience in OHS (1-2 years work experience) *Drivers License
<u>DUTIES</u>	:	*Manage and ensure compliance to Occupational Health and Safety Act in the department *Develop and maintain OHS Policy *Ensure the development, implementation and management of safety and risk control programmes including, mitigation of hazards in the workplace *Conduct safety inspections in the department *Investigate reports of accidents, monitor health and safety processes implement the mitigation and management thereof *Develop and maintain OHS committees *Advise line management on compliance to OHS Act *Ensure compliance to COID in the department *Implement and ensure supervision, Safety training and development of supervisors, managers and officials on OHS *Conduct Occupational Risk assessment *Compile monthly, quarterly and annual reports *Participate in policy Formulation, Strategic and Operational Plan, on middle Management
<u>ENQUIRIES</u>	:	Ms B Thithi, Tel No (051) 506 1613
<u>POST 12/159</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME 1 POST REF: EAP</u>
<u>SALARY</u>	:	A basic salary of R 192 540 per annum, Level 9
<u>CENTRE</u>	:	Bloemfontein: Employee Health And Wellness
<u>REQUIREMENTS</u>	:	*An appropriate B Degree or equivalent 3 years qualification in Human Sciences, Professional Nurse, Psychologist or Social Worker and registration with the relevant Health Council or Body *Comprehensive relevant 2-4 years experience in Employee Health and Wellness Programme *Possession of Drivers License
<u>DUTIES</u>	:	*Ensure the implementation Employee Health and Wellness Framework in the wokplace *Ensure pro-active and re-active Employee Wellness Programmes interventions *Manage the Employee Health and Wellness Programme research process and report for management decisions *Render advice on HIV/AIDS and EAP trends within the Department *Render advice, counselling and support on employees who are infected and affected by HIV/AIDS and other social ailments in the workplace *Monitor and evaluate the impact of Employee Wellness Programme policies and interventions in the Department *Manage the training and development of staff members to ensure that matters related to employee wellness are incorporate into departmental programs *Develop referral and support systems *Participates in policy formulation, strategic and operational planning on middle management. *Compile monthly, quarterly and annual reports
<u>ENQUIRIES</u>	:	Ms B Thithi, Tel No (051) 506 1613
<u>POST 12/160</u>	:	<u>ASSISTANT DIRECTOR: EXTERNAL COMMUNICATION 1 POST REF: EC</u>
<u>SALARY</u>	:	Level 9 – A basic salary of R 192 540 per annum
<u>CENTRE</u>	:	Bloemfontein: Communication
<u>REQUIREMENTS</u>	:	*An appropriate 3 year Degree or equivalent qualification or extensive experience in Communication *Possession of Drivers License
<u>DUTIES</u>	:	*Plan, organize, manage and led the implementation of External Communication and Marketing activities of the Department including the development and implementation of communication policy, strategy and plans *Advice Executive and Snr Management and other officials in the Department on interventions in relations to External Communication and Marketing issues in order to enhance the image of the Department while ensuring that the goals set out in the Departmental Strategic Plan are attained *Participate in planning, organizing, coordination and management of departmental events (MEC's Budget Speech, etc.) as well as national and provincial corporate communication activities such as IMBIZO's, EXCO meets the People Campaign, World Food Day, etc. *Oversee, the planning, management and creation of awareness by marketing the Department through the provisioning of information (using various marketing tools) about its success stories and educational programmes *Oversee, plan, manage and coordinate the implementation of departmental radio programmes to ensure that the programmes and success stories of the Department are popularized *Oversee, coordinate, manage and improve corporate / stakeholder relations in order to establish and maintain mutually beneficial

relationships with strategic partners of the department *Plan, manage and prioritize the resources of the component to ensure the efficient and effective utilization of resources, including the management of performance personnel falling under this sub-component

ENQUIRIES : Ms T Mokoena, Tel No (051) 506 1617

POST 12/161 : **SPECIALIZED VETERINARY TECHNOLOGIST 1 POST REF NO: SVT/BFN**

SALARY : A basic salary of R 192 540 per annum Level 9
CENTRE : Bloemfontein Veterinary Laboratory
REQUIREMENTS : *National Diploma in Veterinary Technology *Registration with the SA Veterinary Council *3 – 5 years experience *Valid driver's license *Computer skills

DUTIES : *Implementation of LIMS system in laboratory: All aspects of diagnostic disciplines including Reproduction, Mastitis, Media preparation, Brucella, Equine, Ovine, Bovine and other species. Periodical reporting and statistical analysis of data. Making all policies and SOP's electronically available for all the disciplines in the FS Province. All aspects of the implementation of LIMS, hardware and software requirements in the laboratory set-up in the FS Province. The configuration and set up of the LAN and WAN requirements for implementation and capturing of data. These requirements include the interfacing of instruments and also the calibration thereof (whether it be electronically or manual calibration i.e. incubators and microscopes). Ongoing updates of all additional requirements for tests and LIMS inputs and replication requirements to the main frame. *Implementation and managing of all aspects surrounding bacteriology and related fields (i.e. standardization of methods and methodology used in laboratories). Putting SOP's and standard methods in place. Training personnel in the use of these methods and monitoring changes where needed. -Monitoring of all isolations, identifications and preparations of samples to be tested, including the preparation of media, reagents, buffers and antigens used for these tests - Administration of bacteriology sections, including reproduction, mastitis (milk and meat hygiene. -Responsible for the updating of all statistical data used to accumulate monthly including annual statistical reports.-Liaison and communication on interdepartmental, provincial, national and international levels. *Managing and implementation of research and development projects in bacteriology, parasitology and related fields and antigens *Identification and confirmation of all internal, external and blood parasites *Implement and maintenance of Quality Management Services (QMS)

ENQUIRIES : Mr K Vermeulen, Tel No (051) 436 3677

POST 12/162 : **AGRICULTURAL TRAINING OFFICER 1 POST REF NO: ATO**

SALARY : R161 970 per annum, Level 8
CENTRE : Glen: Non Formal Training
REQUIREMENTS : Appropriate 3 year degree/ national diploma or equivalent *Specializing in Agronomy *Valid driver's license (code B) *Computer skills

DUTIES : Provide relevant practical / theoretical training through inter alia:- Identifying and prioritizing the training needs of clients; Plan, design and review training material and submit for approval/accreditation; Presentation of courses; Conducting of practical demonstrations; Assist with the coordination of training service providers. *Monitor and evaluate training provided through inter alia:- (i) Evaluation reports completed by attendees; (ii) Spot checks at farming enterprises to ensure that identified training needs were met *Provide functional information / advice on request *Perform all administrative and related functions which would entail, inter alia, the following:- Compile reports as required (monthly, quarterly and annually); Provide basic inputs and proposals to functional policies; Give inputs for budget planning purposes; Comply with the Public Service prescripts *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new development in the subject field

ENQUIRIES : Mr A Radebe, Tel no (051) 861 1245

POST 12/163 : **SCIENTIFIC TECHNICIAN GRADE A–B 1 POST REF NO: STECHN**

SALARY : A basic salary of between R 148 818 and R 193 671 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)

<u>CENTRE</u>	:	Glen: Research, Crop Production
<u>REQUIREMENTS</u>	:	Diploma in Science or equivalent qualification *Registration with SACNASP as a professional is recommended *Post qualification experience in Crop Production will be an added advantage Technical Competencies: *Programme and project management *Knowledge of legal compliance *Computer-aided scientific applications *Data analysis *Scientific methodologies Generic Competencies: *Analytical skills *Planning and organising *Problem solving and analysis *Decision Making *Creativity
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures:- perform technical scientific functions and tasks that require interpretation in the presence of an established framework apply operational standards and consolidate methodologies policies, systems and procedures; identify gaps and develop appropriate interventions; preparation for and participation in research activities data collection through field surveys; and maintenance, calibration and operation of scientific equipment *Provide technical support and advice:- (i) develop working relations with client base; (ii) promote public awareness of scientific activities; and provide technical / scientific data, information and advice *To perform technical scientific analysis and regulatory functions:- (i) preparation of data and routine interpretation; (ii) database and data management; analysis of technical scientific data; dissemination of information apply the appropriate scientific and technical procedures / skills to generate information and knowledge; formulate proposals and compile reports; and develop and customize operational procedures *Research and development:- (i) continuous professional development to keep up with new technologies and procedures; (ii) conceptualise and development of scientific equipment; research / literate studies to improve expertise; publish and present technical reports and research findings; and liaise with relevant bodies / councils on technology-related matters *Human capital development:- (i) mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; (ii) supervise technical support and processes; and (iii) manage the performance management and development of staff
<u>ENQUIRIES</u>	:	Mr S van der Merwe, Tel no (051) 861 1225
<u>POST 12/164</u>	:	<u>AGRICULTURAL ECONOMIST (AGRICULTURAL MARKETING) 1 POST REF: AE</u>
<u>SALARY</u>	:	A basic salary of R161 970 per annum, Level 8
<u>CENTRE</u>	:	Bloemfontein: Agricultural Economics Section
<u>REQUIREMENTS</u>	:	*Appropriate degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects *No experience required *Valid driver's license Recommendations : *Computer skills *Negotiation skills *Knowledge of economic and financial analytical techniques
<u>DUTIES</u>	:	*Continuous study / research of developments / patterns / trends in agricultural marketing. *Analyse/identify economic questions/challenges in agricultural marketing (specific districts/areas, a specific industries, specific events/ circumstances) pertaining to legislation/strategy/policy/initiatives/interventions. *Undertake / conduct analysis, apply, adapt and / or develop models based on the current situation to forecast / project possible scenarios. *Compile the final output e.g. reports, information documents, etc. *Provide advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within agricultural marketing. *Develop and evaluated agricultural marketing plans. *Facilitate access to market outlets by supporting development projects to establish market linkages and identification of possible markets. *Establish and maintain a network for liaison regarding agricultural marketing analysis with institutions other role-players. *Perform certain administrative and related functions.
<u>ENQUIRIES</u>	:	Mr H Janse van Rensburg, Tel Nr (051) 5061544
<u>POST 12/165</u>	:	<u>AGRICULTURAL ADVISOR 3 POSTS REF: AA</u>
<u>SALARY</u>	:	A basic salary of R161 970 per annum, Level 8
<u>CENTRE</u>	:	Lejweleputswa District: Wesselsbron / Bothaville Xhariep District: Koffiefontein / Trompsburg Thabo Mofutsanyane District: Senekal

<u>REQUIREMENTS</u>	:	*Appropriate 4 years B Sc Degree or equivalent in Agriculture *Valid driver's license (code B) *No experience required *Computer skills *Knowledge of extension methodology
<u>DUTIES</u>	:	*Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development which would, inter alia, entail the following:- Efficient methods of utilization of resources like soil, water, veld, money, etc.; Demonstrations of farming/production methods; Present/organise farmers days, information sessions etc.; Constant farm visits for impact assessment and problem identification; Source inputs from specialists as required; Provide scientific and technical inputs as required by clients and departmental staff; Provide clients with information concerning financial assistance. *Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders which would, inter alia, entail the following: - (i) Support the establishment of co-operatives, farmers associations, interest groups etc.; (ii) Source, interpret and disseminate relevant information on various subject areas e.g. industrial positioning, improvement of revenue, animal science, crop science etc. for perusal by seniors; Facilitate capacity building under guidance of more senior personnel by developing the relevant training material, presenting courses to farmers and other stakeholders; Facilitate the development and implementation of business plans. *Provide technical support on Government funded projects (such as CASP, LRAD, etc.) and also assist with planning, advice and after care which would, inter alia, entail the following: - (i) Mobilize groups to form entities or institutions; (ii) Facilitate the development and implementation of business plans. *Promote sustainable production of Agricultural products which would, inter alia, entail the following:- (i) Gather and analyze the relevant information in order to assist with identification of problem areas and prioritization thereof by e.g. conducting extension surveys etc.; (ii) Facilitation of the identification of real and perceived needs; Establish structures to address the need identified; (iv) Promote the implementation of best practices, technologies and latest trends; Provide inputs for the identification and development of appropriated extension programs; Evaluate the success/ effectiveness of production systems and programs and put measures in place to ensure ongoing improvement; Provide continuous support to ensure sustained production and improvement; Establish and enhance the relationship with clients and (internal and external) stakeholders. *Involvement in research activities under guidance of seniors which would, inter alia, entail the following:- (i) Determine the research needs of the area; (ii) Communicate those needs to the research component; Do adaptive research in order to enable farmers and other clients to utilize research results in practice; Evaluate the success of implementation of research results; Interpretation and communication of research data for farmers and other role players. *Perform administrative and related functions which would, inter alia, entail the following:- (i) Keep relevant databases up to date; (ii) Compile and submit monthly and quarterly reports; Provide inputs to the Operational Plan for the Unit; (iv) Supervise subordinated / Provide guidance to internal clients, co-workers etc.; (v) Comply with the Public Service Prescripts; Safe keeping of office (where applicable) *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service. This would, inter alia, entail the following:- (i) Study technological advances and best practices to enable him / her to perform the extension function according to the required standards.
<u>ENQUIRIES</u>	:	Lejweleputswa District: Ms T Mokone, Tel No (057) 9166 723 Xhariep District: Mr S van Schalkwyk, Tel No (051) 713 0480 Thabo Mofutsanyane District: Ms B H Pule, Tel No (058) 714 1430
<u>POST 12/166</u>	:	<u>AGRICULTURAL LAND USE PLANNER AND ENVIRONMENTAL IMPACT ASSESSMENT COORDINATOR 1 POST REF NO: LAND</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R161 970 per annum, Level 8 Bloemfontein
<u>REQUIREMENTS</u>	:	*Appropriate 4 years B Sc Degree in Environmental Science or Agriculture *Valid driver's license (code B) *No experience required *Computer skills *Good understanding of land use planning and the conduct of environmental impact assessments
<u>DUTIES</u>	:	*Interact with relevant officials at Head Office and the Districts to ensure that the land use planning and environmental impact assessments functions are performed *Inform extension and other staff members through presentations

		on land use planning and environmental impact assessments *Work with professionals in the environment and land use planning industries including consultants
<u>ENQUIRIES</u>	:	Dr R Awumey, Tel No (051) 506 1619
<u>POST 12/167</u>	:	<u>LECTURER: AGRICULTURAL COLLEGE (ANIMAL HEALTH) 1 POST REF NO: LEC</u>
<u>SALARY</u>	:	A basic salary of R 161 970 per annum, Level 8
<u>CENTRE</u>	:	Glen College of Agriculture
<u>REQUIREMENTS</u>	:	*Appropriate 4 years B Sc Degree or equivalent *Relevant experience required *Computer skills *Good knowledge of animal health *Formal training and presentation skills
<u>DUTIES</u>	:	*Prepared lesson plans and present practical, theoretical and/or short courses. This would entail, inter alia, the following:- (i) Prepare practical and theoretical material; (ii) Present classes; Maintain discipline during classes *Renewal and development of course material and study guides. This would entail, inter alia, the following: - (i) Do basic and information research in the subject field; (ii) Provide input for curriculum development; (iii) Integrate relevant findings in existing courses; Develop totally new courses if required; Liaise with relevant agricultural role players; Align course material with requirements set for academic institutions *Assessment of students through inter alia:- (i) Compilation of question papers and memorandums for examinations; (ii) Grading of answer sheets, papers and assignments; Practical evaluation; Invigilate during exams and tests *Administrative responsibility. This would include, inter alia, the following:- (i) Give input towards policy (ii) Give input regarding planning – academic, facilities, finance, etc.; Develop year plans for classes; Administration i.t.o classes e.g. attendance registers, student records, exam results etc; Serve on various committees (e.g. subject academic committees etc.); Comply with the Public Service prescripts *Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field
<u>ENQUIRIES</u>	:	Mr M Makungu, Tel No (051) 861 1430
<u>POST 12/168</u>	:	<u>ENGINEERING TECHNICIAN 3 POSTS REF NO: ET</u>
<u>SALARY</u>	:	A basic salary of between R128 232 and R 160 317 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)
<u>CENTRE</u>	:	Xhariep District: Trompsburg And Koffiefontein Lejweleputswa District: Bothaville
<u>REQUIREMENTS</u>	:	*National Diploma in Civil Engineering *Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician *A valid driver's licence Technical Competencies: *Project management *Technical design and analysis knowledge *Computer-aided engineering applications *Knowledge of legal compliance *Technical report writing Generic Competencies: *Problem solving and analysis *Decision making *Creativity *Team work
<u>DUTIES</u>	:	*Render technical services under supervision:- (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities; (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing standard drawings and procedures to incorporate new technology; (iv) Produce plans with specifications and submit for evaluation and approval by the relevant authority *Perform administrative and related functions:- (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets *Research and development:- (i) Keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; (iv) To liaise with relevant bodies/councils on engineering-related matters; and (v) Follow approved programme of development for registration purposes
<u>ENQUIRIES</u>	:	Mr B Strauss, Tel No: (051) 506 1430
<u>POST 12/169</u>	:	<u>VETERINARY TECHNOLOGIST 1 POST REF NO: VT/LAB</u>
<u>SALARY</u>	:	A basic salary of R 161 970 per annum, Level 8
<u>CENTRE</u>	:	Kroonstad Veterinary Laboratory

<u>REQUIREMENTS</u>	:	*National Diploma in Veterinary Technology *Registration with the SA Veterinary Council *Valid driver's license *Computer skills *Knowledge of all fields within the Laboratory *Experience in Serology will be an added advantage Recommendations: *It will be expected from the candidate to work under pressure *Good people skills
<u>DUTIES</u>	:	*Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following:- (i) Receive, collect, register and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and techniques to carry out diagnostic tests Review and verification of test results *Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following:- (i) Generate, record, verify, manipulate and maintain diagnostic data; (ii) Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an effective and efficient Veterinary Diagnostic laboratory service. This would, inter alia, entail the following:- (i) Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; (ii) Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies *To perform all administrative and related functions which would include, inter alia the following:- (i) Supervise technical and related personnel and section budgets (ii) Stock control of the relevant diagnostic section Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions
<u>ENQUIRIES</u>	:	Mrs M van Zyl, Tel No (056) 212 2671
<u>POST 12/170</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HOD 1 POST REF NO: PA/HOD</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R 161 970 per annum, Level 8 Glen: Office Of The Head Of Department
<u>DUTIES</u>	:	*Secretarial Diploma or equivalent qualification *2 years experience in a secretarial or administrative-related environment *In addition, applicants must be fully computer literate with a working knowledge / understanding of MS Word, MS Excel and MS Power Point. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette *MANAGEMENT OF ENGAGEMENTS: (i) To liaise with the Office Manager regarding engagements of the Head of Department (ii) To compile realistic programmes of appointments and journeys in consultation with the Office Manager (iii) Prioritize appointments (iv) Make appointments and liaise with the Receptionist on such matters *DOCUMENTATION: (i) To correctly classify documents and ensure the safe-keeping thereof (ii) To ensure an efficient flow of information and documents to and from the Office of the Head of Department (iii) To give instructions for the destruction of documents in the Office of the Head of Department (iv) To assist the Office Manager on the compilation of documents, reports, etc. (v) To monitor compliance to various decisions / instructions of the HOD and to sensitise the HOD on the status of implementation of such decisions / instructions (vi) To deal with all correspondence in the Office of the HOD and to consult with the Office Manager on such issues *MEETINGS: (i) To make arrangements for the placements of items on the agenda of meetings attended by the HOD (ii) To make arrangements for the attendance fo the HOD at meetings and other relevant gatherings in liaison with the Office Manager (iii) To produce / prepare relevant correspondence / papers in connection with the above arrangements (iv) To perform secretariat services to Executive Management Meetings and Snr Management Meetings *MANAGEMENT OF DIARY: (i) To maintain the diary of the HOD in consultation with the Office Manager and to ensure that appointments are co-ordinated effectively *SAFETY AND SECURITY (i) Ensure security of office and documentation *ADMINISTRATION (i) To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders (ii) To deal with enquiries received, internally and externally to the relevant stakeholders (iii) To keep record of documents, memoranda, etc. which in terms of the law must be dealt with by the HOD (iii) To sensitize the Office Manager on budget related challenges and to assist with the compilation and management of the budget of t he Office of the HOD *GENERAL (i) To

		ensure that all equipment and systems in the Office of the HOD are functioning effectively and efficiently (ii) To supervise, manage and co-ordinate the activities in the Office of the HOD
<u>ENQUIRIES</u>	:	Mr V G Mlambo, Tel No (051) 861 8420
<u>POST 12/171</u>	:	<u>PERSONAL ASSISTANT TO THE GENERAL MANAGER CORPORATE SERVICES 1 POST REF NO: PA/GM</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R 130 425 per annum, Level 7 Glen: Corporate Services Directorate *Secretarial Diploma or equivalent qualification plus applicable experience *In addition, applicants must be fully computer literate with a working knowledge / understanding of MS Word, MS Excel and MS Power Point. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette
<u>DUTIES</u>	:	*Provides a secretarial / receptionist support service to the manager: Receives telephone calls in an environment where, in addition to the calls for the manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries Performs advanced typing work Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order Records the engagements of the manager Utilizes discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter Coordinates with and sensitizes/advises the manager regarding engagements Compiles realistic schedules of appointment *Renders administrative support services: (i) Ensures the effective flow of information and documents to and from the office of the manager (ii) Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submission / reports and make notes and / or recommendations for the manager Responds to enquiries received from internal and external stakeholders Draft documents as required Does filing of documents for the manager and the unit where required Collects, analyzes and collates information requested by the manager Clarifies instructions and notes on behalf of the manager Ensures that travel arrangements are well coordinated Prioritizes issues in the office of the manager Manages the leave register and telephone accounts for the unit Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit Obtains the necessary signatures on documents like procurement advices and monthly salary reports *Provides support to manager regarding meetings: (i) Scrutinizes documents to determine actions / information / other documents required for meetings (ii) Collects and compiles all necessary documents for the manager to inform him / her on the contents (iii) Records minutes / decisions and communicates to relevant role-players, follow-up on progress made (iv) Prepares briefing notes for the manager as required (v) Coordinates logistical arrangements for meetings when required *Supports the manager with the administration of the manager' budget: (i) Collects and coordinates all the documents that relate to the manager's budget (ii) Assists manager in determining funding requirements for purposes of MTEF submissions (iii) Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending (iii) Checks and correlates BAS reports to ensure that expenditure is allocated correctly (iv) Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose (v) Compares the MTEF allocation with the requested budget and informs the manager of changes *Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly (i) Remains up to date with regard to the prescripts/ policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager (ii) Remains abreast with the procedures and processes that apply in the office of the manager
<u>ENQUIRIES</u>	:	Mr V G Mlambo, Tel No (051) 861 8420
<u>POST 12/172</u>	:	<u>SNR STATE ACCOUNTANT 1 POST REF NO: SSC</u>
<u>SALARY CENTRE</u>	:	A basic salary of R161 970 per annum, Level 8 bloemfontein: financial control section

REQUIREMENTS : *NQF 6 OR equivalent *LOGIS / BAS Training *4 - 5 year's relevant experience Recommendations: *Knowledge of LOGIS System *Knowledge of the relevant Supply Chain Management Legislation / Directives *Knowledge of LOGIS / BAS and PERSAL. *Knowledge of related policies, directives and legislation

DUTIES : *Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development Performance and discipline Ensure quality of work *Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service *Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports) * Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment * Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. * Monitor and evaluate Financial Management Policies, procedures and practises. * Provide Financial Information and Knowledge Management Services to the Department, for example: *Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. *Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements *Authorise and verify all documents and transactions on LOGIS / BAS / PERSAL according to delegations (Authorisation should happen on a higher level preferable at level 9) *Prepare reports on financial management issues and Statistics *Compile monthly reconciliation's i.r.o. PERSAL/ BAS / PMG – accounts and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES : Ms F Claassen, Tel No (051) 506 1625

POST 12/173 : **SNR ADMINISTRATION OFFICER 1 POST REF NO: ATO**

SALARY : A basic salary of R161 970 per annum, Level 8
CENTRE : Bloemfontein: Hr Planning And Alignment Section
REQUIREMENTS : *An appropriate 3 year Degree or equivalent qualification or extensive appropriate experience *Computer skills

DUTIES : *Compile and maintain the Compensation Budget of the Department of Agriculture on monthly, quarterly and annually basis *Capture the approved organization structure on PERSAL and update amendments regularly *Conduct Job Evaluations and present outcome at the Departmental and Provincial Quality Assurance Committees *Assist with the compilation of advertisements for the Department of Agriculture *Assist with the entire selection process within the Department including compilation of short lists to rendering a secretarial service during the interviewing process *Provide assistance and advise on the development of Job Descriptions within the Department

ENQUIRIES : Mr T Ndumo, Tel no (051) 506 1608

POST 12/174 : **INTERNAL AUDITOR 2 POSTS REF NO: IA**

SALARY : A basic salary of R 161 970 per annum, Level 8
CENTRE : Bloemfontein: Internal Audit Unit
REQUIREMENTS : An appropriate Bachelor's degree/diploma or equivalent qualification in Internal Auditing Recommendations: *Knowledge of Internal Auditing * A valid driver's licence Code 08 *Acceptable level of computer literacy *Understanding of the Standards of Institute of Internal auditors *Sound Knowledge of internal control systems, planning and organising

DUTIES : Take overall responsibility for: *Conduct audits of activities identified by Audit Plan *Plan and perform audits in accordance with the standards set by the Institute of Internal Auditors to accomplish objectives set out in the audit programme *Prepare reports on audits or investigations conducted *Develop Audit programmes for limited scope audits *Evaluate control systems of areas or activities under audit *Make recommendations to correct

unsatisfactory conditions and/or improve areas where weaknesses were identified *Review work of subordinates *Make presentations concerning the examinations and reporting audit results *Supervise, develop and train subordinates to ensure effectiveness and efficiency of the function

ENQUIRIES : Mr M Tshake, Tel No (051) 506 1620

POST 12/175 : **SNR SUPPLY CHAIN PRACTITIONER 1 POST REF: SSCP**

SALARY : A basic salary of R 161 970 per annum, Level 8
CENTRE : Glen: SCM
REQUIREMENTS : *NQF 6 OR equivalent *LOGIS / BAS Training *4 -5 years relevant experience
DUTIES : *Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management service for example: *Personnel development *Performance and discipline *Ensure quality of work *Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service *Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) *Assets (Disposals) *Loss Control *Demands *Acquisitions *Render a Supply Chain Management advisory advice to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment *Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices *Monitor and evaluate Supply Chain Management Policies, procedures and practises *Provide Supply Chain Information and Knowledge Management Services to the Department, for example: *Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises *Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements *Approve and verify all documents and transactions on LOGIS / BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9) *Prepare reports on supply chain management issues and statistics *Compile monthly reconciliation's and finalization of outstanding payments / submissions / recommendations

ENQUIRIES : Mr T Tyobeka, Tel No (051) 861 1258

POST 12/176 : **SUPPLY CHAIN PRACTITIONER 1 POST REF NO: SCP**

SALARY : A basic salary of R 130 425 per annum, Level 7
CENTRE : GLEN: SCM
REQUIREMENTS : *Grade 12/ NQF equivalent *LOGIS / BAS Certificate *3 years relevant experience
DUTIES : *Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service for example: *Personnel development *Performance and discipline *Ensure quality of work *Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service *Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) *Assets (Disposals) *Loss Control *Demands *Acquisitions *Address supply chain management enquiries to ensure the correct implementation of supply chain management practises *Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies. *Approve transactions on LOGIS / BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9)

ENQUIRIES : Mr T Tyobeka, Tel No (051) 861 1258

POST 12/177 : **ADMINISTRATIVE OFFICER 1 POST REF NO: AO**

SALARY : A basic salary of R130 425 per annum, Level 7
CENTRE : Lejweleputswa District: Welkom
REQUIREMENTS : An appropriate three year tertiary qualification or equivalent qualification
Recommendations: *Appropriate exposure in Logis and BAS is an advantage
*High level of computer literacy *Good communication and writing skills
DUTIES : *Render administrative support for corporate and financial management
functions in the District *Check and monitor the progress of the component
*Check all incoming work and distribute work amongst staff *Update staff
progress reports and maintain staff reports *Check and approve claims
submitted by staff *Write supervisory reports *Approve various leave forms
*Manage staff component of the Administration Section *Ensure compliance
to Supply Chain Management policy and any other relevant government
relations
ENQUIRIES : Ms T Mokone, Tel No (057) 916 6723
POST 12/178 : **SNR COMMUNICATION OFFICER 3 POSTS REF NO: SCO**
SALARY : A basic salary of R 130 425 per annum Level 7
CENTRE : Xhariep District: Trompsburg
Motheo District: Thaba Nchu
Lejweleputswa District: Welkom
REQUIREMENTS : *Appropriate B degree or equivalent qualification *Possession of Drivers
License Recommendations: *Knowledge of Communication or Journalism or
Photojournalism or Public Relations *Good writing skills
DUTIES : *As Communication Officer the incumbent will execute the following duties: *
Formulation and execution of information strategies in order to promote
mutual understanding between the Department of Agriculture and the public
*Arrange for the preparation and distribution of press statements and
newsworthy items to the media *Arrange and organise exhibitions
*Responsible for both internal and external communication for the
department at regional level *Arrange and organise visits and accompany
visitors at regional level *Plan, initiate and coordinate actions to obtain and
present information *Responsible for both electronic and print media
activities for the department *Maintain ongoing contacts with the media and
key persons in the community
ENQUIRIES : Ms T Mokoena, Tel No (051) 506 1617

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

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

MANAGEMENT ECHELON

POST 12/179 : **HEAD CLINICAL UNIT (MEDICAL) GR I REF NO: 70250431**
Directorate: Radiology

SALARY : R892 287 per annum (all inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : An appropriate qualification as a specialist radiologist with the Health Professional Council. In addition specific qualification or certification in the field of Paediatric Radiology will be preferable. At least five consecutive years of practising as a specialist radiologist is required. In possession of current registration. Ability to work in a team. Computer literacy. Able to work under pressure.

DUTIES : Clinical Supervision Control clinical audits. Supervise implementation of clinical guidelines and protocols. Plan and direct clinical audits, supervises and advises junior doctors in patient care. Participate in patient care according to the need and duty list. Academic teaching The incumbent will be responsible for the education, training of staff relevant to the provision of Paediatric radiological services in the department. Closely related to this is the requirement to assist the senior radiographic staff to administer the service with specific reference to design and implementation of the immersing examination of paediatric patients. It is preferable that the applicant has previous experience in clinical paediatric medicine or paediatric surgery or has exposure to paediatric patients in an ICU or High Care setting. In addition a passion to work with paediatric patients will be welcome. Lastly the incumbent will be required to participate in the life cycle management of all technology relevant to service. To undertake relevant training of medical personnel at undergraduate and postgraduate level. To contribute to and participate in training of other healthcare workers where requested to do so. To advise and counsel patients and families on their problems. Management Reports to the CEO. Communicates with medical superintendent and responsible for the evaluation of staff (PMDS)

ENQUIRIES : Mrs. S Jordaan, Tel No: (011) 470-9034
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

CLOSING DATE : 14 April 2010

OTHER POSTS

POST 12/180 : **MEDICAL SPECIALIST GRADE II REF NO: 70250259**
Directorate: Neurology Department

SALARY : R 554 109 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registration with Health Council as a Specialist in a normal Speciality. A minimum of 5 years appropriate experience as Medical.

DUTIES : Clinical Supervision: Control a care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervises and advises junior doctors in patient care. Participate in patients care according to duty lists. Academic Teaching: To undertake relevant training of medical personnel at undergraduate, postgraduate. To contribute to and participate in training of other health workers where requested to do so. Participate in public education programmes concerning health. Direct Patient Care: To provide cost effective specialist medical in-patients and outpatients care patients within

referral areas. To supervise junior medical staff in the appropriate treatment. To cooperate with nursing and other professionals in the optimal care of hospitalized patients. To refer patients or patients sample to relevant other units and departmental for diagnostic, interventional, imaging, surgical, therapeutic and rehabilitative tests and procedures. To advise and counsel patients and families on their problems. To consult and advise health professionals including primary care workers and medical practitioner's diagnosis, investigations and management referred patients. To check Electromyography tests and interpret EEG's. Research: To contribute to the development of knowledge and policy by appropriate senior and Provincial management. Reports to HOD. Communicates with Medical Superintendent and Nursing Service manager. Communicates with Registrars/Medical Officers. Communicates with patient's families and care givers. Communicates with referring doctors and health professionals.

ENQUIRIES : Dr. L.M Phalatsi, Tel No: (012) 318 6501
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

CLOSING DATE : 13 April 2010

POST 12/181 : **NON CLINICAL MANAGER (MEDICAL) REF NO: 70250251**
 Directorate: Management Department

SALARY : R 506 757 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : MBChB or equivalent registration with the HPCSA as Medical Practitioner. Sound knowledge of and the application of relevant Acts and Regulations. Minimum of 8 years appropriate experience as Medical Practitioner with hospital management experience.

DUTIES : Assist the Heads of designated departments in the operational, human resource and financial management of their departments with strong emphasis on total quality management. Formulate and implement policy and practices concerning the admission, treatment and discharge of hospital patients. Maintain discipline in accordance with the code of conduct for the Public Service. Delegations and co-ordination of activities within the hospital, the evaluation of delegated staff through the Performance evaluation system. Effective control of rendering of services by the hospital.

ENQUIRIES : Dr. L.M. Phalatsi, Tel No: (012) 318 6501
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

CLOSING DATE : 13 April 2010

POST 12/182 : **ASSISTANT MANAGER: NURSING SPECIALITY UNIT) 5 POSTS**
 Directorate: Nursing Department
 (PNB4) Maternity Unit Reference No.70250410
 (PNB4) ICU. Reference No. 70250411
 (PNB4) Trauma Reference No. 70250412
 (PNB4) Paediatric Reference No. 70250413
 (PNB4) Operating Theatre Reference No. 70250414

SALARY : R314 427 – 353 889 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Diploma in Post Basic Registration in Surgical Medical Operating Theatre, Advanced Midwifery and Neonatology. Critical Care, Trauma Care, and Paediatric nursing. A minimum of 11 years. Recognizable experience in nursing after registration as a professional nurse with South African Nursing Council. 3 Years of the period referred above must be relevant recognizable experience in people management, policy analysis and development, delegation at operational managerial level in the specialty units. Current registration with South African Nursing Council.

DUTIES : Facilitate and oversee the development of operational plans. Provide professional and technical support for the provision of quality patient care. Maintain standards and norms of nursing practice to promote the status of health care users. Develop and Implement the quality assurance programs, protocols, norms and standards. Manage and utilize resources in accordance with relevant directives and legislation. Establish, maintain and Participate in inter professional and multidisciplinary teamwork.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/183 : **ASSISTANT MANAGER NURSING (AREA) 2 POSTS (PNA7) REF NO: 70205419**

SALARY : R 287 745 – 333 576 per annum (plus benefits)

CENTRE : Mamelodi Hospital

REQUIREMENTS : 11 Years experience as a professional Nurse after registration with SANC as a general nurse. 3 years of the period referred above must be appropriate relevant experience with people management policy analysis and development delegation at the operational managerial level.

DUTIES : Provision of professional and technical support to provide quality patient care. Oversee the development of operational plans. Maintain standards and norms of nursing practice to promote the assurance programs, protocols, norms and standards. Establish, maintain and participate in inter professional and multi disciplinary teamwork. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/184 : **OPERATIONAL MANAGER (HAST-GENERAL) REF NO: 70250475**
Directorate: Nursing (HAST)

SALARY : R 227148.00 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (General Nurse, Midwifery and Psychiatry). Proof of current SANC registration. Good knowledge and involvement in HIV and AIDS, STI and TB related programmes. Financial and Human Resource management skills. Good leadership and communication skills. Must be prepared to work under pressure

DUTIES : Oversee and implement activities related to implementation of the comprehensive care, management and treatment plan for persons living with HIV and AIDS. Supervise the effective management of Human and Financial Resources in HAST. Work as a cluster with VCT, PMTCT, Step down and TB programmes. Provide reports. Report to the Project Manager.

ENQUIRIES : Ms EM Tshabalala Tel No: (016) 428-7155

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

CLOSING DATE : 14 April 2010

POST 12/185 : **PROFESSIONAL NURSE (SPECIALITY NURSING PNB1 AND 2) VARIETY POSTS REF NO: 70250416**

SALARY : R 195 936 -323 859 per annum (plus benefits)

CENTRE : Mamelodi Hospital

REQUIREMENTS : Diploma in Post Basic Registration in Surgical medical Operating Theater. Advanced Midwifery and Neonatology, Critical Care, Trauma Care, and Paediatric Nursing. Advanced midwifery operating theatre.,

DUTIES : Provide specialized comprehensive patient care. Provide direction and supervision for the implementation of nursing care To supervise and teach other colleagues and student nurses. Practice nursing in accordance with laws and regulations.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/186 : **CHIEF CLINICAL TECHNOLOGIST REF NO: 70250427**
Directorate: Cardiology

SALARY : R 192 540 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B-Tech Degree in Clinical Technology, Cardiology.HPCSA registration as a Clinical Technologist. Operational Managerial Experience. Minimum 5 years Experience as a Clinical Technologist in Cardiology.
DUTIES : Render Clinical Technologist Services. Provide theoretical and practical training to Students Clinical Technologists. Effective management of staff performance according to set standards e.g. PMDS. Set and control service delivery and quality standards. Control expenditure and consumables.
ENQUIRIES : Mrs. G Mpofu Tel No: (012) 354 - 2013
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
CLOSING DATE : 13 April 2010

POST 12/187 : **RADIOGRAPHER REF NO: 70250378**
 Directorate: Diagnostic

SALARY : R 161 970 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Possession of a National Diploma in Diagnostic Radiography or an equivalent. Current Registration with the HPCSA. Relevant Experience post tertiary qualification.
DUTIES : Supervision of seniors, juniors and the darkroom operators. Supply of a comprehensive 24- hour radiographic service to Charlotte Maxeke Johannesburg Academic Hospital. Ability to work in high volume areas. Ability and skills to manage a small section at a time. Monitoring and evaluating staff performance. Ability to work night duty and other shifts as required by the department. Ability to communicate with patients and health care team. Teaching and empowering seniors, juniors and students radiographers. Knowledge and operational skills of specialized equipments. Report equipment faults to appropriate supervisor. Supervise and participate in departmental quality assurance. Knowledge and application of PFMA
ENQUIRIES : Ms. S.P Rapoho Tel. No: (011) 488 – 3088 Fax: 011 488 4690
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
CLOSING DATE : 09 April 2010

POST 12/188 : **CLINICAL TECHNOLOGIST REF NO 70250428**
 Directorate: Cardiology

SALARY : R161 970 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma or B-Tech Degree in Clinical Technologist (Cardiology).HPCSA registration as a Clinical Technologist. Practical Hospital Experience as a Clinical Technologist. Minimum 1 year Experience as qualified Clinical Technologist in Cardiology is recommended.
DUTIES : Render Clinical Technologist Services (also after hours).
ENQUIRIES : Mrs. G Mpofu Tel No: (012) 354 - 2013
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
CLOSING DATE : 13 April 2010

POST 12/189 : **PROFESSIONAL NURSE (PNA ALL GRADES) (VARIETY POSTS) REF NO: 70250415**

SALARY : R130 119 – 248 211 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Registration with the SANC as a general nurse. Diploma in general nursing and midwifery or General Nurse Midwifery Psychiatry, and community nursing science.
DUTIES : Provide comprehensive health care including direct patient care and clinical management. Provision of direction and supervision for the implementation of the nursing care plan. Clinical practice and quality patient care. Implement standards, practices criteria indicators for quality nursing and health care in accordance with the regulation relevant to nursing.

Willingness to work shift including night duty Evaluate the performance of nurses under their supervision. Ability to work under pressure. Rotating in all the Units and rendering patient care.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/190 : **SURGICAL BOOTMAKER REF NO: 70250429**
Directorate: Orthotics and Prosthetics

SALARY : R 105 645 per annum (plus benefits)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : The Surgical Bootmaker must be registered with the Health Professions Council of South Africa.

DUTIES : The Surgical Bootmaker will be responsible for clinical assessment of patients, measuring of boots/ shoes, Insoles. Manufacturing of Orthotic assistive device. Fitting the boot/shoes/Insoles to the patients.

ENQUIRIES : Mr. Du Toit Tel No: 012 354-6012/6016

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

CLOSING DATE : 13 April 2010-03-17

POST 12/191 : **STAFF NURSE (ALL GRADES) VARIETY POSTS REF NO: 70250417**

SALARY : R 86 805 – 150 843 per annum (plus benefits)

CENTRE : Mamelodi Hospital

REQUIREMENTS : Grade 12 equivalent qualification and the certificate of Enrollment with SANC. Be prepared to work shifts. Current Registration with South African Nursing Council.

DUTIES : Provide basic clinical nursing care. Develop and implementation of basic nursing care plans. Effective utilization of resource. Orders stock in and equipment in a cost effective manner. Assist Professional nurses with clinical procedures such as giving of Injections, medicines and preparation of patients diagnostic Procedures.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/192 : **ECG TECHNICIAN REF NO: 70250260**
Directorate: Internal Medicine Department

SALARY : R 73 584 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Grade 12 or equivalent qualifications. Recommendations: Previous experience in operation with ECG and lung function machines is recommended.

DUTIES : A reliable person needed to record electro-cardiographic and lung function readings from patients presenting at the Medical outpatient, casualty departments and general wards. Teamwork is essential. In-house training will be offered to operate the machines. Proper documentation of work done, and ordering of necessary paper and consumables will be part of duties.

ENQUIRIES : Dr. L.M. Phalatsi, Tel No: (012) 318 6501 or Prof J H Retief, Tel No: (012) 373 1015

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

CLOSING DATE : 13 April 2010

POST 12/193 : **NURSING ASSISTANT (ALL GRADES) VARIETY OF POSTS REF**
70250418

SALARY : R 67 122 – 11 6647 per annum (plus benefits)

CENTRE : Mamelodi Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Certificate of enrollment with South African Nursing Council. Experience of hospital Setting.

DUTIES : Ensure maintenance of patients hygiene. Sustain nutritional Status of the patient. Facilitate elimination of processes. Measure interpret and record vital data.

ENQUIRIES : Ms NC Nhlangothi, Tel. No: (012) 841- 8300

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag x 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.

CLOSING DATE : 13 April 2010

POST 12/194 : **STUDENTS CLINICAL TECHNOLOGIST REF NO: 70250430**
Directorate: Critical Care, Cardiology and Nephrology

SALARY : R62 094 per annum (plus benefits)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Students with University of Technology theory (3 years) or National Diploma proceeding to B-Tech Degree. HPCSA registration as Student Clinical Technologist.

DUTIES : Rendering of Clinical services within the category of choice under supervisor.

ENQUIRIES : Dr. B. Ribeiro, Tel. No: (012) 354 – 3940

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

CLOSING DATE : 13 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 prescribed 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as the advertised post are free to apply.

OTHER POSTS

POST 12/195 : **MEDICAL OFFICER GRADE 3 REF NO: SAP 09/2010**

SALARY : Remuneration Package R491 846 per annum all inclusive package. Other benefits, Rural Allowance: R61 973 per annum. Commuted Overtime: 16 Hours Rates

CENTRE REQUIREMENTS : St Apollinaris Hospital
: An appropriate qualification in the appropriate Health Science PLUS. Registration with the HPCSA as a Medical Practitioner PLUS. At least 10 years experience after registration with HPCSA as a Medical Practitioner. Skills: Service delivery orientated. Sound medical ethic skills. Knowledge of current Health and Public Service legislation. Good communication, team building and motivation skills. Computer and communication skills. Ability to develop policy. Decision making skills. Supervisory skills. Planning and organizing. Work background should include experience in basic medical disciplines as well as management.

DUTIES : Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the Institutional strategic planning process. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anaesthetics. Manage medical & gynecological/surgical emergencies. Provide after hours medical service as per roster.

ENQUIRIES APPLICATIONS : DR H.A.T. Mjijako AT 039 833 8000/8002
: Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION CLOSING DATE : Human Resources Section
: 09 April 2010

POST 12/196 : **MEDICAL OFFICER GRADE 2, 2 POSTS REF NO: SAP 12/2010**

SALARY : R423 846 Per Annum All Inclusive package. Other benefits, Rural Allowance R53 404 per annum commuted overtime: 16 hours rates

CENTRE REQUIREMENTS : St Apollinaris Hospital
: An appropriate qualification in the appropriate Health Science PLUS. Registration with the HPCSA as a Medical Practitioner PLUS. At least 5 years experience after registration with HPCSA as a Medical Practitioner. Skills: Service delivery orientated. Sound medical ethic skills. Knowledge of current Health and Public Service legislation. Good communication, team building and motivation skills. Computer and communication skills. Ability to

- develop policy. Decision making skills. Supervisory skills. Planning and organizing. Work background should include experience in basic medical disciplines as well as management.
- DUTIES** : Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the Institutional strategic planning process. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anaesthetics. Manage medical & gynecological/surgical emergencies. Provide after hours medical service as per roster.
- ENQUIRIES** : DR H.A.T. Mjyako AT 039 833 8000/8002
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).
- FOR ATTENTION** : Human Resources Section
- CLOSING DATE** : 09 April 2010
- POST 12/197** : **SENIOR ACCOUNTANT: TAXATION REF NO: G 33/2010**
Cluster: Accounting Services
- SALARY** : R 240 318 per annum Level 10 Other Benefits - 13th Cheque Medical Aid (Optional) Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate B-Degree/National Diploma in Accounting; PLUS A minimum of three (3) years specialised supervisory experience in a taxation environment ; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendation: Training programmes and/or experience in Public Management and Financial Management will serve as a recommendation. Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the Manager: Reporting, Banking and Taxation, and will be responsible to oversee and check/revise on PERSAL and BAS all work done in the tax section, ensuring that the employee IRP5 records are maintained accurately and that an accurate employee IRP5 certificate is issued at the end of the tax year to +67000 employees, and as such the ideal candidate must:- Have an expert specialised knowledge and thorough understanding of the legislative and policy imperatives informing the area of operation namely Income Tax legislation, EMP 10 Guidelines for employees taxation. Have the ability to communicate effectively with stakeholder, SARS, PERSAL, Management, Department of Premier and SITA. Have the ability to prioritise issues and other work related matters and comply with deadlines and timeframes set down. Possess very high levels of accuracy that are required and high volumes. Manage staff and vital resources namely ensuring smooth operation of computer equipment and network printers. Have the ability to operate the new SARS software package and the requesting of reports thereof. Be computer literate with a proficiency in MS Office, SARS Software Applications and Departmental and transversal systems (e.g. BAS and PERSAL).
- DUTIES** : Key Performance Areas:- Ensure that the Income Tax Account is cleared of all manual entries and that pay-overs to SARS are done timeously on the 7th of the month. Reconcile Health Tax Account on monthly basis. Reconcile Annual Tax Reconciliation (EMP501) submit to SARS before deadline to avoid interest and penalties. Oversee the compilation of Excel schedules in respect of Previous Year Amendments to tax certificates Draw various PERSAL and BAS reports and act on all entries. Control all in service tax debts. Ensure all out of service tax debts are entered on a Excel schedule for Monitoring and Technical Support to act on . Interpret tax legislation and amendments pertaining to payroll tax and workshop/provide guidance to tax staff and employees. Liaise with Logik Call centre on specific tax/salary cases where a problem has occurred and an amendment may need to be made by PERSAL on the system, or require advice. Respond to Audit Tax Queries from the Auditor-General's Office on SARS matters. Oversee the opening and closing control of IRP5-control incoming requests and update Excel Schedule and perform random checks. Draw Accumulation Amendment Report – this is a report that enables one to identify human error and take corrective steps. Process investigations and tax calculations e.g

leave gratuities. Monitor and follow up progress on staff by requesting various PERSAL tax reports monthly and quarterly. Oversee the creates and adjustments. Ensure all deadlines are met set done by SARS and Supervisor. Provide in-house training. Address tax queries verbal/written. Provide Human Resource development to tax staff.

ENQUIRIES : Mr S Maharaj: 033-395 3291
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, 6th Floor, South Tower

FOR ATTENTION : Mr P J Buthelezi
CLOSING DATE : 09 April 2010

POST 12/198 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: SAP 02/2010**

SALARY : R227 148 per Annum plus 13th Cheque, Rural Allowance: R18 852 per Annum Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : (ARV Clinic)
REQUIREMENTS : Degree/Diploma in General Nursing PLUS; Certificate of Registration. A Minimum of seven years (7) years appropriate experience /recognizable nursing experience after registration as professional nurse with the SANC in General nursing of which at least two years should have been in an ARV clinic. A Certificate in HIV/AIDS Management. PHC Diploma will be an added advantage. Current Registration with S.A.N.C. as a Professional Nurse. SKILLS: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : MS Kumalo T.E. AT 039 833 8000/8027
APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section
CLOSING DATE : 09 April 2010

POST 12/199 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: SAP 03/2010**

SALARY : R227 148 per Annum plus 13th Cheque, Rural Allowance: R18, 852.72 per Annum Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Medical & Surgical Ward
REQUIREMENTS : Qualification that allows registration with the SANC as Professional Nurse. Certificate of Registration as a professional nurse. A Minimum of seven years (7) years appropriate experience /recognizable nursing experience after registration as professional nurse with the SANC in General nursing. Current Registration with S.A.N.C. as a Professional Nurse. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and

advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

ENQUIRIES : MS Kumalo T.E. AT 039 833 8000/8027

APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section

CLOSING DATE : 09 April 2010

POST 12/200 : **CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL) REF NO: SAP 08/2010**

SALARY : R227 148 per Annum plus 13th Cheque, Rural Allowance: R18 852.72 per Annum Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Qualification that allows registration with the SANC as Professional Nurse. A Minimum of seven years (7) years appropriate experience /recognizable nursing experience after registration as professional nurse with the SANC in General nursing of which at least two years should have been in an Infection Control environment. At least 6 months Infection Control Qualification. Current Registration with S.A.N.C. as a Professional Nurse. Computer literacy will be an added advantage. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. To provide infection control guidelines that protect employees from occupational risks and hazards and to make sure that an infection free environment is created and maintained. Consult with management to ensure that systems for the disposal of waste are in place and that employees are aware of the consequences of failure to comply with safety measures. Monitor and control infection by means of surveillance in the Hospital as well as Clinics. Develop and monitor plans and projects.

ENQUIRIES : DR H.A.T. Mjijako AT 039 833 8000/8002

APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section

CLOSING DATE : 09 April 2010

<u>POST 12/201</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: SAP 14/2010</u>
<u>SALARY</u>	:	R227 148 per annum plus 13 th Cheque, rural allowance: R18, 852.72 per Annum, Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Out Patient Department Qualification that allows registration with the SANC as Professional Nurse, Certificate of Registration as a professional nurse. A Minimum of seven years (7) years appropriate experience /recognizable nursing experience after registration as professional nurse with the SANC in General nursing, Current Registration with S.A.N.C. as a Professional Nurse. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team, Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.
<u>DUTIES</u>	:	Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices, Demonstrate effective communication with patients, supervisors`, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team Work effectively and amicable at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Kumalo T.E. AT 039 833 8000/8027
	:	Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).
<u>FOR ATTENTION CLOSING DATE</u>	:	Human Resources Section
	:	09 April 2010
<u>POST 12/202</u>	:	<u>CLINICAL NURSE PRACTITIONERS</u>
<u>SALARY</u>	:	R195, 936 per Annum plus 13 th Cheque, rural allowance: R15, 674.88 per Annum, Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Kilmun Clinic (1 Post): Reference Number – SAP 04/2010 ST Apollinaris Hospital (2 Posts) Reference Number – SAP 05/2010 Qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with duration of at least one year in curative skills in Primary Health Care accredited with SANC. Certificate of Registration. Current Registration with S.A.N.C. as a Professional Nurse. A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.
<u>DUTIES</u>	:	Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by

the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing teamwork effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

ENQUIRIES : Ms Kumalo T.E. AT 039 833 8000/8027
APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section
CLOSING DATE : 09 April 2010

POST 12/203 : **PROFESSIONAL NURSE GRADE1 2 POSTS (SPECIALTY) REF NO: SAP 07/2010**

SALARY : R195 936 per Annum plus 13th Cheque, Rural Allowance: R15 674 per Annum. Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital.
REQUIREMENTS : Qualification that allows registration with the SANC as Professional Nurse. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Operating Theatre Nursing Science. Current Registration with S.A.N.C. as a General Nurse. A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Ms Kumalo T.E. AT 039 833 8000/8027
APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section
CLOSING DATE : 09 April 2010

POST 12/204 : **PROFESSIONAL NURSE GRADE1 1 POST (SPECIALTY) REF NO: SAP 13/2010**

SALARY : R195 936 per Annum plus 13th Cheque, Rural Allowance: R15 674.88 per Annum. Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital.
REQUIREMENTS : Qualification that allows registration with the SANC as Professional Nurse. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Child Nursing Science. Current Registration with S.A.N.C. as a General Nurse. A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Skills: Demonstrate effective communication with patients, supervisors and other health

professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : DR H.A.T. Mjyako AT 039 833 8000/8002

APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section

CLOSING DATE : 09 April 2010

POST 12/205 : **PROFESSIONAL NURSE GRADE 1 (GENERAL STREAM) REF NO: SAP 06/2010**

SALARY : R130 119 per Annum plus 13th Cheque, Rural Allowance: R10 409.52 per Annum Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Qualification that allows registration with the SANC as Professional Nurse. Current Registration with S.A.N.C. as a General Nurse Certificate of Registration Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

DUTIES : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : MS Kumalo T.E. AT 039 833 8000/8027

APPLICATIONS : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION : Human Resources Section

CLOSING DATE : 09 April 2010

**RPROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

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

CLOSING DATE : 08 April 2010 at 16h30

NOTE : Applications are hereby invited for the filling of the vacant posts, which exist in the Department of Agriculture as outlined on the attached annexure. The contents must be brought to the attention of all employees within your Departments. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the post. Failure to submit the requested documents will result in your application not being considered. NB: You are kindly requested to complete A,B and C of the Z83 must be completed in full. Applications received after the closing date and faxed or e-mailed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. Certified copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Foreign nationals are requested to attach SAQA accreditation of their qualifications. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 12/206 : **GENERAL MANAGER: STRATEGIC MANAGEMENT & COORDINATION (1 POST)**

SALARY : R790 953 – 959 871 per annum (60% is basic salary and 40% is Flexible portion)

CENTRE : Head Office

REQUIREMENTS : Qualification: Relevant NQF 6 or equivalent. Understanding of the Public Service Environment. Financial Management. Change management. Project management Skills. Business planning and HR management. Proficient in MS office suite use/ application. Proven strategic management and Leadership Skills. Plus a proven experience of over 6 years experience at Strategic Management level. Driver's license

DUTIES : Ensuring efficient and professional project management of the LDA business unit and projects including identifying contracting requirements, establishing projects timelines, monitoring programme cycles and coordinating project and development plans. Provide strategic planning and development service through the formulation and implementation of frameworks, policies and developmental strategies. Developing, implementing, reviewing and monitoring of department delivery strategies, plans and policies. Interfacing with key stakeholders at strategic level, National, Provincial, Donor Agencies and other relevant forums. Liaise with departmental branches to ensure that programmes are aligned, planned and executed in accordance with the overall strategic plan of the Department, PGDS, and LED/IDP integrated planning framework. Manage human resources and the budget of the programme. Compile annual work plan, strategic plan, and annual report and Citizenry report. Ensure compliant with all relevant legislation and compliance guidelines. Provide risk management support for organisational performance.

ENQUIRIES : Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000

APPLICANTS : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo

Towers for those who will be applying for the post falling under Head Office – Polokwane.

<u>POST 12/207</u>	:	<u>SENIOR MANAGER: HUMAN RESOURCE SERVICES 1 POST</u>
<u>SALARY</u>	:	R 652 572 – 780 228 Per Annum (60% is Basic salary and 40% is flexible portion)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane Qualification: Relevant NQF 6 or equivalent. Extensive knowledge in Human Resource Management. 3-5 years management experience. PERSAL Literacy. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Knowledge/ Experience : Ability to work in highly pressurized environment. Ability to interact at both strategic and operational level. A broad understanding or ability to grasp the Public Service Regulatory Frame Work and knowledge of current National and International HR trends and innovations will be an advantage. Develop HR Policy and writing skills. Financial Management: Knowledge of Operational Frame work of the Public Finance Management Act. Good interpersonal skills and negotiation skills. Good understanding and functional knowledge of Labour Relation Act, Basic Conditions of Employment Act, Employment Equity Act, Skills development Act, Public Service Regulations, Public Finance Management Act and Public Service Act and PSCBC resolutions. The ability to work in diverse environment. Good leadership and managerial skills.
<u>DUTIES</u>	:	Provision of Human Resource Management Strategic Direction aligned to the Department objectives. Provide leadership and strategic direction in respect of Human Resource related issues and promoting effective Human Resource Practices. Management of HR systems and procedures. Management of Recruitment and Selection. Management of Conditions of Service. Management of HR Planning and change management. Management of PMDS. Effective and efficient management of the PERSAL system. Determine and manage the budget of the sub- branch. Evaluate the performance of the HRS sub-branch on a continuing basis against pre-determined key measurable objectives and standards with relevant legislation and precripts.
<u>ENQUIRIES APPLICANTS</u>	:	Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000 The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.

OTHER POSTS

<u>POST 12/208</u>	:	<u>MANAGER: PERFORMANCE MANAGEMENT SYSTEM</u>
<u>SALARY</u>	:	R 448 521 – 528 333 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office Qualification: Relevant NQF 6 or equivalent. Minimum of 3 years in Human Resource Management focusing in performance management system. Knowledge of HR Matters e.g. PERSAL. Knowledge of Administrative procedures. Ability to generate reports. Knowledge of Financial Management. Organizational and leadership skills. Communication and interpersonal skills. Computer proficiency skills will be tested. Valid code B drivers license.
<u>DUTIES</u>	:	Facilitate and coordinate the implementation process of Performance Management system. Design performance management training programmes. Provide capacity building to line managers in the performance management systems and legislation that impacts. Develop operational standards and ensure the attainability and sustainability of same. Compile performance assessment report. Monitor auditing of files to ensure all requirements have been adhered to. Consolidate list of under performer and liaise with line function for intervention. Monitor compliance to MPDS. Conduct quality assurance on the implementation of performance Management cycle. Communicate outcomes of department performance assessment to employees. Develop a system to maintain and analyze performance management trends. Responsible for Divisional Budget.
<u>ENQUIRIES APPLICANTS</u>	:	Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000 The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo

Towers for those who will be applying for the post falling under Head Office – Polokwane.

- POST 12/209** : **MANAGER: GIS 2 POST**
- SALARY** : R 448 521 – 528 333 per annum
CENTRE : Head Office
REQUIREMENTS : Qualifications: Relevant NQF 6 or equivalent. Post graduate degree will be an added advantage. Minimum of 3 years extensive practical experience in GISc, remote sensing technology application and database development & administration. Relevant experience in ArcMap, ArcInfo, ArcSDE (ESRI Products). Registration with the South African Council for Professional and Technical Surveyors (PLATO) will be an added advantage. Sound knowledge and understanding of policy and legislation governing spatial information and development planning in South Africa. Knowledge of MS Office Suite, MS Project Management, Graphics. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Conflict Resolution, budgeting, supervision of Service Providers and Consultants. Valid Driver's license. Computer proficiency skills will be tested.
- DUTIES** : Setting-up of and management of an interactive departmental GIS. Database development and administration. Ensure that GIS is used as a strategic decision-support and planning tool. Gather appropriate resource data and information for agricultural planning. Collate data into various applicable fields. Manipulate data to depict various relationships and levels of resources. Produce maps and other spatial products. Maintain maps and spatial reports. Capture departmental projects in GIS. Utilize remote sensing (satellite images) for agricultural risk management, resource monitoring and to inform sustainable agricultural development. Interact with other provincial and national GIS offices. Manage the personnel and finance resources of the Division. Contribute to the development of the Sub-branch's strategic plan, management plan and budget.
- ENQUIRIES** : Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000
APPLICANTS : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.
- POST 12/210** : **MEDIA LIAISON OFFICER 1POST**
- SALARY** : R 448 521 – 528 333 per annum
CENTRE : Head Office
REQUIREMENTS : Relevant NQF 6 or equivalent. Minimum of 3 years proven experience. Valid drivers license. Sound knowledge of the respective communication media, Communication and interpersonal skills, Presentation and networking skills, Problem solving skills, MS Office suite application. Exposure to all forms of media will be an added advantage.
- DUTIES** : Develop, implement and manage an effective media liaison service. Liaison with the media on subjects, conditions, programmes and projects of the department. Liaise with the communication component of the department to ensure co-ordination and alignment with the political priorities and programmes of the executing authority. Monitor media reports and public attitudes to ensure that executing authority is well informed on current affairs that impacts on the department. Write speeches for the executing authority for all events. Issue media statement and press release for the purpose of communicating departmental information to the public on behalf of Executing Authority. Draft and implement a communication strategy for the office of the MEC.
- ENQUIRIES** : Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000
APPLICANTS : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.
- POST 12/211** : **MANAGER: ENGINEERING 1 POST**
- SALARY** : R448 521 – 528 333 per annum
CENTRE : Capricorn District
REQUIREMENTS : Qualification: Relevant NQF 6 or equivalent. Registration as a professional engineer with the Engineering Council of South Africa in terms of the

Engineering Profession Act (Act 46 of 2000). Report Writing Skills. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, IDPs, PGDS, CASP, Land-care, RESIS. Computer proficiency in Word processing, Excel, Power point, Access, Project Software, and computer aided design software – CAD. Computer proficiency may be tested. Minimum of 3 years appropriate experience in the duties set out below. Possession of a Valid code B driver's license.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services.

ENQUIRIES : Mr Gololo PL, Tel (015) 632 9094
APPLICATIONS : Capricorn District Private Bag X28 CHUENESPOORT 0745

POST 12/212 : **MANAGER: SOIL CONSERVATION**

SALARY : R448 521 – 528 333 per annum
CENTRE : Head Office

REQUIREMENTS : Qualification: Relevant NQF 6 or equivalent. A minimum of 3 years extensive experience in the soil conservation and natural resource management fraternity. Knowledge of Soil Conservation Scheme in terms of Conservation of Agricultural Resources Act (Act 43 of 1983). Knowledge of the planning, management and the design of drainage systems, water run-off control planning, stock watering. Computer literacy with competency in MS Word, Excel, Power Point, MS Projec, Ally Cad and Civil designer programs. Registration with professional bodies will be an added advantage. Understanding of governmental service delivery environment, teamwork, PFMA, and LRA, Community development, IDPs, PGDS and Conflict Resolution. Ability to work independently and in a multidisciplinary team. Knowledge in the application of other soil conservation works. Valid driver's licence. Report writing skills. Good interpersonal relations.

DUTIES : Facilitate and coordinate the planning, design and execution functions of soil conservation works. Coordinate the implementation of Soil Conservation Scheme (Act 43 of 1983). Facilitate and coordinate the transfer of technology on sustainable soil systems such as Conservation Agriculture, Ecotechnologies. Support the planning and implementation of soil conservation projects in the province. Liaise with Engineering Sub-Branch for surveying and designing of soil conservation structures. Preparation of budget, demand management, contract management and compilation of technical reports. Management of the financial and human resources entrusted to the division. Coordinate the provision of mechanical services. Coordination and liaison with districts and municipalities on soil conservation work. Appoint district and local conservation committees (Act 43 of 1983) in consultation with the structure in the district and municipal levels. Manage external service providers. Contribute to the development of the branch's strategic plan, management plan and budget. Capacity building of the component through mentoring, coaching, training, internship, and leadership. Rigorous implementation of employee performance management system and review of standards. Manage and coordinate project compliance with national policies and provincial objectives. Consolidation of EPWP for the unit.

ENQUIRIES : Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000
APPLICANTS : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.

POST 12/213 : **STATE VETERINARIAN 4 POSTS**

SALARY : R378 456 – R445 803 per annum
CENTRE : Capricorn District (1Post) and Mopani District 3 Posts

REQUIREMENTS : Qualification: Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Excellent interpersonal, communication and

		negotiation skills. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control and eradication schemes. Computer proficiency (Will be tested). Valid code B drivers license.
<u>DUTIES</u>	:	Manage animal disease control in a municipality. Management of Veterinary Services personnel and resources in a municipality. Formulation and implementation of disease control strategies and policies in a municipality. Monitor and Evaluate disease control strategies in a municipality. Manage animal identification in municipality. Liaison with other role players. Reporting to Manager Animal Health and Municipality Manager on disease control issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Gololo PL, Tel (015) 632 9094
	:	Capricorn District Private Bag X28 CHUENESPOORT 0745
	:	Mopani District-Tel (015) 812 3210, Private Bag X577 GIYANI 0826
<u>POST 12/214</u>	:	<u>DEPUTY MANAGER: TRANSFORMATION SERVICES 4 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R240 318 – 283 080 per annum
	:	Sekhukhune , Waterberg , Vhembe and Capricorn District
	:	Qualification : Relevant NQF 6 or equivalent. 2- 3 years experience in OHS, HIV/AIDS, EAP, Counselling, Service Delivery and Special Program. Knowledge on Transformation Programs and management. Knowledge of public service legislations. Computer Literacy. Presentation Skills. Communication Skills. Analytical thinking. Time management. Management skills.
<u>DUTIES</u>	:	Conduct customer satisfaction survey. Facilitate the unlocking the service delivery bottlenecks. Implement and monitor Service Delivery Standards for the department. Ensure proper co-ordination of departmental programmes within the district Coordinate Excellence Awards and service delivery events, projects, programs. Facilitate conducting Imbizo's and change engagement workshops. Develop & monitor the implementation of service delivery improvement plan. Attached to queries received through presidential hotline. Monitor and evaluate the implementation of Special Programs. Facilitate the establishment of forums such as WARD & YARD and their participation in agricultural sectors.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077, P.O Box 179, MODIMOLLE, 0510
	:	Vhembe District - Mr Netshiombo D.G Tel (015) 963 2005/7, Private Bag X2247 SIBASA 0970
	:	Capricorn District-Mr Gololo PL, Tel (015) 632 9094, Private Bag X28 CHUENESPOORT 0745
	:	Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS Tel (015) 632 4145, Private Bag X01 CHUENESPOORT 0745
<u>POST 12/215</u>	:	<u>DATABASE ADMINISTRATOR: GIS 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 240 318 – 283 080 per annum
	:	Head Office - Polokwane
	:	Qualification: Relevant NQF 6 or equivalent. Post graduate degree will be an added advantage. 2-3 years GISc practical experience required. Relevant experience in ArcMap, ArcInfo, ArcSDE (ESRI Products). Registration with the South African Council for Professional and Technical Surveyors (PLATO) will be an added advantage. Knowledge of MS Office Suite and MS Project Management. Computer proficiency skills will be tested. Valid driver's license.
<u>DUTIES</u>	:	Collect and capture of data from various formats and sources. Design, develop and implement a spatial database to store the required datasets. Data manipulation and analysis including quality assurance. Data loading, conversion and replication within/between databases. Ensure interoperability between systems to maximize efficiency. Creation and maintenance of spatial data topology and attributes, format manipulation. Apply georeferencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users. Verify spatial data and compile report as required. Supervise capture and publish metadata records. Promote and participate in stakeholder relations.
<u>ENQUIRIES</u>	:	Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000

APPLICANTS : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.

POST 12/216 : **DEPUTY MANAGER: CROP PRODUCTION 1 POST**

SALARY CENTRE REQUIREMENTS : R 240 318 – 283 080 per annum
Capricorn Cluster
Relevant NQF 6 or equivalent.2-3 years experience in Crop production. Computer proficiency skills will be tested. Knowledge of Performance Management System. Valid code B driver's license. Knowledge of operational framework PFMA, DORA, MFMA, LRA, Public Service Act , Public Service Regulations. Knowledge of MS Word, Excel and Power Point.

DUTIES : Advice farmers on crop production. Manage the provision of crops extension services. Training farmers on crop production. Manage and monitor the provision of advises on indigenous knowledge systems. Manage seeds production issues and certification. Manage provision of pest control activities. Good knowledge of fertilizer formulations and the ability to give recommendations and analyse data. Provide technical support to research activities. Manage the provision of activities on weeds control.

ENQUIRIES APPLICATIONS : Mr Gololo PL, Tel (015) 632 9094
Capricorn District Private Bag X28 CHUENESPOORT 0745

POST 12/217 : **DEPUTY MANAGER: EXTENSION SERVICES (1POST)**

SALARY CENTRE REQUIREMENTS : R 240 318 – 283 080 per annum
Waterberg District: Lephalale Municipality
Qualification: Relevant NQF 6 or equivalent.2-3 years proven relevant experience. Project management skills. Good written and verbal communication skills. An experience in community development and facilitation as well as Agricultural Extension. Presentation skill. Report writing skills. Conflict resolution. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, community development, IDP, PGDS, CASP, and-care. Leadership qualities and team player, ability to work under pressure, quality assurance advisor, motivator and rural community development activities. Valid driver's licence. Computer proficiency skills will be tested.

DUTIES : Manage and provide leadership to Crop and Facilitation divisions within Agricultural Specialised Services. Participate on management of the sub-program based on sound policy and scientific/technical principles and making recommendations on policy and Legislative options. Manage staff, Finance, Farmer and related information as well as interaction with different stakeholders. Provision of extension advisory services. Manage conservation of resources within the municipality. Manage the establishment of food security projects.

ENQUIRIES APPLICATIONS : Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077
Waterberg District P.O Box 179,MODIMOLLE,0510

POST 12/218 : **DEPUTY MANAGER: AGRICULTURAL VALUE CHAIN 2 POSTS**

SALARY CENTRE REQUIREMENTS : R 240 318 – 283 080 per annum
Waterberg District (1 post) and Vhembe District 1 post
Relevant NQF 6 or equivalent.2-3 years experience in Agricultural Economics field. Knowledge of operational frame work of PFMA and MFMA Acts.Multi-skilled: Program/ Project management capacity, Administrative capacity, Development orientated, Business-wise, Innovative appetite, Independent lateral thinker, Analytical capacity Problem. Valid code B driver's license. Knowledge of MS Word, Excel, and PowerPoint.

DUTIES : Conducting situational analysis. Identification of gaps and opportunities. Implementation of strategies to exploit opportunities. Aggregating and mapping the municipalities in terms of the value chain. Convert opportunities in terms of resource required, income generation potential and employment opportunities into reality. Promote MAFISA and Agri-BEE.

ENQUIRIES : Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510
Vhembe District - Mr Netshiombo D.G Tel (015) 963 2005/7, Private Bag X2247 SIBASA 0970

<u>POST 12/219</u>	:	<u>ENGINEER 3 POSTS</u>
<u>SALARY</u>	:	R 192 540 – 232 590 per annum
<u>CENTRE</u>	:	Mopani District (1 post) and Waterberg District 2 posts
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Computer literacy and competency in Excel and MS Project Management. Report Writing Skills. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Conflict Resolution. Registration with ECSA as professional engineer will an able appointment at salary level 10, otherwise the applicant will be at salary level 9. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Provision of irrigation services. Provision of soil conservation services. Provision of land surveying services. Development of TORs for appointment of Service Providers. Supervision of service providers. Supervision of engineering staff members within the District.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510 Mopani District-Tel (015) 812 3210, Private Bag X577 GIYANI 0826
<u>POST 12/220</u>	:	<u>DEPUTY MANAGER: SERVICE CENTRE 40 POST</u>
<u>SALARY</u>	:	R 192 540 – 232 590 per annum
<u>CENTRE</u>	:	Vhembe District Makhado Municipality 2 posts : Vuwani (1post) Dzanani 1 post Thulamela Municipality 2 posts Thohoyandou (1 post) Malamulele (1 post) Mutale Municipality (2 posts) Masisi (1 post) Tshixwadza (1 post) Musina Municipality (1 post) Nwanedi Waterberg District Mokgalakwena Municipality (2 posts) Bakenberg (1 post) Nkidikitlana (1 post) Mookgopong Municipality (2 posts) Thusang (1 post) Phomolong (1 post) Lephalale Municipality (1 post) Witproort Bela-Bela Municipality (1 post) Rust de Winter Modimolle Municipality (1 post) Mabatlane Mopani District Giyani Municipality (2 posts) Mhlava Velem (1 post) Hlaneki (1 post) Letaba Municipality (2 posts) Sekgosese (1 post) Bolobedu (1 post) Phalaborwa Municipality (2 posts) Namakgale (1 post) Gravelotte (1 post) Tzaneen Municipality (2 posts) Naphumo (1 post) Ritavi (1 post) Sekhukhune District Makhuduthamakga Municipality (2 posts) Masemola/Magalies (1 post) Schoonoord (1 post) Elias Motsoaledi Municipality (2 posts) Sempupuru (1 post) Ndebele Service Centre (1 post) Fetakgomo Municipality (2 posts) Stydskraal (1 post)

BB Kloof (1 post)
 Greater Tubatse Municipality (2 posts)
 Moroke (1 post)
 Ngwaabe (1 post)
 Ephraim Mogale Municipality (1 post)
 Zamerkomst
 Capricorn District
 Polokwane Municipality (1 post)
 Mankweng
 Blouberg Municipality (2 posts)
 MyDarling (1 post)
 Eldorado (1 post)
 Lepelle-Nkumpi Municipality (2 posts)
 Grootfontein (1 post)
 Middlekop (1 post)
 Aganang Municipality (2 posts)
 Maraba Mashashane (1 post)
 Manaka (1 post)
 Molemole Municipality (2 posts)
 Mohodi (1 post)
 Ramokgopa (1 post)

REQUIREMENTS : Relevant NQF 6 or equivalent. 2-3 years proven relevant experience in implementing Agricultural programmes Local level. Management Knowledge. Knowledge of Policy interpretation. Agricultural knowledge. Knowledge of Project Management. Extension and Advisory skills. Leadership skills. Knowledge of Financial Management. Communication skills. Report Writing Skills. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Land Reform Crop and Animal Conflict Resolution. Agricultural knowledge. Drivers License. Computer literacy.

DUTIES : Ensure a smooth administrative responsibility in the Service Center. Develop a Service centre profile, Identify and prioritize project for implementation. Provide updated information to Farmers. Provide support to Implement Extension Recovery Plan. Establish working groups and mentorship programs. Implement all regulatory responsibilities. Ensure technical support to Extension and Advisory personnel to Beneficiaries with the objective of moving them from subsistence to business. Facilitate the Sustainability of Poverty alleviation and food security projects in coordination with other components in the Service Centre. Promote participation of Youth in Agriculture through interaction with schools and interest groups. Facilitate Institutional arrangements of projects through (Participatory Extension Approach) PEA and other Methodologies. Coordinate Departmental events e.g. Female farmers, Youth functions, Farmers days, Commodity based information days.

ENQUIRIES : District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510
 Vhembe District - Mr Netshiombo D.G Tel (015) 963 2005/7, Private Bag X2247 SIBASA 0970
 Capricorn District-Mr Gololo PL, Tel (015) 632 9094, Private Bag X28 CHUENESPOORT 0745
 Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS Tel (015) 632 4145, Private Bag X01 CHUENESPOORT 0745
 Mopani District-Tel (015) 812 3210, Private Bag X577 GIYANI 0826

POST 12/221 : **GIS OFFICER: GIS 1 POST**

SALARY CENTRE : R161 970 – 190 791 per annum
 : Head Office

REQUIREMENTS : Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Relevant experience in ArcMap, ArcInfo, ArcSDE (ESRI Products). Registration with the South African Council for Professional and Technical Surveyors (PLATO) will be an added advantage. Knowledge of MS Office Suite and MS Project Management. Computer proficiency skills will be tested. Valid driver's license.

DUTIES : Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational / object orientated databases. Produce customized maps to meet client's

		needs. Advice on GISc equipments, software, data and products. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stake holders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums.
<u>ENQUIRIES</u>	:	Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000
<u>APPLICANTS</u>	:	The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.
<u>POST 12/222</u>	:	<u>ANIMAL HEALTH TECHNICIAN 6 POSTS</u>
<u>SALARY</u>	:	R 161 970 – 190 791 per annum
<u>CENTRE</u>	:	Capricorn Cluster: Blouberg (1post) & Molemole Municipality (2 posts), Waterberg District: Lephalale Municipality (2posts) and Sekhukhune District – Tubatse Municipality (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Must be registered with the South African Veterinary Council. Any relevant experience will be an added advantage. Report writing skills, communication and interpersonal skills. A valid driver's license. Knowledge of Animal Disease Acts. Computer proficiency will be tested.
<u>DUTIES</u>	:	Implement disease control measure. Render a support to the State Veterinarian with regard to animal disease control. Assist in the provision of extension services on animal health to animal owners. Reproduction and production advancement, sample collection and law enforcement. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510 Capricorn District-Mr Gololo PL,Tel (015) 632 9094,Private Bag X28 CHUENESPOORT 0745 Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS Tel (015) 632 4145,Private Bag X01 CHUENESPOORT 0745
<u>POST 12/223</u>	:	<u>STATE ACCOUNTANT-SALARIES 1 POST</u>
<u>SALARY</u>	:	R 161 970 – 190 791 per annum
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent.1-2 years proven experience in financial management. Well conversant with financial legislations e.g. Public Finance Management Act, Treasury regulations, Public Service Regulations etc. Knowledge of BAS, fines and Persal. Computer proficiency skills will be tested (MTEF).Good communication skills and team work.
<u>DUTIES</u>	:	Process payment and salaries. Handle revenue, income and debts collection. Prepare early warning reports. Handle projections within various components. Budget preparation and monitoring. Perform revision of estimation. Monitor verification of payroll and staff audit. Process claims on financial systems (PERSAL, FINEST and BAS).
<u>ENQUIRIES</u>	:	Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077
<u>APPLICATIONS</u>	:	Waterberg District P O Box 179,MODIMOLLE,0510
<u>POST 12/224</u>	:	<u>PERSONAL ASSISTANT – GM HUMAN RESOURCE MANAGEMENT 1POST</u>
<u>SALARY</u>	:	R 130 425 – 153 636 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Relevant NQF 5 or equivalent. Any relevant experience will be an added advantage. Computer literate, with good knowledge of MS office applications Excel, Word, Access/Database management and PowerPoint. Computer skills will be tested. Work organization and prioritization skills. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of SMS/MMS and external clients, customers, and the general public. Ability to work under pressure and tight deadlines. Good communication and interpersonal skills. Good telephone etiquette.
<u>DUTIES</u>	:	Provide secretarial support to the General Manager. Arrange engagements and meetings. Manage the diary of the General Manager and remind her of engagements. Telephone screening. Make travel arrangements for the General Manager. Develop and maintain an effective document tracking system for incoming and outgoing correspondence.

<u>ENQUIRIES</u>	:	Ms Mashau VR and Ms Nong CJ Tel (015) 294 3000
<u>APPLICANTS</u>	:	The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.
<u>POST 12/225</u>	:	<u>AGRICULTURAL TECHNICIAN: (ANIMAL PRODUCTION) 4 POSTS</u>
<u>SALARY</u>	:	R 130 425 - 153 636 per annum
<u>CENTRE</u>	:	Waterberg Cluster: Thabazimbi Municipality 1 post Lephalele Municipality 2 Posts Modimolle 1 Post
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Ability to interact with farmers. Report writing skills. Communication and interpersonal skills. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.
<u>DUTIES</u>	:	Advise farmers on management of dairy cattle, beef cattle, poultry and small stock. Coordinate, monitor and evaluate poverty alleviation programmes. Search for solutions of farmers identified problems in animal production. Render specialist advice on animal production matters to farmers. Financial management of the academic and training services.
<u>ENQUIRIES</u>	:	Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077
<u>APPLICATIONS</u>	:	Waterberg District P.O Box 179,MODIMOLLE,0510
<u>POST 12/226</u>	:	<u>ENGINEERING TECHNICIAN: 3 POSTS</u>
<u>SALARY</u>	:	R 130 425 - 153 636 per annum
<u>CENTRE</u>	:	Waterberg District 2 post and Capricorn District 1 post
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Computer literacy and competency in Excel and MS Project Management. Report Writing Skills. Good interpersonal relations. Registration with ECSA will be an added advantage. Computer proficiency skills will be tested. Valid code B driver's license
<u>DUTIES</u>	:	Coordination of farm structures, irrigation, land surveying, soil conservation services in Districts. Development of TORs for appointment of Service Providers. Supervision of service providers. Coordination with HQ and Municipality engineering and land care staff members. Perform feasibility studies in cooperation with the relevant stakeholders. Planning and design of infrastructure, irrigation and mechanization (including farm plans, surveys irrigation schemes, pump houses, dams, soil conservation works etc) in compliance with relevant legislations. Render technical support in implantation of projects. Handle general enquiries and render technical support. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077, P.O Box 179, MODIMOLLE, 0510
<u>APPLICATIONS</u>	:	Capricorn District - Mr Gololo PL Tel (015) 632 9094 Private Bag X28 CHUENESPOORT 0745
<u>POST 12/227</u>	:	<u>SURVEY TECHNICIAN: 1 POST</u>
<u>SALARY</u>	:	R 130 425 - 153 636 per annum
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Knowledge of operational framework. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Conduct reconnaissance survey. Establish control points. Construct farm survey. Setting out farm structures. Verify the extent of the areas (sizes).Coordinate farm structures.
<u>ENQUIRIES</u>	:	Capricorn District-Mr Gololo PL,Tel (015) 632 9094
<u>APPLICATIONS</u>	:	Private Bag X28 CHUENESPOORT 0745
<u>POST 12/228</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN 3 POSTS</u>
<u>SALARY</u>	:	R 130 425 - 153 636 per annum
<u>CENTRE</u>	:	Waterberg Cluster: Bela-bela (1 Post), Thaba-Zimbi 1 Post Municipality and Vhembe District - Makhado Municipality (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Communication skills. Computer literate. Valid driver's license.

<u>DUTIES</u>	:	Render natural resource management services to farmers. Implement land care program within the ward. Assist in arranging farmers information days.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510 Vhembe District - Mr Netshiombo D.G Tel (015) 963 2005/7, Private Bag X2247 SIBASA 0970
<u>POST 12/229</u>	:	<u>AGRIC TECHNICIAN: CROP PRODUCTION 5 POSTS</u>
<u>SALARY CENTRE</u>	:	R 130 425 - 153 636 per annum Waterberg Cluster: Thabazimbi Municipality 1 post, Mogalakwena Municipality 2Posts, Lephalale Municipality 2 Posts
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Communication skills. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Render advisory services to farmers. Formation of agricultural commodity groups specific to plant production. Assist in arrangement of information days. Provide advisory support to farmers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077, P.O Box 179, MODIMOLLE, 0510
<u>POST 12/230</u>	:	<u>AGRICULTURAL TECHNICIAN 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R 130 425 - 153 636 per annum Waterberg Cluster: Thabazimbi Municipality, 2 Posts, and Vhembe District - Thulamela Municipality 1 post
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. Any relevant experience will be an added advantage. Knowledge of operational framework of PFMA, MFMA and DORA. Practical experience in the use of MS Excel and Word. Valid code B driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Facilitate the formation of study groups within the Municipalities. Analyze farmer's needs for infrastructure. Facilitate market search and access to training for farmers. Manage relationships among target groups and key stakeholders in the Municipalities.
<u>ENQUIRIES</u>	:	Waterberg District-Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077,P.O Box 179,MODIMOLLE,0510 Vhembe District - Mr Netshiombo D.G Tel (015) 963 2005/7, Private Bag X2247 SIBASA 0970
<u>POST 12/231</u>	:	<u>CHIEF ADMINISTRATIVE CLERK</u>
<u>SALARY CENTRE</u>	:	R 130 425 - 153 636 per annum Waterberg District
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent. 1-2 relevant experience in administrative work. Computer proficiency. Driver's license.
<u>DUTIES</u>	:	Provide Human Resource Services, Office support, Financial and Transformation services to the Municipality. Render stores and transport services within the municipality. Control Assets Register. Coordinate administrative activities within the municipality. Give guidance and advice. Interpretation and application of directives and policies. Supervision of the work performance of subordinates in terms of PMDS.
<u>APPLICATIONS</u>	:	Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077 P.O Box 179,MODIMOLLE,0510
<u>POST 12/232</u>	:	<u>ADMINISTRATIVE OFFICER</u>
<u>SALARY CENTRE</u>	:	R 130 425 -153 636 per annum Waterberg District
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent.1-2 years experience in Human Resource Development. Knowledge of legislative framework (Public Service Act, Labour Relations Act and PFMA etc). Communication skills. Interpersonal relations skills. Report writing skills. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.
<u>DUTIES</u>	:	Assist in the determination of skills development. Assist in the development of workplace skills development plan. Coordinate and Monitor ABET programme. Handle and report on internal skills development activities. Handling of Bursary matter. Assess and evaluate performance of subordinates in terms of PMS
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Marema M and Ms Maserumula DD Tel (014) 717 1054/1077 P.O Box 179,MODIMOLLE,0510

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

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

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 9 April 2010

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

MANAGEMENT ECHELON

POST 12/233 : **HEAD CLINICAL UNIT: PSYCHIATRY (PRINCIPAL SPECIALIST – PSYCHIATRY) SENIOR LECTURER ON JOINT STAFF OF STELLENBOSCH UNIVERSITY**
Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services

SALARY : Remuneration package: R 892 287 per annum (commuted overtime is payable) (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualifications: Specialist qualification in General Psychiatry Experience: A minimum 7 years appropriate experience after registration with the HPCSA as a General Psychiatrist. Demonstrated experience of engagement at all levels of care especially level 2 (General Specialist) and Outreach to district and primary care services (level 1). Experience in teaching and training of Registrars, Medical staff and medical students. Appropriate management experience of clinical services. Inherent requirements of the job: Ability to work overtime. Willingness to travel within the West Coast and Winelands Districts. Valid drivers licence. Registration with a professional council: Registration with HPCSA as Specialist Psychiatrist. Competencies (Knowledge/skills): Good interpersonal skills. Leadership skills, documenting skills and information management skills. Fluency in at least two of the three official languages of the Western Cape. Proven ability to provide clinical and academic leadership

DUTIES : Key result areas/outputs): Co-ordinate and provide an effective 24 hour mental health specialist care in Paarl Hospital drainage area including in and out patients. Effectively administer the clinical department. Clinical teaching and training of undergraduates, post graduates, nursing staff and private GP's. Undertake effective and appropriate research in psychiatric based on needs of the Paarl Geographic Service Area. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment and rehabilitation programmes. Provide effective psychiatric consultation service and outreach to Paarl Hospital drainage area. Provide leadership and management within the department and ensure effective human resource and financial management.

ENQUIRIES : Dr B Kruger, tel.no (021) 860-2501

DEPARTMENT OF LOCAL GOVERNMENT

In accordance with the Employment Equity plan of the Department of Local Government it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment.

APPLICATIONS : The Director: Human Resource Management and Administration Private Bag X 9083 Cape Town 8000

FOR ATTENTION : Ms Z Davids

CLOSING DATE : 09 April 2010

NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), copies of all

qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 12/234 : **CHIEF DIRECTOR: DISASTER MANAGEMENT AND FIRE BRIGADE SERVICES REF NO: LG001/2010**

SALARY : All-inclusive flexible remuneration package of R 790 953 (level 14) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).

CENTRE REQUIREMENTS : Cape Town
 : Applications are invited from persons in possession of an appropriate B. degree (or equivalent) with a minimum of 6 years proven managerial experience • Management experience in the public sector and / or local government is a recommendation. A valid Code B driver's licence will serve as a further job requirement. Specific qualifying criteria: • Formal qualification in disaster management, with a postgraduate qualification as a recommendation • Extensive experience in a disaster management environment • Comprehensive understanding of the legislative and policy framework supporting disaster management in South Africa • Proven record of effective management and mobilisation of stakeholders and resources • Excellent verbal and written communication skills .

DUTIES : • Establish and maintain integrated institutional capacity in the Province to ensure effective implementation of the Disaster Management Act • Update the Risk and Vulnerability Assessment of the Province on a regular basis • Implement Early Warning Systems • Co-ordinate the provincial Fire Brigade Services function • Capacitate municipalities in accordance with the Fire Brigade Services Act • Support municipalities to identify and address their disaster risks and incorporate this into their Integrated Development Plans • Monitor and support district municipalities in the effective functioning of their Disaster Management Centres • Implement education, training, awareness and research programmes • Co-ordinate relief efforts • Monitor and support disaster damage assessment programmes • Monitor the expenditure of recovery funding • Provide strategic direction to the disaster management component and to the Department as a whole • Ensure effective management of human and financial resources in the Chief Directorate.

ENQUIRIES : Dr H Fast at (021) 483-4997

POST 12/235 : **DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG002/2010**

SALARY : All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).

CENTRE REQUIREMENTS : Cape Town
 : Formal qualification requirement: Applications are invited from persons in possession of an appropriate B. degree (or equivalent) with a minimum of 3 years proven managerial experience. A postgraduate qualification would be a recommendation. A valid Code B driver's licence will serve as a further job requirement. Specific qualifying criteria: • Experience in developing performance monitoring systems in the public sector (national, provincial, and / or local government) • Experience in monitoring local government performance • Extensive experience in collecting and analysing quantitative and qualitative data • Thorough understanding of the local government legislative framework and its implications for municipal performance monitoring • Excellent written and verbal communication.

<u>DUTIES</u>	:	Key performance areas: • Developing and maintaining a framework for monitoring all aspects of municipal performance • Managing the process of collection and collation of data • Monitoring and evaluating implementation of municipal performance monitoring system • Assessing and analysing data from municipalities to conduct diagnostic evaluations • Providing input to national and provincial policy and legislative processes • Managing the national and provincial municipal excellence awards processes • Providing strategic direction to the directorate and facilitate inputs to the Chief Directorate's strategic planning processes • Ensure effective management of human and financial resources.
<u>ENQUIRIES</u>	:	Dr H Fast at (021) 483-4997
<u>POST 12/236</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG003/2010</u>
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13 th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Formal qualification requirement: The formal qualification requirement for this position is an appropriate four-year degree (or equivalent) in Civil Engineering with a minimum of 3 years proven managerial experience. A valid Code B driver's licence will serve as a further job requirement. Specific qualifying criteria: • registration as a Professional Engineer/Technologist with the Engineering Council of South Africa (ECSA) • Proven management experience • Knowledge and experience in the provision of bulk and internal civil engineering services for municipal infrastructure development • Experience in project management of large civil projects • Experience in liaising with consulting engineers, contractors, municipal officials and supply authorities regarding civil projects • Knowledge of building structures • Understanding of planning processes relating to local government, including Integrated Development Plans, Comprehensive Infrastructure Plans, Water Services Development Plans, and Master Plans for specific municipal services • Sound interpersonal and management skills • Excellent written and verbal communication skills •
<u>DUTIES</u>	:	Key performance areas: • Coordinate municipal infrastructure planning with regard to energy, water, sanitation and other applicable municipal services • Provide technical planning and implementation support to municipalities • Coordinate municipal technical capacity-building initiatives • Facilitate effective infrastructure maintenance within municipalities • Identify bulk infrastructure projects and assist in the planning thereof • Support the spending and project implementation of the Municipal Infrastructure Grant programme • Provide strategic direction to the component and facilitate inputs to the Chief Directorate's strategic planning processes • Ensure effective management of human and financial resources
<u>ENQUIRIES</u>	:	Dr H Fast at (021) 483- 4997
<u>POST 12/237</u>	:	<u>DIRECTOR: DISASTER OPERATIONS REF NO.LG004/2010</u>
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13 th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Formal Qualification Requirement: Applications are invited from persons in possession of an appropriate B. degree (or equivalent) with a minimum of 3 years proven managerial experience in the public sector (national, provincial and /or local government). A valid Code B driver's licence will serve as a further job requirement. Specific qualifying criteria • Formal qualification in disaster management, with a postgraduate qualification being a recommendation • Comprehensive understanding of the legislative and policy framework supporting disaster management in South Africa • Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Key Performance Areas: • Establish and maintain integrated institutional capacity to ensure effective implementation of the Disaster Management Act

- Monitor and support district municipalities in the effective functioning of their Disaster Management Centres
- Maintain the disaster management preparedness, response and recovery plan and ensure its implementation by relevant stakeholders
- Co-ordinate relief efforts
- Monitor and support disaster damage assessment programmes
- Monitor the expenditure of disaster recovery funding
- Provide strategic direction to the component and provide inputs to the Chief Directorate's strategic planning processes
- Ensure effective management of human and financial resources
- Apply effective and efficient project management principles in the implementation of the Directorate's activities.

ENQUIRIES :

Dr H Fast at (021) 483-4997

POST 12/238 :

DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG005/2010

SALARY :

All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).

CENTRE REQUIREMENTS :

Cape Town
 Formal qualification requirement Applications are invited from persons in possession of an appropriate B. degree (or equivalent) with a minimum of 3 years proven managerial experience in the public sector (national, provincial and /or local government). A valid Code B driver's licence will serve as a further job requirement. Specific qualifying criteria:

- Experience in developing / analysing municipal Integrated Development Plans and their implementation
- Thorough understanding of the local government environment and relevant municipal legislation and regulations
- Understanding of the spatial dimensions of development
- Experience in inter- and intra-governmental relations
- Knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape
- Ability to analyse, promote, facilitate and implement strategic planning
- Excellent written and verbal communication skills
- Financial and human resource management experience.

DUTIES :

Key performance areas:

- Liaise with national government, provincial departments and municipalities and related institutions in order to co-ordinate Integrated Development Planning monitoring and support to municipalities
- Develop and maintain the IDP support programme, including the capacity building and training of municipal staff and individual support to municipalities
- Improve national and provincial planning integration with municipal Integrated Development Plans
- Support municipalities to conduct effective ward-based planning
- Develop and maintain an effective Integrated Development Planning monitoring system, including the assessment of IDPs and the monitoring of annual IDP review processes, IDP implementation, and legislative compliance
- Maintain a provincial IDP database
- Provide strategic direction to the component and facilitate inputs to the Chief Directorate's strategic planning processes
- Ensure effective management of human and financial resources.

ENQUIRIES :

Dr H Fast at (021) 483 4997

OTHER POSTS

POST 12/239 :

DEPUTY DIRECTOR: METRO PERFORMANCE MONITORING REF NO: LG006/2010

Component: Metro Performance Monitoring

SALARY :

All-inclusive flexible remuneration package of R 378 456 (level 11) per annum.

CENTRE REQUIREMENTS :

Cape Town
 Formal qualification requirement Applications are invited from persons in possession of an appropriate B. degree (or equivalent) with a minimum of 3 years relevant experience. A valid Code B driver's licence will serve as a further job requirement. The following will serve as recommendations:

- Postgraduate qualification (Master's or above) in the Humanities / Social Sciences
- Excellent analytical and written skills
- Experience in international and regional research relating to cities and urbanisation (as evidenced by a portfolio of published / unpublished research reports)
- Experience with the

		collection and analysis of qualitative and quantitative data • Understanding of the local government environment in the Western Cape • Good presentation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: • Develop a framework for assessing all aspects of the Cape Town functional area (social, economic, and financial) • Collect, collate and analyse information relating to provincial and national expenditure / investment in the metro • Collect, collate and validate data and information relating to the metro • Assess the legislative compliance of the metro • Provide inputs to provincial and national research and policy processes.
<u>ENQUIRIES</u>	:	Mr. L Jacobs at 021 483 6408
<u>POST 12/240</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL TRANSFORMATION AND GOOD GOVERNANCE REF NO: LG007/2010</u> Component: District And Local Performance Monitoring
<u>SALARY</u>	:	R 378 456 (level 11) per annum.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The Formal qualification requirement for this post is an appropriate B. degree (or equivalent) with a minimum of 3 years relevant experience. • A valid Code B driver's licence will serve as a further job requirement. The following will serve as recommendations: • Thorough understanding of the local government legislative and policy framework • Understanding of the local government environment in the Western Cape • Experience in collecting and analysing data relating to public sector performance (national, provincial, and / or local government) • Ability to collect and analyse qualitative and quantitative data • Good written and verbal communication skills.
<u>DUTIES</u>	:	The successful candidates will be responsible for the following • Develop and maintain a municipal performance monitoring tool relating to municipal transformation and governance • Collect, validate and evaluate municipal transformation, institutional capacity and public participation data & information • Ensure the development of a database and dissemination of information to relevant stakeholders • Ensure the alignment of municipal performance measurements with national and provincial monitoring frameworks • Execute follow-up research arising from municipal performance reports • Prepare recommendations for municipal support and interventions • Assist in the drafting of the Annual Municipal performance report in terms of section 47 of the Municipal Systems Act • Manage human resources and performance in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. L Jacobs at 021 483 6408
<u>POST 12/241</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING REF NO LG008/2010</u>
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R 378 456 level 11 per annum.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) with a minimum of three years relevant experience. A valid Code B driver's licence will also serve as a further job requirement. The following will serve as recommendations: • Thorough understanding of the local government legislative and policy framework • Understanding of the local government environment in the Western Cape • Experience in collecting and analysing data relating to public sector performance (national, provincial, and / or local government) • Ability to collect and analyse qualitative and quantitative data • Good written and verbal communication skills.
<u>DUTIES</u>	:	The successful candidates will be responsible for the following duties: • Develop and maintain a municipal performance monitoring tool relating to basic service delivery • Collect, validate and evaluate municipal service delivery data & information • Ensure the development of a database and dissemination of information to relevant stakeholders • Ensure the alignment of municipal performance measurements with national and provincial monitoring frameworks • Execute follow-up research arising from municipal performance reports • Prepare recommendations for municipal support and interventions • Assist in the drafting of the Annual Municipal performance report in terms of section 47 of the Municipal Systems Act • Manage human resources and performance in the sub-directorate.

ENQUIRIES : Mr L Jacobs at 021 483 6408

POST 12/242 : **DEPUTY-DIRECTOR: TRAINING COORDINATION REF NO: LG009/2010**

SALARY : All-inclusive flexible remuneration package of R 378 456 Level 11 per annum.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) with a minimum of three years relevant experience. A valid Code B driver's licence will also serve as a further job requirement. The following will serve as recommendations: • knowledge of municipal training and capacity-building • knowledge of legislation and policy frameworks applicable to local government • knowledge of skills development legislation and policies and the functioning of SETAs • ability to work under pressure and to travel • sound interpersonal skills • must be assertive, an analytical thinker and have problem-solving skills • good verbal and written communication skills • computer literacy in MS Office.

DUTIES : The successful candidate will be responsible for the following duties: • develop and maintain a database of all training and capacity-building initiatives in Western Cape municipalities • co-ordinate transversal training initiatives for municipalities • develop and maintain Provincial Training Programmes for municipalities • liaise with Provincial Training Academy, LGSETA, SALGA, DBSA and other stakeholders on training and development interventions for municipalities • manage the human resources and budget of the sub-directorate

ENQUIRIES : must be directed to Mr D Jansen at (021) 483-3161.

POST 12/243 : **DEPUTY DIRECTOR: RISK REDUCTION PLANNING REF NO: REF NO: LG010/2010**

SALARY : All-inclusive flexible remuneration package of R 378 456 (Level 11) per annum.

CENTRE : Tygerberg

REQUIREMENTS : The formal qualification requirement for this post is an appropriate B degree (or equivalent qualification) with a minimum of 3 years relevant experience. A valid Code B driver's licence will also serve as a further job requirement. The following will serve as recommendations: • knowledge of the Disaster Management Act (Act 57/2002) and related policies and guidelines • knowledge and understanding of disaster management systems and procedures applicable to all three spheres of government • good organisational skills • excellent project management and analytical skills • ability to work independently as well as in a team • must be innovative, creative, pragmatic and self-motivated • good verbal, written and crisis communication skills • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours.

DUTIES : The successful candidate will be responsible for the following duties: • Initiate and implement disaster risk reduction programmes / projects / measures • Ensure the incorporation and implementation of disaster risk reduction initiatives in municipal Integrated Development Plans • Give input into the Directorate's strategic plan • Develop the business plan for the sub-directorate • Supervision and development of personnel. • Assist in managing the budget and reporting on the utilisation of financial resources. • Participate in the strategic management and administrative functions of the Disaster Management Centre.

ENQUIRIES : must be directed to Dr E Steyn at (021) 937-0807.

POST 12/244 : **DEPUTY DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG011/2010**

SALARY : All-inclusive flexible remuneration package of R 378 456 (level 11) per annum.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) with a minimum of 3 years relevant experience. A valid Code B driver's licence will also serve as a further job requirement. The following will serve as recommendations: • knowledge of local government legislation • knowledge of the 5 key performance areas for local government,

monitoring and reporting procedures • knowledge and experience of project management • computer literacy in MS Office and GroupWise • good verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES : The successful candidates will be responsible for the following duties: development, implementation and monitoring and evaluation of a district municipal capacity plan • support municipalities to develop, establish and strengthen municipal systems • enhancing the capacity of municipalities in terms of scarce skills • engagement of national and sector departments in co-operative planning and delivery support for municipalities • promote the enhancement of the professionalism and leadership capacity within municipalities • To facilitate and co ordinate the hands on support initiatives with sector departments on the implementation of basic services, local economic development, integrated human settlements and financial viability and management • participating in the strategic planning processes of the department • supervision and development of staff • ensure the effective utilisation of financial resources

ENQUIRIES : Mr D Jansen at 021 483 4647

POST 12/245 : **ASSISTANT DIRECTOR: RISK REDUCTION PLANNING REF NO:**
LG012/2010

SALARY : R 192 540 (Level 9) per annum
CENTRE : Tygerberg

REQUIREMENTS : The formal qualification requirement for this post is an appropriate B degree (or equivalent qualification) with a minimum of 3 years relevant experience. A valid Code B driver's licence will also serve as a further job requirement. The following will serve as recommendations: • knowledge of the Disaster Management Act (Act 57/2002) and related policies and guidelines • knowledge and understanding of disaster management systems and procedures applicable to all three spheres of government • good organisational skills • excellent project management and analytical skills • ability to work independently as well as in a team • must be innovative, creative, pragmatic and self-motivated • good verbal, written and crisis communication skills • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours.

DUTIES : The successful candidate will be responsible for the following duties: • Assist with the initiation and implementation of disaster risk reduction programmes / projects / measures • Assist with the incorporation and implementation of disaster risk reduction initiatives in municipal Integrated Development Plans • Give input into the sub-directorate's strategic plan.

ENQUIRIES : Dr E Steyn at (021) 937-0807.

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

APPLICATIONS : Applications must be submitted to: The Senior Manager: Human Resource Management, Private Bag X9165, CAPE TOWN 8000 OR hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons

CLOSING DATE : 9 April 2010

NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of Public Service & Administration, 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, criminal records, credit records and previous employment.

OTHER POSTS

- POST 12/246** : **ECONOMISTS REF NO: WCPT 04/01/10**
Chief Directorate Public Finance
Directorate Public Finance Policy Research and Modelling
- SALARY** : All all-inclusive package of R448 521 (level 12) includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. This flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town
The minimum qualification requirement, personal attributes and required skills for this position is a Master's Degree in Economics / Public Finance / Public Administration or Policy Analysis • 6 – 10 years appropriate experience • proven macro and socio-economic research and analysis, as well as sound revenue analysis knowledge • Knowledge of government revenue, expenditure and financial systems. • Proven project and financial management capabilities. • Computer literacy • A keen interest in working in an applied economic policy environment. • Understanding of economic theories, taxation and sampling techniques • Indicator know-how and the ability to interpret and report on complex and specialized information. • A cool head under pressure, influential negotiation methods, a meticulous and well-structured work ethic, and an aptitude for numbers and analysis is essential
- DUTIES** : Reporting to the Senior Manager of this directorate, you will provide opportunities to develop efficient revenue streams for Provincial Government this will entail: • Determine the overall financing envelope for government over the MTEF • Researching and assessing all relevant revenue streams to determine a sustainable fiscal framework • Developing and expanding own revenue base , including revenue estimations modules: • Assessing borrowing and financing instruments in aid of service delivery obligations • Co-ordinate MTEC processes and conducting supervisory functions
- ENQUIRIES** : Mr H Malila at ☎ 021 483-6673
- POST 12/247** : **ECONOMIST (PROVINCIAL GOVERNMENT) REF NO: WCPT 04/02/10**
Chief Directorate Public Policy Services
Directorate Budget Management (Provincial Government)
- SALARY** : R448 521 per annum Level 12 Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.
- CENTRE REQUIREMENTS** : Cape Town
The minimum qualification requirement, personal attributes and required skills for this position is Master's Degree in Economics / Public Finance / Public Administration or Policy Analysis. • 6 – 10 Years experience gained in a similar capacity, • A clear understanding of macro and proven socio-economic research • Knowledge of policy making processes and procedures • Exposure to national and provincial legislation and policies • Computer literacy • Figure-minded and analytical thinking • Excellent communication, presentation and planning skills • Influential and team-orientated approach should be evident
- DUTIES** : Promoting effective and optimal financial resource allocation with a specific focus on the implications surrounding budget allocations will entail: • Reviewing, analyzing and reporting on socio-economic information • Participating in all relevant budgetary processes • Assessing provincial departments budgets and plans • Recommending financial resource allocation • Research and writing for the annual publication of Provincial Economic Review and Outlook
- ENQUIRIES** : Ms M Sheraton ☎ (021) 483 9951