



DATE OF ISSUE: 16 APRIL 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 15 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 **17 MAY 2010**

AMENDMENTS : **Department of Water Affairs:** Kindly take note that the closing date of the following posts Post 14/17: Deputy Director: Finance, Post 14/18: Deputy Director: Corporate Service, is 19 April 2010 and not 26 April 2010 as appeared in Circular Number 14 of 2010

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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 (unless otherwise stated), Application Enquiries: Tel. (012) 811 9909/10
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 30 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 15/01** : **AGRICULTURAL MANAGEMENT ADVISOR REF NO: 73/2010**
Directorate: Food Safety and Quality Assurance
- SALARY** : All inclusive package of R 378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of an MSc (Agric) Soil Science degree or equivalent qualification with sufficient relevant experience. Demonstrate high-level analytical skills, expertise and experience in the interpretation of scientific information with particular emphasis on plant nutrition, chemistry, product quality and application and use of fertilizers, preferably in the context of a regulatory environment. Ability to research and work independently, managing a portfolio of tasks to meet deadlines. Demonstrated capacity in representing an organisation, including well developed liaison, negotiation and communication skills. Sound computer skills in MS Office (Word and Excel). Demonstrated high standard of written communication and ability to prepare and present complex reports. Be in possession of a Code B driver's licence or the ability to obtain a Code B driver's licence within three months of appointment.
- DUTIES** : The incumbent will be responsible to evaluate and review applications for the registration of fertilizers with particular emphasis on plant nutrition, chemistry, product quality and application and use of fertilizers. Prepare and present evaluation reports. Assist in the management of product evaluation and reviews by contributing to the screening process, evaluation of products and quality control data, including providing advice to the team members, Registrar of Act No. 36 of 1947 and other staff on technical and professional matters. Assist in the development of new policies, programmes and processes relating to registration of fertilizers, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use fertilizer. Represent the Directorate on technical and professional matters including liaison with industry, Government agencies and other areas of the

Directorate on matters associated with fertilizer. Provide advice to industry, Government and other stakeholders as required.

ENQUIRIES
NOTE

: Dr B. Ntshabele, Tel. 012 319 7304
: The DAFF welcomes persons with physical disabilities to apply for this post. Shortlisted candidates may be subjected to a skills/knowledge test.

POST 15/02

: **AGRICULTURAL MANAGEMENT ADVISOR REF 75/2010**
Directorate: Food Safety and Quality Assurance

SALARY
CENTRE
REQUIREMENTS

: All inclusive package of R 378 456 per annum
: Pretoria
: Applicants should be in possession of a Veterinary Science (BVSc/BVMCh) degree with sufficient relevant experience. Candidates should be registered with the South African Veterinary Council. Demonstrate high-level analytical skills, expertise and experience in the interpretation of scientific information with particular emphasis on safety, efficacy and quality control preferably in the context of a regulatory environment. Ability to research and work independently, managing a portfolio of tasks to meet deadlines. Demonstrated capacity in representing an organisation, including well developed liaison, negotiation and communication skills. Sound computer skills in MS Office (Word and Excel). Demonstrated high standard of written communication and ability to prepare and present complex reports. Be in possession of a Code B driver's licence or the ability to obtain a Code B driver's licence within three months of appointment.

DUTIES

: The incumbent will be responsible to evaluate and review applications for the registration of stock remedies with particular emphasis on safety, efficacy and quality. Prepare and present evaluation reports. Assist in the management of product evaluation and reviews by contributing to the screening process, evaluation of products and quality control data, including providing advice to the team members, Registrar of Act No. 36 of 1947 and other staff on technical and professional matters. Assist in the development of new policies, programmes and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Represent the Directorate on technical and professional matters including liaison with industry, Government agencies and other areas of the Directorate on matters associated with stock remedies. Provide advice to industry, Government and other stakeholders as required.

ENQUIRIES
NOTE

: Dr B. Ntshabele, Tel. 012 319 7304
: The DAFF welcomes persons with physical disabilities to apply for this post. Shortlisted candidates may be subjected to a skills/knowledge test.

POST 15/03

: **AGRICULTURAL MANAGEMENT ADVISOR REF NO: 72/2010**
Directorate: Food Safety and Quality Assurance

SALARY
CENTRE
REQUIREMENTS

: All inclusive package of R 378 456 per annum
: Pretoria
: Applicants should be in possession of an MSc degree (Chemistry) or equivalent qualification with sufficient relevant experience. Demonstrate high-level analytical skills, expertise and experience in the interpretation of scientific information with particular emphasis on chemistry, manufacturing processes and related quality control aspects, preferably in the context of a regulatory environment. Ability to research and work independently, managing a portfolio of tasks to meet deadlines. Demonstrated capacity in representing an organisation, including well developed liaison, negotiation and communication skills. Sound computer skills in MS Office (Word and Excel). Demonstrated high standard of written communication and ability to prepare and present complex reports. Be in possession of a Code B driver's licence or the ability to obtain a Code B driver's licence within three months of appointment.

DUTIES

: The incumbent will be responsible to evaluate and review applications for the registration of agrochemicals with particular emphasis on chemistry, manufacturing processes and related quality control aspects in the context of a regulatory environment. Prepare and present evaluation reports. Manage the evaluation of chemistry data and quality control data, including providing advice to the team members, Registrar of Act No. 36 of 1947 and other staff on technical and professional matters. Assist in the development of new policies, programmes and processes relating to registration of agrochemicals,

including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of agrochemicals. Represent the Directorate on technical and professional matters including liaison with industry, Government agencies and other areas of the Directorate on matters associated with chemistry aspects of agrochemicals products. Provide advice to industry, Government and other stakeholders as required.

ENQUIRIES

: Dr B. Ntshabele, Tel. 012 319 7304

NOTE

: The DAFF welcomes persons with physical disabilities to apply for this post. Shortlisted candidates may be subjected to a skills/knowledge test.

POST 15/04

: **EDITORIAL ASSISTANT REF NO: 78/2010**
Directorate: Agricultural Information Services

SALARY

: R 161 970 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Applicants should be in possession of a National diploma or degree in languages with English as a major subject. Experience in editing, translations, proofreading and compilation of publication material. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently as well as within a team. Computer literacy - MS Word (ability to edit electronically) and MS Outlook.

DUTIES

: The incumbent will be responsible to manage, edit and proofread all departmental publication material. Ensure compliance to house style. Correct grammatical problems. Communicate/liaise with authors for clarification, advice on changes and final wording. Compile publication material. Translate documents and/or arrange for the outsourcing thereof. Co-ordinate departmental inputs for publication purposes

ENQUIRIES

: Mr R. Mitchell, Tel. 012 319 7183

POST 15/05

: **SENIOR ADMINISTRATIVE OFFICER REF NO: 76/2010**
Unit: Facilities and Travel Management

SALARY

: R161 970 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Applicants should be in possession of a National diploma or degree in Public Administration with sufficient experience or a Grade 12 Certificate with extensive appropriate experience in Property Management and Facility Support Services. Knowledge and understanding of the Government procurement system as well as the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations, 2005. Knowledge of relevant legislation such as the Government Immovable Asset Management Act, 2007 (Act No. 19 of 2007), Public Service Act, 1994 (Act No. 103 of 1994), Labour Relations Act, 1995 (Act No. 66 of 1995) (LRA), and the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHSA). Advanced computer literacy in Ms Office (Outlook, Word, Excel and PowerPoint) – certificates must be attached. Good verbal and written communication skills that includes compilation of submissions, minutes, memorandum and reports. Sound financial and budget skills. Exceptional organising and planning skills. Supervisory and problem solving skills. Ability to take initiative and maintain good working relations. Ability to work independently and under pressure.

DUTIES

: The incumbent will be responsible for co-ordinating and allocating office accommodation (State-owned as well as leased properties) for Head Office and outside offices including ports of entry. Develop and maintain an up-to-date space allocation and available space inventory register for Head Office buildings in Pretoria. Ensure the updating and maintenance of accurate information on the property immovable asset database for State-owned and private owned properties used by the Department for office accommodation. Compile and annually review the User Immovable Asset Management Plan (UAMP) of the Department in terms of the Government Immovable Asset Management Act (GIAMA). Render assistance to line functionaries in appropriately formulating accommodation requirements and budgets according to the UAMP. Compile and administer the Property Management Budget as well as the Capital Works Budget. Compile cost analysis related to funding for leased accommodation. Administer property payments such as lease payments, accommodation charges, rates and taxes, municipal

charges, etc. Ensure that an accurate property payments register exists and that it is maintained and updated regularly. Analyse and monitor expenditure levels of the Property Management Budget as well as the Capital Works Budget in line with MTEF allocations. Manage facility support services including Telecom Operators and Receptionists. Co-ordinate all maintenance issues (day-to-day maintenance) with regard to Head Office (leased properties). Render a comprehensive secretariat support service to the Departmental Accommodation Committee (DAC). Advise line functionaries and executive management on all issues relating to property management. Write submissions and reports on a regular basis. Ensure effective and timeous responses to correspondence and complaints related to accommodation. Supervise and manage performance of staff in line with the departmental performance management system. Assist with ad-hoc tasks as required.

ENQUIRIES
NOTE

: Ms H. Rigaard, Tel. 012 319 7877
: Short-listed candidates would be expected to complete a competency based assessment.

POST 15/06

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (PHYTO) REF NO: 70/2010**
Directorate: Agricultural Product and Inspection Services

SALARY
CENTRE
REQUIREMENTS

: R130 425 per annum
: Stellenbosch
: Applicants should be in possession of a National diploma or degree in Agriculture with Plant Pathology, Plant/Crop Protection, Entomology, Horticulture and/or Plant Genetics as a major subject (you are required to furnish a credit certificate and/or statement of results). Good problem solving, planning, organising, interpersonal relations, conflict handling and communication skills. Basic computer skills in MS Office (Word and Excel). A valid Code B driver's licence and the ability to drive. The successful candidate must be conversant in English or Afrikaans. Knowledge of agricultural law enforcement or the work fields mentioned under duties below. (Provide proof, employment dates plus detail of functions executed). Knowledge of the following international agreements: WTO-SPS and IPPC will serve as an advantage. Applicants must be capable and willing to conduct inspections, inter alia, on rail trucks, trucks, ships, in containers, in cold stores, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime.

DUTIES

: The incumbent will be responsible to enforce mainly the Agricultural Pest Act, 1983 (Act No. 36 of 1983), the provisions of the International Plant Protection Convention (IPPC) and the Plant Improvement, 1976 (Act No. 53 of 1976) to ensure that plants and plant products comply with the set phytosanitary and plant improvement requirements. This includes the independent planning and conducting of inspections as well as the auditing of assignees out in the trade. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspections away from his/her station as well as to frequently overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES

: Mr F. Moller, Tel. 021 809 1634

POST 15/07

: **PERSONAL ASSISTANT REF NO: 77/2010**
Directorate: Land Use and Soil Management

SALARY
CENTRE
REQUIREMENTS

: R130 425 per annum
: Pretoria
: Applicants should be in possession of an applicable Tertiary Qualification with sufficient relevant experience OR a Grade 12 Certificate with extensive relevant experience. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook).

- DUTIES** : The incumbent will be responsible for providing a secretarial and administrative support service to the Director: Land Use and Soil Management. Duties will, inter alia, include: Diary Management, Travel and accommodation arrangements, Documentation management, Typing and editing documentation, Compiling reports, Management of incoming and outgoing mail, Filing management, Receiving of visitors, Office administration, Planning and organising meetings, workshops, functions and conferences, Screening of documents, Compiling agendas, Minute taking, Follow-up and adhering to due dates, Implementing systems for follow-up and issuing reminders as well as control of documentation, Draft correspondence on behalf of the Director.
- ENQUIRIES** : Mr R.K. Mampholo, Tel. 012 319 7568
- POST 15/08** : **SENIOR ACCOUNTING CLERK REF NO: 74/2010**
Directorate: Budgets and Reporting
- SALARY** : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with Accounting as a passed subject. Accounting as a passed subject in the process of obtaining a National diploma or degree will also be accepted (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience in a Government financial environment. Computer literacy in MS Office (Word and Excel) – proof must be submitted. Knowledge and experience of the Basic Accounting System (BAS). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations. Ability to work under pressure.
- DUTIES** : The incumbent will be responsible for receiving, safekeeping and recording of all income (receipting) in accordance with Departmental Financial Prescripts, Public Finance Management Act, 1999 and Treasury Regulations. Banking of deposits on a daily basis. Capturing and allocating of all receipts on the Basic Accounting System. Assist with resolving of customers queries. Issuing receipts and deposits on a Departmental Debtors System.
- ENQUIRIES** : Ms L. Khosana, Tel, 012 319 7869
NOTE : Shortlisted candidates will be subjected to skills/knowledge tests on the Public Finance Management Act, 1999, Treasury Regulations and BAS. Shortlisted candidates will be subjected to security vetting to determine the suitability of a person for employment.

DEPARTMENT OF DEFENCE

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

MANAGEMENT ECHELON

POST 15/09 : **DIRECTOR: COLLECTIVE MECHANISMS**
The post is advertised in the DOD, broader Public Service and Media.

SALARY CENTRE : R652 572 per annum All-inclusive salary package, Level 13
: Chief Director HR Strategic Direction & Policy, Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : An appropriate, recognized 3-year degree/diploma in HR Management or Labour Relations, and Policies applicable in the Public Service, for example Public Service Act and Regulations. An in-depth understanding of enabling legislations BCEA, Employment Equity, LRA, OHSA, SDA and Collective Agreements from PSCBC, GPSSBC and PHSDSBC. Extensive experience in the Human Resource environment in particular in the Labour Relations field
Special requirements/skills needed: Negotiation skills, problem solving analysis, excellent communication both verbal and writing skills. People management- and strong leadership skills. Computer literacy.

DUTIES : Management of the Department of Defence Bargaining structures, Management of Collective grievances and disputes. Representation of the Department at the PSCBC, PHSDSBC and GPSSBC in consultation with the DPSA. Act as chief negotiator during the Departmental Bargaining Chamber and Military Bargaining Council meetings. Liaise with internal and external stakeholders on collective Labour Relations matters. Develop/maintain systems for negotiation and/or consultation. Manage LR forums in the Department. Monitor compliance wrt LR rules and regulations. Develop and maintain guidelines on collective employment rights and obligations. Monitoring, evaluation and presentation on LR issues to management structures of the Department and Portfolio Committee when required. Conduct staff visits to the units/formations to ensure compliance with collective agreements reached at different bargaining councils. Initiator of Labour relations projects from time to time.

ENQUIRIES APPLICATIONS : Dr M.L. Ledwaba, (012) 355-5275.
: Department of Defence & Military Veterans, D HR Acquisitions, Private Bag X994, Pretoria, 0001. Or may be hand delivered to Mrs Anelé Taljaard Room 401/402/413, 4th floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.

CLOSING DATE : 03 May 2010

NOTE : This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members; must be able to obtain a Secret clearance within a year after being appointed. Applicants should be willing to undertake a competency test.

OTHER POSTS

POST 15/10 : **PRINCIPAL LANGUAGE PRACTITIONER (ARABIC)**
The post is advertised in the DOD and broader Public Service

SALARY CENTRE : R161 970 per annum
: CHR CD HR Development, Directorate Language Services, Pretoria (Poynton Building).

REQUIREMENTS : B.A. in languages (NQF 6) (English and Arabic). Experience in language-related field will be a recommendation. Special requirements (Skills needed): Able to work independently. Computer literate. Must be able to obtain a confidential security clearance within a year.

DUTIES : Translate from Arabic into English and vice versa. Facilitate Arabic language training, assess candidates and moderate assessments, if required. Develop Arabic language courses in terms of SAQA principles. Compile Arabic/English terminology lists/glossaries. Assist with the management of the Directorate Language Services.

ENQUIRIES APPLICATIONS : Mrs R.D. Tutu; Tel: (012) 392 3176.
: CHR, CD HR Development, Directorate Language Services, Private Bag X161, Pretoria, 0001

CLOSING DATE NOTE : 30 April 2010
: Departmental language test will be required. Willingness to travel nationally and internationally in support of the Department of Defence.

POST 15/11 : **PRINCIPAL LANGUAGE PRACTITIONER (KISWAHILI)**
The post is advertised in the DOD and broader Public Service

SALARY CENTRE : R161 970 per annum
: CHR, CD HR Development, Directorate Language Services, Pretoria (Poynton Building)

REQUIREMENTS : B.A. in languages (NQF 6) (English and Kiswahili). Experience in language-related field will be a recommendation. Special requirements (Skills needed): Computer literate. Able to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES : Translate from Kiswahili into English and vice versa. Facilitate Kiswahili language training, assess candidates and moderate assessments, if required. Develop Kiswahili language courses in terms of SAQA principles. Compile Kiswahili/English terminology lists/glossaries. Assist with the management of the Directorate Language Services.

ENQUIRIES APPLICATIONS : Mrs R.D. Tutu; Tel: (012) 392 3176.
: CHR, CD HR Development, Directorate Language Services, Private Bag X161, Pretoria, 0001

CLOSING DATE NOTE : 30 April 2010
: Departmental language test will be required. Willingness to travel nationally and internationally in support of the Department of Defence.

POST 15/12 : **PRINCIPAL LANGUAGE PRACTITIONER (PORTUGUESE)**
The post is advertised in the DOD and broader Public Service

SALARY CENTRE : R161 970 per annum
: CHR, CD HR Development, Directorate Language Services, Pretoria (Poynton Building).

REQUIREMENTS : B.A. in languages (NQF 6) (English and Portuguese). Experience in language-related field will be a recommendation. Special requirements (skills needed): Computer literacy. Able to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES : Translate from Portuguese into English and vice versa. Facilitate Portuguese language training, assess candidates and moderate assessments, if required. Develop Portuguese language courses in terms of SAQA principles. Compile Portuguese/English terminology lists/glossaries. Assist with the management of the Directorate Language Services.

ENQUIRIES : Mrs R.D. Tutu; Tel: (012) 392 3176.
APPLICATIONS : CHR, CD HR Development, Directorate Language Services, Private Bag X161, Pretoria, 0001
CLOSING DATE : 30 April 2010
NOTE : Departmental language test will be required. Willingness to travel nationally and internationally in support of the Department of Defence.

POST 15/13 : **PRINCIPAL LANGUAGE PRACTITIONER 2 POSTS (ENGLISH)**
The post is advertised in the DOD and broader Public Service

SALARY : R161 970 per annum
CENTRE : CHR, CD HR Development, Directorate Language Services Simon's Town.
REQUIREMENTS : B.A. in languages (NQF 6) (English and any other official South African language). Experience in a language-related field will be a recommendation. Special requirements (skills needed): Able to work independently. Computer literate. Be adaptable, disciplined, innovative, self-confident, work independently and able to work with a team. Participate in language awareness programmes. Must be able to obtain a confidential security clearance within a year.

DUTIES : Give language advice. Translate, edit and proofread documents and liaise with clients. Help to manage the language training process of DOD to ensure that accredited courses are developed and presented in terms of DOD language requirements. Facilitate, assess and, if required, moderate such courses. Assist the Assistant Director (Language) with the management of the section. Participate in standardisation and accreditation of courses. Ensure that a timely, credible, efficient and acceptable service, which meets organisational and individual needs with regard to English proficiency, is delivered.

ENQUIRIES : Mrs R.D. Tutu; Tel: (012) 392-3176.
APPLICATIONS : CHR, CD HR Development, Directorate Language Services, Private Bag X161, Pretoria, 0001
CLOSING DATE : 30 April 2010
NOTE : Successful completion of the English Proficiency Assessment Test for the Department of Defence will be required.

POST 15/14 : **PRINCIPAL LANGUAGE PRACTITIONER (FRENCH)**
The post is advertised in the DOD and broader Public Service

SALARY : R161 970 per annum
CENTRE : CHR, CD HR Development, Directorate Language Services, Pretoria (Poynton Building)
REQUIREMENTS : B.A. in languages (NQF 6) (English and French). Experience in language-related field will be a recommendation. Special requirements: (skills needed): Computer literacy. Able to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES : Translate from French into English and vice versa. Facilitate French language training, assess candidates and moderate assessments, if required. Develop French language courses in terms of SAQA principles. Compile French/English terminology lists/glossaries. Assist with the management of the Directorate Language Services. Give language advice.

ENQUIRIES : Mrs R.D. Tutu; Tel: (012) 392 3176.
APPLICATIONS : CHR, CD HR Development, Directorate Language Services, Private Bag X161, Pretoria, 0001
CLOSING DATE : 30 April 2010
NOTE : Departmental language test will be required. Willingness to travel nationally and internationally in support of the Department of Defence.

POST 15/15 : **SENIOR PERSONNEL OFFICER GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SAMHS HR Service Centre (Nodal Point), LEW Building.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in Personnel or related occupation is a recommendation. Special requirements (skills needed): Computer literate. Organising, good interpersonal skills, problem solving and analytic skills. Ability to work independently and to work in a team. Have detailed knowledge of Personnel Administration. Good organisational and

telephone etiquette skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Write routine notes, memo's, letters and reports. Compile agendas and take accurate notes during meetings. Diary management, faxing and photocopying. Calculation of re-appointments and salary adjustments. Administration of grievances. Administration of scales skills, rural and deep rural allowances, acting allowances and commuted overtime. Administration of employment 65 years and older.

ENQUIRIES : Ms R Wills, Tel no: (012) 671 5097

APPLICATIONS : Department of Defence, Office of the Surgeon General, (Nodal Point: HR Service Centre), Private Bag X102, Centurion, 0046

CLOSING DATE : 30 April 2010

POST 15/16 : **SENIOR PERSONNEL OFFICER GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : SAMHS HR Service Centre (Nodal Point), LEW Building

REQUIREMENTS : NQF 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in Personnel or related occupation is a recommendation. Special requirements (skills needed): Computer literate. Organising, good interpersonal skills, problem solving and analytic skills. Ability to work independently and to work in a team. Have detailed knowledge of Personnel Administration. Good organisational and telephone etiquette skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Write routine notes, memo's, letters and reports. Audit personnel files. Diary management, faxing and photocopying. Administration of confirmation of appointments. Calculation of re-appointments and salary adjustments. Administrate medical boards, detached duties, interdepartmental transfers, and demilitarisations. Administrate termination of service.

ENQUIRIES : Ms R Wills, Tel no: (012) 671 5097

APPLICATIONS : Department of Defence, Office of the Surgeon General, (Nodal Point: HR Service Centre), Private Bag X102, Centurion, 0046

CLOSING DATE : 30 April 2010

POST 15/17 : **SENIOR ADMIN CLERK GR III (PATIENT ADMIN) (DIGITAL SCANNING CLERK) 4 POSTS**
The post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : SAMHS HQ (Lyttelton Engineering Workshop) Lyttelton

REQUIREMENTS : NQF 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of medical information system and sound Patient Admin background. Interpersonal proficiency, communication skills (written/verbal). Able to function independently, computer literate (MS Office). Must obtain a Confidential Security Clearance within a year.

DUTIES : Receive the patient clinical records to be prepared for scanning. Prepare the documents in order to be scanned. Ensure a scanning effective service. Operate scanning equipment confidently. Retrieve and print medical confidential information from the health information system (HIS). Perform routine administration tasks. Maintain medical confidentiality and security measures within the department.

ENQUIRIES : Col J.H. Nortjè Tel no: (012) 671 5046 or 0799147533

APPLICATIONS : Department of Defence & Military Veterans, SAMHS HQ, Patient Administration, Private Bag X102, Centurion, 0046

CLOSING DATE : 30 April 2010

POST 15/18 : **SENIOR SECRETARY GR III**
The post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R105 645 per annum

CENTRE : SA Army HQ (Directorate Army Human Resource Management), Pretoria.

REQUIREMENTS : NQF Level 2 - 4 (Preferable). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills

needed): Applicable secretarial experience. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal). Be able to liaise with senior management/ clients/ private sector. Must be able to obtain a confidential security clearance within a year.

DUTIES : Liaise with Departments, Headquarters on Level 2 and 3, Units, ASB Clients, Private Sector and Staff Members. Take control of all tasks given by the Director and other staff members as allocated. Data capturing of all administrative tasks. Filing of all documents. Preparing of all reports. Taking of notes when tasked. Answering and taking messages of telephone lines. Controlling all incoming and outgoing faxes. Making and controlling of all appointments. Controlling all registration files. Opening of all Lotus Notes messages received and also the sending thereof. Administrative assistance to staff members bmo typing, phones messages, appointments, etc. Administration wrt reservations on accommodation.

ENQUIRIES : Mr S.M. Phasha, Tel: (012) 355 1093.
APPLICATIONS : Department of Defence & Military Veterans, SA Army Support Formation HQ, Private Bag X172, Pretoria, 0001.

CLOSING DATE : 10 May 2010

POST 15/19 : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum
CENTRE : 7 Medical Battalion Group, Lyttelton.
REQUIREMENTS : NQF 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literacy (Microsoft, MS Excel, PowerPoint), organisational skills, typing skills, problem solving skills, interpersonal skills, detailed knowledge of operational specific software packages, knowledge of the Military writing skills (CSW). Must be able to work under pressure. Must obtain a Confidential Security Clearance within a year of appointment.

DUTIES : Act as telephonist for the OC. Organize his diary. Type/write routine notes, memorandums, letters and reports. Perform general administration duties in the OC's office. Compile agendas and distribute them, take notes during and compile minutes for meetings. Handle Subsistence and Travel claims, arrange meetings with Senior Management.

ENQUIRIES : Capt F. Mahlathi Tel no: (012) 671 6846
APPLICATIONS : Department of Defence & Military Veterans, 7 Medical Battalion Group, Private Bag X1010, Lyttelton, 0140

CLOSING DATE : 30 April 2010

POST 15/20 : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum
CENTRE : TMHF - 3 Military Hospital, Bloemfontein.
REQUIREMENTS : NQF 2 – 4: Preferable. Applicants with a Secretarial Diploma or equivalent qualifications with extensive experience of office administration and co-ordination will receive preference. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literacy (Microsoft, MS Excel, Power Point), organizing, interpersonal relationship skills. Proven ability in communicate effectively (written & verbal) in English. Interpersonal skills and telephone conduct. Plan -, organise- and problem solving skills. Meeting deadlines and setting goals. Must be able to work under pressure and adhere to strict time frames. Must obtain a Confidential Security Clearance within a year.

DUTIES : Act as telephonist for the OC. Management of the flow of correspondence, to and from the Officer Commanding and Command Section member's office. General office administration and management. Unit forums management. Type routine notes, memo's, letters and reports. Develop new ideas to change

existing methods of procedures. Handle S & T claims and OC's leave. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Arrange for visitors authorization and parking. Handle internal and external correspondence.

ENQUIRIES : Maj H.M. Breitenbach Tel no: (051) 402 1838
APPLICATIONS : Department of Defence & Military Veterans, HR Manager, 3 Military Hospital, Private Bag X40003, Brandhof, 9324
CLOSING DATE : 30 April 2010

POST 15/21 : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum
CENTRE : School for Military Training, Office of the OC, Thaba Tshwane, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge and experience in executing secretarial duties. Computer literacy. Good communication skills (written and verbal). Good office administration and interpersonal skills. Good filing and organisational skills. Be able to obtain a Confidential Security Clearance within a year of appointment.

DUTIES : Type routine notes, memo's, letters and reports. Operational/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S&T claims. Handle petty cash payments. Arrange meetings. Compile agendas and take notes during meetings. Ordering and purchasing of stationary. Keep the directory of the Officer Commanding. Scan newspapers and collect important clippings for Officer commanding. Organise social functions.

ENQUIRIES : Maj T.S. Phasha, Tel no: (012) 674 6204
APPLICATIONS : Department of Defence & Military Veterans, Military Health Training Formation, School for Military Training, Private Bag X1022, Thaba Tshwane, 0143
CLOSING DATE : 10 May 2010

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 this post and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001.

FOR ATTENTION NOTE : Mr Gregory Moroke

: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Driver's license compulsory.

OTHER POST

POST 15/22 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT SUPPORT REF NO: AP15/2010**

SALARY CENTRE REQUIREMENTS : R240 318 per annum (Total Package R 323 686 per annum)

: Eastern Cape - Chris Hani District Municipality

: A Bachelor's degree in Environmental Sciences/ Developmental studies or equivalent qualification as well as training in project management. Appropriate experience in the field of environmental management, relevant experience in community facilitation and development and experience in interacting with provincial and local authorities; knowledge of government planning processes; in-depth knowledge of environmental Legislations, Intergovernmental Relations, Expanded Public Works Programme; Computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational; The successful candidate must have a valid driver's license.

DUTIES : Support Environmental Planning/ Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advice the municipalities on municipal mandates in line with different environmental legislations. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects;

ENQUIRIES CLOSING DATE : Mr Langanani Dombo (012) 310 3042, Ms Siphokazi Dumalisile (012) 310 3255

: 26 April 2010

POST 15/23 : **CHIEF ACCOUNTING CLERK: CREDITORS AP17/2010**

Division: Creditors, Travel & Subsistence

SALARY CENTRE REQUIREMENTS : R130 425 per annum [Total package R190 349 p.a]

: Pretoria

: Grade 12 certificate or equivalent qualification plus intensive experience. Candidate must have thorough knowledge of financial matters relating to the listed duties. Skills in Government Finance/ Financial Management, Numeracy, Accounting, Computer literacy, Accuracy, Planning and Organizing. Good knowledge of Basic Accounting System (BAS), Treasury Regulations, Public Finance Management Act and LOGIS Integration.

DUTIES : The capturing of payments on BAS and LOGIS Integration. Clearing of suspense accounts. Capturing of journals on BAS. Issuing of claims to other departments and the follow up there of. Sending out of BAS payment stubs to companies and officials. Attend to queries with regard to Creditors. Calculation

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

APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 30 April 2010

NOTE : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.

OTHER POST

POST 15/24 : **PRINCIPAL COMMUNICATION OFFICER: MEDIA MONITORING**
 Sub Directorate: Communication Centre

SALARY : Commencing salary: R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification: A graduate degree in Communication, Journalism, Media Studies or equivalent qualification. Requirements: Broad knowledge of the Government communication environment and Government's Policies and key Priorities. Knowledge and understanding of the South African media landscape and operations. Project management skills and experience. Experience in media monitoring and content analysis. Ability to coordinate work within a team environment. Proficiency in internet searches, databases and electronic dissemination of media products. Job Knowledge: Knowledge and understanding of the South African political and media landscape. Government's programme of action. Media and stakeholder relation management. Knowledge of electronic and print media coverage. Understanding of the communication landscape Competencies Required: Programme and Project Management. People management and empowerment. Good stakeholder relations with an understanding and appreciation of the needs of print and broadcast media. A good command of the English language. Ability to handle multiple tasks simultaneously and cope under pressure. Well developed interpersonal and problem-solving skills. Advanced computer skills.

DUTIES : Media Monitoring and content analysis of web-based, print and broadcast media with the aim to enhance Government communication. Identifying key issues in the communication environment that require Government attention and alerting relevant stakeholders and structures. Producing reports and briefs on media coverage of Government and issues affecting Government. The successful candidate will be required to work irregular hours, nightshift, extra hours and on weekends. The successful candidate may also be required to take part in government communication campaigns.

ENQUIRIES : Annalie Language, tel. (012) 314 2135

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.

MANAGEMENT ECHELON

POST 15/25 : **PROJECT MANAGER 2 POSTS REF NO: 10/88/DG**
Five Years Fixed Term Contract Appointment

SALARY : R790 953 – R959 871 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : B. degree in Audit/Finance, Communication or equivalent or relevant qualification; Project Management training / certificate; At least 5 years experience in Project Management; At least five years management experience in public/private sectors; Added advantage: Knowledge of Public Financial Management Act framework (PFMA); Engineering background. Skills and Competencies: Financial management skills; Good communication (verbal and written) and interpersonal skills; Excellent business management and developmental skills; Leadership qualities; Lateral , analytical and creative thinking; Efficient team management skills; Ability to resolve conflicting situations; Computer or technical knowledge; Effective problem solving skills; Risk management skills; Good interpersonal relations Ability to work under pressure. Reporting to the Director- General, the incumbent will provide hands on leadership, innovation and be accountable for successful execution of projects in the Department. KEY PERFORMANCE AREAS: Study the overall mandate and key priorities of the Department and the function of the Office of the Director- General and; Initiate projects, project scope, goals and deliverables; Create and manage project work plans and strategies; Identify resources needed and assign officials to project assignments; Provide executive leadership in the day to day aspects of each project and scope; Monitor project performance through application of best practices, methodologies and standards; Manage project budget, control costs and minimize risk on projects

DUTIES : Manage various projects in the Office of the Director-General; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Manage and analyse internal and external correspondence and develop programme of action; Manage, implement and report on the programme of action and advise the DG on Departmental National priorities; Coordinate and liaise with relevant stakeholders to ensure effective and efficient implementation of Project Plans; Prepare and present project reports on a regular basis. Prepare for engagement reviews and quality assurance procedures. Efficiently manage project budget; Communicate effectively with clients to identify needs and evaluate alternative business solutions. Continually seek opportunities to increase customer satisfaction and deepen client

relationships Maintains awareness of new and emerging technologies and the potential application on client engagements.

ENQUIRIES APPLICATIONS : Ms E Nkosi ☎ (012) 375 8812
: 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 : 26 April 2010
NOTE : Preference will be given to women candidates and people with disability

OTHER POSTS

POST 15/26 : **ASSISTANT DIRECTOR: PROGRAMME MANAGEMENT SUPPORT REF NO: 10/89/COO**
Three Year Contract

SALARY : R192 540 + 37% =R263 779 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Office Of The Chief Operating Officer
REQUIREMENTS : A relevant Bachelor's Degree in Public Administration or equivalent qualification; Three years experience in Office Management/Programme Management; Experience in project management; Valid code (8) driver's license. Skills and Competencies: Advanced computer proficiency; Report writing skills; Good communication (verbal and written) skills; Facilitation and Project Management skills; Research and analytical skills; Financial management Research and analytical skills; Advanced problem solving skills..

DUTIES : Render Office Management to the Directorate and Chief Directorate; Management of the Budget of the Directorate and Chief Directorate; Process and manage the procurement of goods and services and effect timeous payment of service providers; Provide administrative support to meetings and produce reports as required; Provide support to donor funded projects; Liaise with various stakeholders involved in the projects.

ENQUIRIES APPLICATIONS : Ms E Nkosi ☎ (012) 357 8812
: 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 : 03 May 2010

POST 15/27 : **ASSISTANT STATE ATTORNEY (LP-3–LP-4) REF NO: 10/93/SA**

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

CENTRE : State Attorney: Mthatha
REQUIREMENTS : An LLB or four year recognized legal qualification; Admission as an Attorney; The right of appearance in the High Court of South Africa; At least 2-6 years appropriate post qualification, legal/litigation experience; Valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES : Represent the State on Litigation in the High Court, Magistrate Curt, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA and tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provided statistics required.

ENQUIRIES APPLICATIONS : Mr. N Mabula ☎ (012) 357 8747
: 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 : 03 May 2010

POST 15/28 : **PRINCIPAL LIBRARIAN REF NO: 166/10/WC**

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

CENTRE : Western Cape High Court

REQUIREMENTS : A B-Degree or National Diploma in Library and Information Science; Three years experience in a legal/law library; Knowledge of and experience in electronic information resources and online retrieval skills. Skills and Competencies: Communication skills; Report writing skills; Supervision and leadership skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer service orientation and Assertiveness and decisiveness.

DUTIES : Supervise the library personnel; Catalogue all publications according to Anglo – American Cataloguing Rules (AACR); Classify all publications (in – house classification systems); Index with Subject Heading for the literature of law and International Law and index to LCK Schedules (in terms of a thesaurus of law subject terms); Process all catalogued materials; File catalogues cards according to the ALA filing rules; Conduct literature searches on Sabinet, Internet, Juta e-publications and My Lexis Nexis; Conduct in – service training to library personnel; Note amendments of the loose – leaf publications, journals and publications on the kardex (Z225 cards) as well as the commencement dates of the RSA Acts.

ENQUIRIES : Mr L Kolosa Tel: (021) 480 2637

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X 9171, Cape Town, 8000. Or Physical Address: Mezzanine Floor Plein Park Building, Plein Street, Cape Town. For Attention: Mr M Ketelo.

CLOSING DATE : 03 May 2010

POST 15/29 : **DEBT COLLECTION CLERK REF NO: 10/72/SA**

This is a re-advertised post, the previous post was advertised with the wrong centre

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

CENTRE : State Attorney: Port Elizabeth

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: 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 : 03 May 2010

POST 15/30 : **DEBT COLLECTION CLERK REF NO: 10/94/SA**

SALARY : R105 645 – R 124 443 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Johannesburg

REQUIREMENTS : Diploma in Paralegal studies and/or Grade 12 or equivalent qualification; Two years general office administration experience; Debt Collection and paralegal experience; A valid drivers license (code 8) Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills; Interpersonal skills;

Creative and analytical; Sound administrative, organizational and planning abilities.

DUTIES : Perform a variety routine related duties/ activities of the unit; Prepare documents for the purpose of payments and disbursements; Handle complicated and less complicated matters relating to debt collecting; Maintain records for statistics purposes; File correspondence and maintain of prescripts and records related to that functions of the Unit; Handle queries telephonically.

ENQUIRIES APPLICATIONS : Mr. N Mabula ☎ (012) 357 8747

: 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 : 03 May 2010

POST 15/31 : **ACCOUNTING CLERK: CEFTU 13 POSTS REF NO: 10/90/CFO**
Contract appointment for six months

SALARY : R62 094 + R22 974.78 (37%) = R85 068. 78 per annum the successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : National Office, Pretoria

: Grade 12 or equivalent qualification; Knowledge of Treasury Regulations and Public Finance Management Act (PFMA); Experience in financial management (especially in the public sector); Conversant in as many official languages. Skills and Competencies: Computer literacy (MS office); Good interpersonal skills; Good communication skills (verbal and written); Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Pay maintenance beneficiaries through Electronic Funds Transfer (EFT); Provide daily reports to the Senior Accounting Clerks; Liaise with offices of the Department daily on inter alia successful and rejected transactions.

ENQUIRIES APPLICATIONS : Ms M Patrick ☎ (012) 315 1119

: 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 : 03 May 2010

POST 15/32 : **ACCOUNTING CLERK: VOTE ACCOUNTS REF NO: 10/92/SA**

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

CENTRE REQUIREMENTS : State Attorney: Mthatha

: Grade 12 or equivalent qualification; Relevant experience in Finance; Knowledge of Treasury Regulations and Public Finance Management Act (PFMA); Skills and Competencies: Computer literacy (MS office); Good interpersonal skills; Good communication skills (verbal and written); Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Serve as Trust Account and Vote Account cashier; Compile payment advices; Recover and ensure all state monies are banked; Perform bank reconciliation; Recording and reconciling agency payment; Dealing with internal and external enquiries; Photocopying and faxing; Relieving the Telecom Operator when required; Provide support to the administration officer

ENQUIRIES APPLICATIONS : Mr. N Mabula ☎ (012) 357 8747

: 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 : 03 May 2010

POST 15/33 : **ASSISTANT LIBRARIAN REF NO: 10/91/SA**

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

CENTRE : State Attorney: Mthatha

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills.

DUTIES : Keep library statistics on a daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index bills; Handle library inquiries; Place publications back on the shelves; Assist with library stock taking.

ENQUIRIES APPLICATIONS : Mr N Mabula ☎ (012) 357 8747

: 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 : 03 May 2010

POST 15/34 : **TELECOM OPERATOR REF NO: 10/97/SA**

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

CENTRE REQUIREMENTS : State Attorney: Kwazulu-Natal

: Grade 12 or equivalent qualification; Experience in Clerical and Administrative will be an added advantage; Communicate in English as well as African language; Experience in the operation of switchboard. Skills and Competencies: Good interpersonal and organizational skills; Computer literacy; Communication skills (verbal and written) Ability to work under pressure and in a team;

DUTIES : Handle incoming and outgoing calls, transfer calls, take messages and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts for private calls and keep records and statistics thereof; Maintain the Teltrace system.

ENQUIRIES APPLICATIONS : Mr. N Mabula ☎ (012) 357 8747

: Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor Metlife Building, 391 Anton Lembede (formerly Smith) Street, Durban, 4001

CLOSING DATE : 03 May 2010

POST 15/35 : **ACCOUNTING CLERK REF NO: 10/98/SA**

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

CENTRE REQUIREMENTS : State Attorney: Durban

: Grade 12 or equivalent qualification; Appropriate experience; Accounting qualification or experience will serve as a recommendation; Driver's license will serve as a recommendation. Skills and Competencies: Computer literacy (with focus on Excel); Good communication (verbal and written); Good interpersonal relations; Ability to work under pressure and be self motivated;

DUTIES : Service as trust Account Cashier; Compile payments advices; Recover and ensure all State monies and banked; Reconciliation of Accounts and Agency payments; Handle internal and external enquiries; Assist with general office duties.

ENQUIRIES APPLICATIONS : Mr. N Mabula (012) 357 8747

: Quoting the relevant reference number, direct your application to: Postal address: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001

CLOSING DATE : 03 May 2010

POST 15/36 : **ACCOUNTING CLERK REF NO: 10/95/SA**

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

CENTRE : State Attorney: Durban

- REQUIREMENTS** : Grade 12 or equivalent qualification; Appropriate experience; Accounting qualification or experience will serve as a recommendation; Driver's license will serve as a recommendation. Skills and Competencies: Computer literacy (with focus on Excel); Good communication (verbal and written); Good interpersonal relations; Ability to work under pressure and be self motivated;
- DUTIES** : Service as trust Account Cashier; Compile payments advices; Recover and ensure all State monies and banked; Reconciliation of Accounts and Agency payments; Handle internal and external enquiries; Assist with general office duties; Verify information on Accounts; Capture payments on BAS; Work according to Financial Instructions; Compile and distribute agency service accounts; Reconcile accounts.
- ENQUIRIES** : Mr. N Mabula (012) 357 8747
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001
- CLOSING DATE** : 03 May 2010
- POST 15/37** : **SENIOR ACCOUNTING CLERK: GUARDIANS FUND 6 POSTS REF NO: 10/100/MAS**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience; Knowledge of BAS; Skills and Competencies: Computer literacy (with focus on Excel); Good communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure and be self motivated; Basic Accounting knowledge.
- DUTIES** : Perform a variety routine related duties/ activities of the unit; Prepare documents for the purpose of payments and disbursements; Handle complicated and less complicated matters relating to debt collecting; Maintain records for statistics purposes; File correspondence and maintain of prescripts and records related to that functions of the Unit; Handle queries telephonically.
- ENQUIRIES** : Ms. M Moreki (012) 315 1781
- 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** : 03 May 2010
- POST 15/38** : **ACCOUNTING CLERK: GUARDIANS FUND REF NO: 10/101/MAS**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Bloemfontein
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience, Completed or studying towards a degree or diploma in accountancy (Finance/ Accounting/ Auditing) will added as an advantage; Relevant experience in finance/ accounting; Knowledge of PFMA; Knowledge of the Guardian's Fund environment. Skills and Competencies: Computer literacy (with focus on Excel); Good communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure and be self motivated; Basic Accounting knowledge.
- DUTIES** : Ensure the maintenance of a sound system of all aspects of finance and administration of the Fund, including bookkeeping; Ensure that all the Fund's financial affairs are timely, accurately and completely accounted for and reported in the books of the Fund; Resolve all problems/risks related to the assigned areas of the Funds; Ensure that the Fund's books are written up in conformity with generally accepted Accounting Practice (GAAP); Report to the appropriate supervisor.
- ENQUIRIES** : Ms. M Moreki (012) 315 1781
- 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
03 May 2010

CLOSING DATE

:

POST 15/39

:

SENIOR ADMINISTRATION CLERK REF NO: 10/96/MAS

SALARY

:

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

CENTRE

:

Master Of High Court: Pretoria

REQUIREMENTS

:

Grade 12 or equivalent qualification; Skills and Competencies: Good written and communication skills; Good human relation skills; Interpersonal relation; Ability to work under pressure; Ability to manage conflict situations effectively. Computer literacy (MS Excel, PowerPoint and word) Ability to work under pressure and work independently.

DUTIES

:

Handle incoming post relating to the specific section; Deals with client requests for information at the counter; Handle telephone enquiries from clients; Open files for new matters; Draw existing files and place correspondence received; Trace and locates files that are not on the shelf; Records movement of files by maintaining a circulation register; File back all the files that have been used; Keep weekly statistics..

ENQUIRIES

:

Ms. M Moreki (012) 315 1781

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

:

03 May 2010

POST 15/40

:

MESSENGER REF NO: 10/99/MAS

SALARY

:

R62 094 – R73 143 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

Master Of The South Gauteng High Court: Johannesburg

REQUIREMENTS

:

Abet Level 5/Grade 10 or equivalents; Experience in rendering messenger services; Ability to read and write clearly; A valid driver's license. Skills & Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public

DUTIES

:

Collect, deliver and serve other documents as instructed; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.

ENQUIRIES

:

Ms. M Moreki (012) 315 1781

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

:

03 May 2010

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/transfer will promote the achievement of employment equity within the ICD, will receive preference.

APPLICATIONS : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001
FOR ATTENTION : Ms Danisile Sambo
CLOSING DATE : 30 April 2010
NOTE : Complete Z83 application form should be accompanied by certified copies of qualifications and a certified copy of ID document and Driver's license. Faxed application will not be considered. If you have not been contacted within 1 month after the closing date of this advertisement, 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 15/41 : **ASSET MANAGEMENT OFFICER**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : A senior certificate (Grade 12) with knowledge of LOGIS and appropriate experience in Asset Management. Knowledge of relevant government procedures, Excellent communication and interpersonal skills, Computer literacy and skills are essential. A valid driver's license is an added advantage, and must be able to work under pressure and able to travel to all provincial offices.

DUTIES : The successful candidate will perform the following responsibilities: Key competencies include: Request quotations for procurement of assets; Capture requests for procurement of assets on LOGIS; Follow up on orders; Filing of orders, once off & other relevant documents Sending and receiving of e-mail and faxes; Capture receipt of asset delivered and invoices on LOGIS; Mark all assets with barcode/unique asset numbers; Update the LOGIS asset register; Maintain the physical movement of assets and update the asset register in terms of the movement, additions and disposals; Identify and prepare information on assets for disposal; Perform physical asset verification in Head Office; Compile an asset verification report Ensure the optimal utilization of all assets Maintaining register and relevant rosters

ENQUIRIES : Ms G Moshatane : 012 423 1417

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS : The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001

FOR ATTENTION : Ms Palare / Ms H Marakalala

CLOSING DATE : 23 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 15/42 : **SENIOR ADMINISTRATION OFFICER: SLP**
2 years contract

SALARY : R161 970 per annum, Level 08

CENTRE : Mpumalanga (Witbank)

REQUIREMENTS : A Degree/National Diploma in Township development or Developmental studies PLUS the following key competencies: Knowledge of: • Understating of IDP and LED processes • Government policy and procedure, regarding valuations of mines and asset valuation Skills: negotiating and research • Writing skills Communication: • Communications skills and Co-ordination Creativity: • Creative thinking and analytical ability • Initiative – develop systems and control measurements

DUTIES : Adjudicate social and labour plan, to ensure integration of mining development projects with local development programmes with that of local municipalities, provide administrative support to RMDEC, township developments, provide information services regarding social labour plan and managing programmes of Social labour plan.

ENQUIRIES : Mr DL Richards ☎ 013-6561448

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 30 April 2010

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

OTHER POSTS

POST 15/43 : **SENIOR HUMAN CAPITAL PRACTITIONER (REF NO: S8/3/2010/324)**
Directorate: Human Resource Management

SALARY : R161 970 per annum, Level 8

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year tertiary qualification in HR plus extensive experience in recruitment and selection. * Knowledge and understanding of applicable Human Resource Legislation and policies. * Computer literacy and report writing skills. * Excellent planning and organising skills. * Good written and verbal communication skills. * Good interpersonal skills. * A valid driver's licence will be an added advantage. * Ability to work under pressure and willingness to travel. * Ability to deal with demanding clients and solve problems. * Ability to supervise interns and junior staff.

DUTIES : *Finalise recruitment plans for the filling of posts. * Render support to line managers during the recruitment process. * Prepare and provide employment statistics or reports to the Director: Human Resource Management and line managers. * Ensure adherence to effective implementation of Human Resource policies, acts, regulations, guidelines, processes and procedures. * Contribute to the promotion of Human Resource best practices. * Provide expert advice on matters regarding recruitment and selection. * Develop Human Resource policies and practices in respect of recruitment and selection

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

FOR ATTENTION : Human Resource Management

POST 15/44 : **SUPPLY CHAIN PRACTITIONER: TRAVEL AND FLEET MANAGEMENT (SUBSIDIZED TRANSPORT) REF NO: S8/3/2010/313**
Directorate: Financial Administration

SALARY : R130 425 per annum, Level 7

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate with a minimum of 3 years relevant experience in Transport Management or Degree / Diploma in Transport Management with a

minimum of 2 year experience. * 1 year supervisory skills as an added advantage. * Sound understanding of Fleet Operations, Transport Policies and Procedures. * Good customer relations. * Good interpersonal and communication (written and verbal) skills and computer literacy (MS Word, Excel and Power Point).

DUTIES : * Compile reports – monthly, quarterly and yearly. * Train and develop subsidized transport junior staff, local or provincial transport officers and client officers. * Prepare subsidized vehicle's applications for the DTC. * Facilitate the purchase of subsidized vehicles and effective management thereof. * Monitor compliance with the 70/30% kilometer split. * Handle all queries related to the subsidized transport section. * Liaise with the service providers. * Ensure that proper records are maintained. * Effective management of human, capital and financial resources. * Assist in the drafting and developing of Service Level Agreements, Procedure Manuals and Departmental Transport Policies

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

FOR ATTENTION : Human Resource Management

POST 15/45 : **ACCOUNTING CLERK: RECEIVABLE AND PAYABLES REF NO: S8/3/2010/314**
Directorate: Financial Administration

SALARY : R89 978 per annum, Level 5
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession a National Senior Certificate or equivalent qualification plus appropriate experience with accounting as passed subject. * Knowledge and experience on BAS, sundry payments, SCOA and interdepartmental claims. * Experience on Cashier duties will be added advantage. * Computer literate (packages such as Microsoft, Excel, Ms Word, GroupWise). * Good interpersonal skills. * Excellent verbal and written communication skills. * The following will serve as recommendations: * Knowledge of Treasury or Financial regulations, and PFMA.

DUTIES : Capturing of BAS payments, checking of Interdepartmental claims. * Adhere to SCOA prescripts and ensure that the correct combinations are used before issuing petty cash or capturing payments. * Manage all Interdepartmental claims in section and reconcile it on a monthly basis. * Assist with Confirmation letters and Reconciliation for Annual Financial Statements. * Assist as relief cashier.

ENQUIRIES : Ms J Stoltz Tel: (012) 312 9726

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

FOR ATTENTION : Human Resource Management
NOTE : Coloured, Whites and Indians are encouraged to apply

POST 15/46 : **DRIVER/MESSENGER REF NO: S8/3/2010/312**

SALARY : R73 584 per annum, Level 4
CENTRE : Office of the Chief Land Claims Commissioner: Pretoria

REQUIREMENTS : To be considered for this appointment you must have the following knowledge, skills, training and competencies: * Secondary School education at grade 12 or equivalent ABET qualification. * Excellent interpersonal, liaison and communication skills. * Good motivational, team building, and organising skills. * Knowledge of Customer Care relations. * Practical Knowledge of basic office systems and procedures will be a recommendation. * Knowledge of the Registry functions and procedures. * A valid driver's licence. * Appropriate experience in rendering messenger services in government department. * Ability to read and write clearly. * Able to work under pressure.

DUTIES : Ensure daily correspondence in the offices and that outgoing trays in all divisions are cleared during rounds. * Ensure that scheduled collection and delivery of post, parcels, documents and articles for dispatch is carried out. * Ensure the regular distribution of circulars, post, parcels, documents and

articles. * Record and distribute documents to relevant recipients. * Assist with registry functions such as updating the remittance register and filing. Collect and deliver documents and parcels to and from the Post office and various offices around Gauteng. * Assist in photocopying of documents when it is required. * Operate office equipment such as, photocopier, binder, etc. * Prepare, complete and submit work status reports at regular intervals to the Registry supervisor. * Collect and distribute newspapers to various units in the directorate. * Maintain and update relevant control registers for the messenger function. * Alternative duties may be added as decided by the Senior Manager

APPLICATIONS

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

FOR ATTENTION

: Human Resource Management

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION : Ms J Malala

CLOSING DATE : 30 April 2010

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

OTHER POSTS

POST 15/47 **DEPUTY DIRECTOR: SERVICE MANAGEMENT**
 Directorate: Information Technology
 This is a re-advertisement, applicants who applied before should not apply again as their applications will be considered.

SALARY : R378 456 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year Degree/ Diploma or equivalent qualification PLUS credible experience in the information technology (IT) environment particularly IT service management. Knowledge of and/or experience in ITIL will be an added advantage. Competencies needed: Client orientation and customer focus skills. Project management. Financial management skills. Resource management skills. People management skills. Presentation skills. Negotiation skills. Planning and organising skills. Communication (written and verbal) skills. Time management skills. Computer literacy. Attribute: Ability to work under pressure.

DUTIES : Create and manage a user-friendly IT environment based on best practice in IT service management. Implement effective and efficient IT asset management strategies and policies. Manage IT related contracts and service level agreements. Initiate and manage IT projects in conjunction with the Project Management Office. Act as a departmental representative in inter-departmental joint ventures such as the IJS projects.

ENQUIRIES : Mr S Ntsioa Tel: (012) 312-7756

POST 15/48 : **WEBMASTER**
 Directorate: Systems Development

SALARY : R192 540 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate Degree/National Diploma in Information Technology with web-development as a subject. Knowledge of web development and content management. Knowledge of front-end and application servers. Knowledge of one or more the following: HTML, Visual Studio.NET, java Scripting, VB Scripting and SQL Server. Competencies needed: Communication (written, verbal and liaison) skills. Planning and organising skills. Problem solving skills. Ability to analyse information effectively. Computer literacy. Attributes: Innovative and creative. Ability to work independently and as part of a team. Drive. Assertive

<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Provide a technical advisory service to the Department of Social Development. <input type="checkbox"/> Compile user requirement specifications for new systems. <input type="checkbox"/> Develop web applications. <input type="checkbox"/> Implement and evaluate a content management solution. <input type="checkbox"/> Provide maintenance and support on applications/business systems and department web sites/intranet. <input type="checkbox"/> Develop project plans and manage project deliverables. <input type="checkbox"/> Assess infrastructure requirement for all business systems including web projects.
<u>ENQUIRIES</u>	:	Ms M Moabelo, Tel: (012) 312-7108
<u>POST 15/49</u>	:	<u>ASSISTANT DIRECTOR: EVENTS AND STAKEHOLDER LIAISON</u> Directorate: Public and Stakeholder Liaison
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelor's Degree or equivalent qualification plus credible appropriate experience. <input type="checkbox"/> A qualification in Communication or Public Relations will be an added advantage. <input type="checkbox"/> Knowledge of social development sector. <input type="checkbox"/> Knowledge of and experience in the government communication policies and programmes. Competencies needed: <input type="checkbox"/> Project management skills. Communication (written, verbal and liaison) skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Excellent internal/external networking skills. <input type="checkbox"/> Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Plan, organise, co-ordinate, monitor and evaluate campaigns and events. <input type="checkbox"/> Manage the administrative and logistical arrangements of events and campaigns and facilitate adherence to tender procedures. <input type="checkbox"/> Assist in the development and implementation of three internal communication policy as well as strategic projects and programmes. <input type="checkbox"/> Maintain sound relationships with all social development stakeholders.
<u>ENQUIRIES</u>	:	Ms B Masisi, Tel: (012) 312-7428
<u>POST 15/50</u>	:	<u>EMPLOYEE WELLNESS PRACTITIONER</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate recognised Bachelors degree in Human Sciences majoring in Social Work/ Psychology or equivalent qualification PLUS sufficient experience in an Employee Assistance Programme context. <input type="checkbox"/> Registration with Professional Body. <input type="checkbox"/> Knowledge and understanding of promoting the social well-being of employees. <input type="checkbox"/> Knowledge and understanding of HIV / AIDS and other life threatening diseases in the workplace. Competencies needed: <input type="checkbox"/> Communication and liaison skills. <input type="checkbox"/> Coordination skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> People management and empowering skills. <input type="checkbox"/> Advanced counselling skill. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Computer literate. Attributes: <input type="checkbox"/> Culture diversity. <input type="checkbox"/> Confidentiality. <input type="checkbox"/> Objective and unbiased. <input type="checkbox"/> Creative and innovative. <input type="checkbox"/> Confidence. <input type="checkbox"/> Trustworthiness. <input type="checkbox"/> Integrity. <input type="checkbox"/> Patience. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Compliance. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work in a team and independently
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Assist with the development, implementation and monitoring of an Employee and Wellness strategy and programme in the Department. <input type="checkbox"/> Undertake employee wellness research to contribute to the development of employee wellness programmes. <input type="checkbox"/> Participate in the implementation of a policy on promoting Occupational Health and Safety in the workplace. <input type="checkbox"/> Assist with employee wellness administration and operations. <input type="checkbox"/> Render a direct Employee Wellness service to employees by means of assessments, referrals and short term interventions
<u>ENQUIRIES</u>	:	Ms M Tabane: (012) 312-7694
<u>POST 15/51</u>	:	<u>SENIOR SECRETARY GRADE III</u> Chief Directorate: Communications
<u>SALARY</u>	:	R105 645 p.a.
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: □A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and/or a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. □Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval. □Knowledge of filing systems. □Knowledge of provisioning administration prescripts. Competencies needed: □Planning and organising skills. □Ability to interpret directives. □Interpersonal skills. □Problem solving skills. □Typing skills. □Communication (written and verbal) skills. □Cost consciousness. □MS Office Suite. □Knowledge of filing systems. □Telephone etiquette. □Knowledge of provisioning administration prescripts. Attributes: □Friendly. □Confident. □Accurate. □Adaptable. □Independent. □Ability to work under pressure and to cope with a high workload.

DUTIES

: Key Responsibilities: □Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. □Receive clients or visitors. □Arrange meetings, workshops and appointments and provide administrative support. □Manage the diary of the senior manager. □Arrange journeys and accommodation and compile and submit subsistence and travel claims. □Scan, manage and draft correspondence, documentation, supporting registers and filing. □Facilitate inputs for parliamentary questions. □Take notes, keep minutes and do typing. □Co-ordinate financial inputs as well as human resource management and human resource development matters. □Act as Chief User Clerk.

ENQUIRIES

: Mr A Phahlamohlaka, Tel: (012) 312-7475

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue.

FOR ATTENTION : Ms M Makgae

NOTE : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

POST 15/52 : **COMMUNICATION OFFICER**
Unit: Internal Security

SALARY : R 130 425 per annum

CENTRE : Pretoria

REQUIREMENTS : Candidates must be in possession of a recognized Bachelor Degree or Diploma in Security Management or related field. Excellent verbal and written communication skills. Computer literacy in MS-Word, Excel and Outlook. The candidate must have good human relations skills. Knowledge of classification of information is important. A code 8 driver's licence will serve as an advantage.

DUTIES : Adhere to existing communication security procedures. Conduct awareness campaigns to explain the functioning of the operations room and to enforce access control to the room. Render first line fault finding of all communications equipment. Maintain all communication equipment and cryptographic systems that are used in Government on different communication mediums. Deliver professional service in respect of flow of highly sensitive information.

ENQUIRIES : Mr P Kaylaser, tel. (012) 300-5363

CLOSING DATE : 30 April 2010

POST 15/53 : **SENIOR SECRETARY**

SALARY : R 94 326 per annum

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate or equivalent qualification (with typing as a subject) and practical experience related to the duties, PLUS the following key competencies: Knowledge of: Ms Office packages e.g Word, PowerPoint, Excel, e-mail, Internet, etc. Office/telephone etiquette. Public Relations. Document tracking Administrative practice. Filing systems Skills: Excellent organisational skills. Interpersonal skills. Computer Literacy. Good organisational skills Communication: Good interpersonal relations at all levels. Good Communication Skills (verbal & written). Ability to maintain high level of confidentiality Creativity: Problem solving capability. Be able to work under pressure. Innovative and creative thinking abilities. Diploma / Certificate in Office Administration / Secretarial will serve as an added advantage.

DUTIES : Manage the Manager's diary. Arrange meetings, workshops and provide administrative support to the Office. Track submissions. Draft correspondence and registers. Handle all logistical arrangements. Liaise with external stakeholders. Draft routine correspondence and reports Do filling of documents for the Manager and maintain a correct filing system

ENQUIRIES : Ms L Ramushu 012 300 5865

CLOSING DATE : 23 April 2010

NATIONAL 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 Acting Director-General, Department of Tourism, Private Bag X424, 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)
- FOR ATTENTION NOTE** : Ms N Sebola
- : 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.

MANAGEMENT ECHELON

- POST 15/54** : **DEPUTY DIRECTOR-GENERAL: TOURISM GROWTH REF NO: NDT71/2010**
(Five-Year Contract)
- SALARY** : Remuneration package of R 976 317 per annum (all-inclusive salary package). The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
- : Bachelor's degree or an appropriate equivalent qualification or proven relevant senior executive and financial management experience. Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders .Strong strategic planning and leadership skills .Good analytical, innovative, problem solving and interpersonal skills. Change management skills and experience. People management skills. Ability to communicate effectively at all levels. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel nationally and internationally.
- DUTIES** : As a member of the Department's Strategic Management team, the incumbent will be reporting to the Director General and responsible for: Providing strategic direction, control and management of the Tourism Growth Branch. Promoting capacity building in the tourism sector. Working with agencies to ensure successful implementation of the Country's tourism policies and strategies. Developing policies and strategies related to the tourism sector. Ensuring the development and implementation of the Tourism Service Excellence Strategy. Developing and ensuring implementation of a National Responsible Tourism Framework and Strategy.
- ENQUIRIES FOR ATTENTION** : Mr A Mafanele, Tel: (012) 310 3765
- CLOSING DATE** : Mr G Ntshane
- : 26 April 2010

OTHER POSTS

- POST 15/55** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING (NDT72/2010)**
- SALARY** : R240 318 per annum (Total remuneration package of 328 426) conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in Human Resource Management / Social Sciences or equivalent qualification plus appropriate and relevant experience in the Human Resource Planning environment. Sound knowledge of the various legislative frameworks governing human resource practices in the Public Service. Good analytical, planning, presentation and interpersonal skills. Ability

to communicate at all levels, to determine human resource needs flowing from the Department's strategic goals and objectives, to conduct research and work under pressure.

DUTIES : The successful applicant will perform the following: Develop, review and implement the departmental Human Resource Plan. Report the implementation of HR Plan to DPSA. Communicate HR Plan to the Branches/ Units. Compile reports and submissions to Management. Conduct environment scan. Monitor and evaluate the implementation of the HR Plan in the department. Render an advisory service to the management of the Department.

ENQUIRIES : Ms T Mabitsi (012) 310 3292

CLOSING DATE : 3 May 2010

POST 15/56 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: NDT50/2010**

SALARY : R161 970 per annum (Total remuneration package of R228 624) conditions apply

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree in Purchasing Management / Supply Chain Management and or equivalent qualification plus appropriate experience. Good understanding of procurement procedures. Knowledge of LOGIS, intensive asset management skills. Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS). Ability to work under pressure, sense of responsibility and loyalty.

DUTIES : Responsible for administering the maintenance and updating of asset register, authorize all transactions on Logis, check and verify capturing of receipts and bar coding of assets, conduct asset verification, quarterly spot checks, and facilitate disposal of assets. Enforce compliance with the assets policies and procedures.

ENQUIRIES : Ms S Mampuru (012) 310-3179

CLOSING DATE : 3 May 2010

POST 15/57 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: BIDS AND CONTRACT MANAGEMENT REF NO: NDT51/2010**

SALARY : R161 970 per annum (Total remuneration package of R228 624) conditions apply

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree in Logistics/Supply Chain Management or equivalent qualifications. Skills: administrative background, good interpersonal relations, sound organizing and planning, verbal and written communication, ability to interpret and apply policies, directives and prescripts as well as computer literacy (MS Word, Excel), typing. Successful completion of SCM related courses and practical knowledge of SCM will be an added advantage. Knowledge of all regulations and acts that regulates the Supply Chain Management.

DUTIES : Enforce compliance with the Supply Chain Management policies, prescripts and procedures. Administer the Bid secretariat and interprets the legislation to advice internal and external clients. Advertisement of Bids. Correct opening and recording of Bids received. Ensure that the Bid Adjudication Committee meeting are properly administered. Ensure that the Bid documents are filed and kept in a safe place. Ensure that all signed contracts and bid documentations are filed. Handle internal and external Bid and contract related queries. Update theft/loses register and compile reminder letters to the Legal services for outstanding cases. Capture all contracts awarded on receipt of SLA on the contract database. Monitor expiry date of contracts and performance of suppliers in consultation with the project managers. Maintain a comprehensive list of all transversal contracts.

ENQUIRIES : Ms S Mampuru (012) 310-3179

CLOSING DATE : 3 May 2010

POST 15/58 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: DEMAND AND LOGISTICS MANAGEMENT (PAYMENT DIVISION) REF NO: NDT52/2010**

SALARY : R161 970 per annum (Total remuneration package of R228 624) conditions apply

CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree in the field of Logistics/Supply Chain Management or equivalent qualification. Skills: administrative background, good interpersonal relations, sound organizing and planning, verbal and written communication, ability to interpret and apply policies, directives and prescripts as well as computer literacy (MS Word, Excel), typing. Successful completion of Logis/SCM related courses and practical knowledge of SCM will be an added advantage. Relevant experience with regards to managing and processing invoices for payments on Logis, BAS payment advices and Procurement integration system. Knowledge of all regulations and acts that regulates the Supply Chain Management.

DUTIES : Ensure compliance with the Supply Chain Management policies, prescripts and procedures. Consolidate detail monthly payment reports for goods and services. Verify and authorize all payments captured on Logis/Procurement integrations. Verify BAS payment advices and budget allocations. Compile monthly reconciliation of invoices for travel and accommodation service. Provide internal training on the newly appointed chief users on payment processes. Verify correctness of Logis (accrual report) and advice management accordingly. Liaise with internal users on outstanding balance regarding partial payments of goods and services. Have meetings with the service providers to ensure that the statements are correctly updated/reconciled. Monitor compliance with the PFMA. Supervise subordinates, provide training and development and give guidance. Handle internal and external payment related queries. Verify correctness of budget allocation and quantity on Logis/Procurement integration. Ensure that procurement checklist is fully completed.

ENQUIRIES : Ms S Mampuru (012) 310-3179
CLOSING DATE : 3 May 2010

POST 15/59 : **SENIOR ADMINISTRATIVE OFFICER REF NO: NDT66/2010**

SALARY : R161 970 per annum (Total remuneration package of R 160 283) conditions apply
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate coupled with relevant transport / travel experience. Knowledge of travel and accommodation services. Computer literacy. Good communication skills. Sound organising and planning skills. Good interpersonal skills. Ability to work under extreme pressure and work long hours voluntarily. Ability to develop and apply policies. Ability to gather and analyse information

DUTIES : Administer travel and accommodation functions. Administration of departmental pool and lease vehicles. Manage subsidised vehicles. Supervise payments processes for travel services. Administer service contracts and service level agreements.

ENQUIRIES : Mr T Nyaku, Tel: 012-310 3239
CLOSING DATE : 3 May 2010

POST 15/60 : **OFFICE ADMINISTRATOR II: OFFICE OF THE CHIEF DIRECTOR: SOCIAL RESPONSIBILITY IMPLEMENTATION REF NO: NDT70/2010**

SALARY : R130 425 per annum (Total remuneration package of R 190 425) conditions apply
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus relevant working experience in office administration; A relevant post-matric/ three year qualification will serve as an added advantage; Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision. Willingness to work after hours.

DUTIES : Responsible for rendering effective office administrative support service in the office of the Chief Director and perform the following key functions: Receive visitors in office ; Answer , screen and redirect telephone calls ; Manage correspondence by receiving and distributing documents; Compile presentations, submissions, reports and type documents ; Prepare and submit travel claims for approval and payment ;Liaise with stakeholders with regards to general queries and provide assistance /information; Make logistical

arrangements for meetings and workshops; Manage the Chief Director's diary; Assist with procurement of goods and services for the office; Make travel arrangements, taking minutes and perform other office administration related functions ; Assist with personal tasks within an agreed framework

ENQUIRIES : Ms N Sebola, Tel: 012-310 3604
CLOSING DATE : 3 May 2010

POST 15/61 : **ADMINISTRATIVE OFFICER REF NO: NDT68/2010**

SALARY : R130 425 per annum (an all-inclusive remuneration package of R 190 425) conditions apply

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate with relevant transport and travel experience. Knowledge of travel and accommodation policy. Ability to interpret and implement policies, directives and related prescripts in fleet management. Computer literacy. Writing and verbal communication skills, Planning and organising skills. Good interpersonal skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid driver's license. Supervisory experience

DUTIES : Render administration support services to the Department. Facilitate acquisition of subsidised vehicles and process fuel claims. Monitor all allowances of Subsidised vehicles. Monitor compliance to Transport Policy and advise accordingly. Assist with reconciliation of travel statement. Compile commitment reports. Process all transport payments. Monitor bookings for travel and accommodation. Supervision of subordinates

ENQUIRIES : Mr T Nyaku, Tel: 012-310 3239
CLOSING DATE : 3 May 2010

POST 15/62 : **OFFICE ADMINISTRATOR I: HUMAN CAPITAL MANAGEMENT REF NO: NDT73/2010**

SALARY : R105 645 per annum (an all-inclusive remuneration package of R 160 190 425) conditions apply

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate plus relevant working experience in office administration; A relevant post-matric, three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision. Willingness to work after hours.

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

ENQUIRIES : Mr G Ntshane, Tel: 012-310 3369
CLOSING DATE : 3 May 2010

POST 15/63 : **OFFICE ADMINISTRATOR I: MONITORING AND EVALUATION REF NO: NDT75/2010**

SALARY : R105 645 per annum (an all-inclusive remuneration package of R 160 190 425) conditions apply

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate plus relevant working experience in office administration; A relevant post-matric, three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word,

GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision. Willingness to work after hours.

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

ENQUIRIES : Ms N Sebola, Tel: 012-310 3604
CLOSING DATE : 3 May 2010

POST 15/64 : **SENIOR TRANSPORT CLERK REF NO: NDT69/2010**

SALARY : R105 645 per annum (an all-inclusive remuneration package of R 160 283) conditions apply

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and good understanding of travel related functions. Knowledge of travel and accommodation services. Computer literacy. Writing and verbal communication skills. Planning and organising skills. Good interpersonal skills. Ability to work long hours and independently. Ability to work under pressure.

DUTIES : Arrange bookings for travel and accommodation. Compile travel and accommodation commitment reports. Administer invoices for payments. Administer travel documents.

ENQUIRIES : Mr T Nyaku, Tel: 012-310 3239
CLOSING DATE : 3 May 2010

POST 15/65 : **SENIOR ACCOUNTING CLERK: FINANCIAL CONTROL AND ACCOUNTS REF NO: NDT54/2010**

SALARY : R105 645 per annum (Total remuneration package of R160 283) conditions apply

CENTRE : Pretoria
REQUIREMENTS : Senior certificate or equivalent qualification plus appropriate experience. Candidate must have through knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills in Government Accounting, Numeracy, Computer literacy in MS Word and Excel. Knowledge of Basic Accounting System (BAS), Logis, Safety Net, Treasury Regulations, Public Finance Management Act.

DUTIES : The Successful candidate will perform the following tasks: Create and maintain entities on Bas and Logis. Verify Vat and registration numbers on SARS and CIPRO websites. Print and reconcile payment stubs and disbursement reports each morning and file accordingly. Maintain the safekeeping of financial batches and reconcile the registers monthly. Attend to enquiries related to the section.

ENQUIRIES : Ms E Mondlana, Tel: (012) 310-3422
CLOSING DATE : 3 May 2010

POST 15/66 : **SENIOR PROVISIONING ADMINISTRATIVE CLERK: TRANSIT REF NO: NDT48/2010**

SALARY : R105 645 per annum (Total remuneration package of R160 283) conditions apply

CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus two years experience in a Supply Chain Management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad-based Black Economic Empowerment Act (BBBEE). Knowledge of Logis system, computer literacy. Good verbal and written communication skills,

interpersonal skills, problem solving and teamwork. The ability to work under pressure and to meet set deadlines.

DUTIES : The Successful candidate will perform the following tasks: Handle receipt and deliveries of goods. Filing orders on 0-9 file Make follow-up on outstanding orders with suppliers Bar-coding of assets Capture receipts vouchers on Logis system Issuing of store stock Conduct stocktaking to e-class items Deliver goods to the internal users Submit monthly reports.

ENQUIRIES : Ms R Nthani, Tel: (012) 310-3770
CLOSING DATE : 3 May 2010

POST 15/67 : **SENIOR PROVISIONING ADMINISTRATIVE CLERK: WAREHOUSE REF NO: NDT49/2010**

SALARY : R105 645 per annum (Total remuneration package of R160 283.00) conditions apply
CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus two years experience in a Supply Chain Management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad-based Black Economic Empowerment Act (BBBEE). Knowledge of Logis system, computer literacy. Good verbal and written communication skills, interpersonal skills, problem solving and teamwork. The ability to work under pressure and to meet set deadlines.

DUTIES : The successful candidate will perform the following tasks: Receipt and issuing of store stock items Updating of Bin Cards Ordering of store stock Safe keeping of warehouse Stocktaking of E-class items Record and sent orders to Government Printing Works Make follow-up on outstanding delivery Submit monthly reports

ENQUIRIES : Ms R Nthani, Tel: (012) 310-3770
CLOSING DATE : 3 May 2010

POST 15/68 : **MAINTENANCE OFFICER REF NO: NDT67/2010**

SALARY : R105 645 per annum (Total remuneration package of R 160 283) conditions apply
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and Trade test certificate and experience in plumbing, electrical related functions. Computer literacy, Writing and verbal communication skills, Planning and organising skills, Good interpersonal skills, Ability to work long hours and independently. Ability to work under pressure.

DUTIES : Provide preventative maintenance. Acquire and control maintenance stock. Attend to all plumbing works. Install new and repair equipment. Conduct day to day maintenance inspections.

ENQUIRIES : Ms N Ngcobo, Tel: 012-310 3933
CLOSING DATE : 3 May 2010

POST 15/69 : **GENERAL STORES ASSISTANT REF NO: NDT46/2010**

SALARY : R73 584 per annum (Total remuneration package of R121 382) conditions apply
CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus relevant experience in a Supply Chain Management environment. Good verbal and written communication skills, interpersonal skills, problem solving and teamwork. The ability to work under pressure and to meet set deadlines.

DUTIES : The successful candidate will perform the following tasks: Physical movement of furniture and equipment from one place to another Delivery of copy paper, stationery, furniture and equipment from the street / B3 to offices Do minor repairs to furniture Collection of white waste paper from designated points in the building to B3 and put them into containers Disposal of unusable furniture / equipment.

ENQUIRIES : Ms R Nthani, Tel: (012) 310-3770
CLOSING DATE : 3 May 2010

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

CLOSING DATE : 10 May 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 15/70 : **CHIEF MEDICAL OFFICER REF NO: CMO/SBH/0001/04/10**

SALARY : R522 072 – R 579 420 per annum (22 % of Basic salary, ISRDS Node/rural allowance and commuted overtime of 16 hrs plus competitive benefits)

CENTRE : St Barnabas Hospital

REQUIREMENTS : MBCHB with current registration with the HPCSA. 5 years experience in the field. clinical managerial and leadership skills. Experience in developing and monitoring and evaluating clinical services.

DUTIES : Oversight and strategic guidance in terms of rendering of clinical services in the following departments: Social services, Occupational therapy services, Pharmaceutical. Physiotherapy, Clinical Laboratory services. Medical Support Services. Radiographic and Denial services. Ensure that quality control system is maintained. Ensuring compliance policies and procedures. Control daily operational matters. Management key performance areas of the Medical Services.

ENQUIRIES : Ms Ntswelo @ 047 568 6005
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/71 : **CHIEF MEDICAL OFFICER REF NO: CMO/SEH/002/04/10**

SALARY : An inclusive salary package of R 448 521- R 520 035 per annum (22% of Basic salary ISRDS NODE/RURAL allowance and commuted overtime of 16hrs)

CENTRE : St Elizabeth Hospital

REQUIREMENTS : MBCHB Degree or equivalent qualification from recognised Institution/University. Paid up registration with Health Professions Council (HPCSA as a Medical Practitioner). 5 year post qualification experience as a Senior Medical Officer. Proven Managerial experience. Computer Literacy. Good communication skills and organizational skill. Valid drivers licence. Experience in rural areas and management will be an added advantage

DUTIES : Daily case management. Manage staff in clinical and support divisions, i.e. Medical and Health Professionals. Allocate duties and train Junior staff members. Assist with the day to day management of the Hospital. Submit, Evaluate and Interpret Reports. Ensure correctness of updated statistic. Perform commuted overtime. Ensure implementation of Strategies, Policies and Protocols. Assess, Diagnose and treat patients with the Scope of Practice. Ensure adherence to Professional Medical Standards. Participate in the development of development treatment. Implementation of the comprehensive care management and Treatment plan (ART) according to national guidelines. Responsible for saving mothers, saving babies, level 01 Surgery for District Hospital, Medical Radiology, Pharmaceutical and Dietics.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/72 : **MEDICAL OFFICER GRADE II REF NO: MOGR2/ORT/SH/004/04/10**

SALARY : R423 846 per annum
CENTRE : Sipetu Hospital

<u>REQUIREMENTS</u>	:	MBCHB Degree with current registration with the HPCSA. Experience in working in a public health facility or private sector. At least 5 years working experience.
<u>DUTIES</u>	:	Execute all duties, functions and responsibilities in an effective manner in line with the Department of Health's strategic intent and with the prescripts of applicable legislation. Deliver customer services in line with the principle of Batho Pele. Implement the Quality Assurance Programme, report on its impact on service delivery and make suggestions for continuous improvement, 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. Support nursing staff in all aspects of HIV/AIDS care. Medical care of patients and responds to complaints.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Madaka @ 0839292605
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/73</u>	:	<u>PRINCIPAL MEDICAL OFFICER REF NO: PMO/SEH/003/04/10</u>
<u>SALARY</u>	:	R378 456 – R 438 687 per annum (Level 11) All inclusive package. (Plus 22% of Basic Salary ISRDS NODE/RURAL allowance and commuted overtime (16 HRS)
<u>CENTRE REQUIREMENTS</u>	:	St Elizabeth Hospital
	:	MBCHB current registration HPCSA at least 3 years post community services and at least 3 years in Senior, Medical Officer Post, Good report writing skills, writing skills, good communication skills and Supervisory skills. Problem solving, Conflict Resolution and Interpersonal skills. A post graduate qualification in anaesthesia, HIV Management and or Obstetrics will be an advantage. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	Ensuring that quality control system is maintained. To run ARV Clinic and provide report and to visit down referral sites and participate in Outreach Programme. Overall Supervision of other subordinates in the absence of Chief Medical Officer. Management of Medical and Surgical Cases. Perform commuted overtime. Participate in rotation system as per allocation
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L. Nxele @ 039 253 1116
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/74</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MO1//MCHS/BCLSA/035/4/10</u>
<u>SALARY</u>	:	R376 257 per annum
<u>CENTRE</u>	:	Mdantsane CHS
<u>REQUIREMENTS</u>	:	MBChB or a recognised equivalent University Qualification. Prof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, 2 years experience post community service as a Medical Practitioner. Must have managerial skills, community skills and ability to work in a multidisciplinary team. A valid driver's licence (Code 8 or Code B). Computer literacy.
<u>DUTIES</u>	:	Diagnose and evaluate patient's state of health including physiological and physical health, undertake ongoing of individual patients to allow for continuity in Medical Care. 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 legislation, delivery customer service in line with the Principle of Batho Pele.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Manyi @ 043 7222 194
	:	Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201
<u>POST 15/75</u>	:	<u>SENIOR MEDICAL OFFICER GRADE 1 REF NO: SMO/WSH/036/04/10</u>
<u>SALARY</u>	:	R365 217 per annum
<u>CENTRE</u>	:	Wilhelm Stahl Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

<u>ENQUIRIES</u>	:	Mr. M. Ndyalvane @ 045 807 1100
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
<u>POST 15/76</u>	:	<u>ASSISTANT DIRECTOR REF NO: AD/PHC/ESD/005/04/10</u>
		PHC all programmes
<u>SALARY</u>	:	R287 745- R 323 859 per annum
<u>CENTRE</u>	:	Emalahleni Sub-District
<u>REQUIREMENTS</u>	:	Degree or Diploma in Nursing, registration and currently affiliating with SANC as Professional Nurse Grade 3 and Midwife. Qualification in Communication Health, post graduate qualification in Nursing Science. Minimum of 2 years experience at Supervisory or management level and valid drivers licence. Full knowledge of primary health care setting, doing administrative work, customer focus and responsiveness, care, budgeting and computer literacy.
<u>DUTIES</u>	:	Coordinate and manage all PHC Programs and activities at the Sub-District level. Ensure that all Programs implement operational plans in order to achieve planned goals and outcomes according to the departmental strategic plan. Coordinate quarterly, monthly and annual reports and review all programs . Assist with relevant PHC and training and staff development initiative, events and reporting thereafter, Coordinate activities of NGO and donor funders in the Sub-District. Responsible for performance management of programme managers. Must be prepared to work overtime when need arises and ensure adherence to Batho Pele Principles. Work within integrated multiprofessional team.
<u>ENQUIRIES</u>	:	Mrs. NF Ndonga @ 047 878 4300
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/77</u>	:	<u>CLINICAL SUPERVISOR REF NO: CS/ESD/006/04/10</u>
<u>SALARY</u>	:	R287 745- R 323 859 per annum
<u>CENTRE</u>	:	Emalahleni Sub-District
<u>REQUIREMENTS</u>	:	Degree in Nursing Science Management/Diploma or equivalent qualification. Code B drivers licence. Minimum 5 years experience in Nursing after registration with SANC in General Nursing. Full knowledge of primary health care setting, doing administrative work, customer focus and responsiveness with care.
<u>DUTIES</u>	:	Ensure effective and relevant referral system for patient is properly implemented. Ensure correct application of standard treatment guidelines. Monitor community participation under each clinic. Conduct in depth reviews of critical health programs. Collect statistics and verify data from all clinics under relevant jurisdiction. Willing to work extra hours with extensive travelling, Ensure high quality nursing care. Ensure adherence to Batho Pele principles and well being of personnel. Work within integrated multiprofessional team. Responsible for submission of monthly reports and competitiveness of clinics.
<u>ENQUIRIES</u>	:	Mrs. NF Ndonga @ 047 878 4300
<u>APPLICATIONS</u>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/78</u>	:	<u>MIDDLE MANAGER: MCWH REF NO: MM/MCWH/BCLSA/037/04/10</u>
<u>SALARY</u>	:	R287 745 per annum
<u>CENTRE</u>	:	Buffalo City LSA
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science. Advanced diploma in Midwifery will be an added advantage. Registration with SANC. At least 3 years experience in a Supervisory position and working in a PHC environment. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	Lead and advice Primary Health Care teams on the latest developments in MCHW. Encourage a multidisciplinary approach by fostering close working relationship within the Health care system. Including all other programme supervisors. Collect data, analyse these and use the information for service planning, decision making and management reporting. Identify the needs of the communities served and make attempts to respond to these within the available resource. Implement facilitate and support the reduce implantation of sustainable evidence based intervention and service that will reduce the

morbidity and mortality rate of prenatal and maternal mother, infant, children, adolescents and children.

ENQUIRIES : Ms. Manyi @ 043 7222 194
APPLICATIONS : Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/79 : **MIDDLE MANAGER: ADMINISTRATION REF NO: MMA/EMPH/038/04/10**

SALARY : R 240 318 - R 283 080 per annum
CENTRE : Empilisweni Hospital
REQUIREMENTS : A recognised three year Bachelor's Degree or Diploma (RVQ13) in Public Management, Public Management & Administration or Public Administration with at least 3 years experience in a managerial position. Strong leadership in management and the ability to interpret and implement policies, directives and guidelines of the Eastern Cape Department of Health. Excellent verbal and written communication skills as well as interpersonal skills. Must have understanding of the hospital corporate management and skills on the following : HR, Finance, Supply Chain Management (SCM), Administration, Support and Logistics. Ensure proper implementation and compliance to the PFMA, 1999, HR Policies and other relevant statutory prescriptions, Ability to perform under pressure and stressful situations. Must have at least code 08 driver licence and be computer literate. Proven knowledge of Persal and BAS

DUTIES : Lead, give direction and co-ordinate and manage administration functions of the Administration department with the regard to Patient Affairs, Finance and Procurement, Human Resources, Facility Management and Support Services. Improve internal controls of the hospital. Promote the vision, mission and objectives of the hospital in line with the ECDOH and ensure that systems are put in place to continuously improve the functioning of the hospital. Pay particular focus on planning , implementation and organizing of all activities pertaining to administration. Monitors and evaluates all planned and unplanned activities and projects in the hospital. Provide support to hospital governance with regard to the management of the Hospital. Board and clients. Ensure sound labour management in the hospital. Provide and help in the promotion of the corporate image and identity of the Hospital. Assist in conducting investigations, surveys and research to improve the management of the hospital.

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, Aliwal North, 9750

POST 15/80 : **ASSISTANT MANAGER: PMTCT REF NO: AM/PMTCT/BHO/007/04/10**

SALARY : R 240 318 per annum - R283 080 per annum
CENTRE : Bisho Head Office
REQUIREMENTS : Bachelors Degree in Nursing or Equivalent in Health related field. Registered with South African Nursing Council, 2-3 years experience in a managerial position. Extensive knowledge of all aspects of the Provincial and National HIV & AIDS and STI programmes. Ability to work in a team environment. Excellent communicational skills, Computer skills which include the use of spreadsheet and reporting software packages. Drivers licence required.

DUTIES : Establish PMTCT sites in the E.C Province. Coordinate training and build capacity of health care providers in the PMTCT related issues. Build capacity of counsellors on HIV & AIDS and PMTCT related issues, Liaise with other government and non governmental departments, academics, researchers, clinicians and Provincial and National experts involved in the PMTCT of HIV. The Assistant Director Prevention of Mother to Child Transmission of HIV (PMCTC) is responsible for overall coordination, management, monitoring and evaluation of PMTCT services in the province

ENQUIRIES : Mrs. Siwundla @ 083 378 0441
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/81 : **SENIOR MEDICAL OFFICER REF NO: SMO/SEH/008/04/10**

SALARY : R 240 318- R 278 994 per annum
CENTRE : St Elizabeth Hospital

<u>REQUIREMENTS</u>	:	Registration with HPCSA as a Medical Practitioner, Good Communication skills. Willing to work overtime and under pressure plus 2 years experience.
<u>DUTIES</u>	:	Consult patients, covering many clinical areas including internal medicine, surgery, maternity, paediatrics and TB condition. Promotion of cost effective care. Availability to respond and assist when unusual operational needs arise, able to function independently and also be a team player, well developed work ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L. Nxele @ 039 253 1116 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town
<u>POST 15/82</u>	:	<u>ASSISTANT DIRECTOR REF NO: AD/ADM/BHO/009/04/10</u> Acquisition & Demand Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R240 318 per annum Bisho Head Office Recognised Degree/Diploma with Accounting or Financial Management of Appropriate Tertiary Qualification (RVQN) and a strong background in procurement and bid administration. Advanced computer skills essential (Excel, Ms Word, Power Point etc). Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Act, Treasury Regulations, Supply Chain Management Framework, and related legislation and policies. Knowledge of Government Financial Management Systems: Bas, Logis etc. Ability to work under pressure, valid driver license and added advantage.
<u>DUTIES</u>	:	Ensure compliance with all prescripts pertaining to the procurement of goods and services. Manage strategic sourcing of essential goods and services ECDOH for. Administer all activities pertaining to bid administration and provide secretariat services to Bid Committees. Assist Programme Manager in preparation of specifications and terms of reference. Supervise the process of sourcing goods and services within the Department. Liaise with Provincial/Treasury on matters pertaining to the procurement of goods and services. Prepare management report.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. George @ 040 608 1426 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/83</u>	:	<u>OPERATIONAL MANAGER: NURSING REF NO: OMN/SEH/0010/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R227 148 per annum (plus housing allowance according to qualification thereof) St Elizabeth Hospital Grade 12, Degree/Diploma in Nursing. Registration with SANC as a Professional Nurse. One year post basic nursing qualification accredited with SANC in one of the specialities. A minimum of 9 years experience in Nursing, at least 5 years of the period referred to above must be recognisable experience in the specific speciality after obtaining 1 year post basic qualification. Ability to lead and work in a multi-disciplinary team. Quality Assurance skills. A valid code 08 driver's license is essential.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional framework. Manage effectively the utilisation and supervision resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth, ethical standards and self development. Managing workplace discipline. Provide quality nursing care services. Supervise nursing staff within units and quality assures their work as well as their PMDS. Ensure the rendering of optimal nursing services. Ensure the implementation of Patients Right Charter as well as Batho Pele Principles at all times.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L. Nxele @ 039 253 1116 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/84</u>	:	<u>OPERATIONAL MANAGER REF NO: OM/KH/011/04/10</u>
<u>SALARY CENTRE</u>	:	R227 148 per annum Khotsong Hospital

REQUIREMENTS : Registration with SANC as a Professional Nurse, Midwifery, Community Service. Degree/Diploma with minimum of seven years. Ability to lead and work in a multi disciplinary team.

DUTIES : Perform clinical practice in accordance with the scope of practice in accordance and nursing standards determined by the Hospital promote quality of nursing services. Ensure the patients rights charter as well as Batho Pele Principles at all times. Supervise subordinates and quality assures their work as well as the PMDS.

ENQUIRIES : Mr. MMM ZILLO @ 039 7373801

APPLICATIONS : Should be forwarded to Box 115 Matatiele, 4730 or hand delivered to no 100 Jagger Street Matatiele

POST 15/85 : **PROFESSIONAL NURSE SPECIALITY 7POSTS REF NO: PNS/BLCLSA/039/04/10**
Please specify which clinic would you like to be placed

SALARY : R195 936 - R 296 382 per annum

CENTRE : N.U 1, Openshaw, Bhele, Glenmore, Nier, Matomela Clinics & DVDH

REQUIREMENTS : Nursing Science Degree or equivalent qualification. Registration with SANC as a Professional Nurse and Midwifery and any post basic qualification is highly recommended, At least 5 years experience as a Senior Professional Nurse, Extensive experience in the management and care of HIV/AIDS patient, including counselling, Theatre ethnic.

DUTIES : Providing quality nursing care. Supervising junior staff within the unit, assessing patients according to needs. Implement nursing interventions based on client's needs. Ensuring optimal nursing services. Ensuring the implementation of Patient's Charter Rights administration and compliance with finance, procurement and human resource prescripts.

ENQUIRIES : Ms. Manyi @ 043 7222 194

APPLICATIONS : Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/86 : **SENIOR TRAINING CO-ORDINATOR REF NO: STC/PD/SEH/013/10**
Personnel Development

SALARY : R192 540- R 223 527 per annum (Plus housing allowance according to qualification thereof)

CENTRE : St Elizabeth Hospital

REQUIREMENTS : Matric plus three (3) 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 (7) years recognizable/appropriate experience in Nursing after registration as a Professional Nurse with SANC as a General Nurse. At least three (3) years of the period referred to above must be the appropriate recognizable experience at Supervisory level. Two (2) 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.

DUTIES : 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.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116

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

POST 15/87 : **ASSISTANT DIRECTOR REF NO: ADFIS/ELULSA/040/04/10**
Information Management Systems

SALARY : R192 540- R 232 590 per annum

CENTRE : Elundini LSA

<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree or Diploma. At least 3-5 years working experience with District Health Information Systems (DHIS) and ETR Software, one year of managerial nature. A good working knowledge of DHIS 1.4 version software. Good working knowledge of Microsoft Office, specifically Access, Excel and PowerPoint. Extensive Data Management and Packaging skills. Familiarity with policies and principles of National Health Information Systems of South Africa (NHISSA). A valid drivers licence is a prerequisite. Preparedness to travel. Good leadership, Communication, analytical and interpersonal skills. Ability to function independently in a time bound and stressful environment. Adherence to Provincial data flow policy. Health background will be an advantage.
<u>DUTIES</u>	:	Manage the District Health Information Systems at Sub District level including usage of DHIS software at an advanced user level. Maintain database, pivot tables, and all other necessary input files. Manage all data sets. Timely export of validated data files to district Information Manager. Develop and provide appropriate timely reports in collaboration with the relevant managers. Provide written monthly, quarterly and annual feedback to Sub-District Management indentifying positive and negative elements of Information processing, quality and any other observation. Respond to data/information requests form managers at district and sub-district. Supervise data Information personnel within the Assistant Manager. Give full support to all facility/institutional information personnel within the Assistant Manager's Sub-District. Perform any other tasks relevant to the area of responsibility as requested from time to time. Note well: Skills will be assessed through practical exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. G.N Makalima @ 039 257 0007
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
<u>POST 15/88</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: SHRO/JPTBH/041/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum
	:	Jose Pearson TB Hospital
	:	Degree/Diploma in Human Resources Management coupled with 2 years experience in human resource management. Knowledge of PERSAL system, policies and regulations related to human resource management and development, and other public service legislations, Computer literacy, Valid drivers licence.
<u>DUTIES</u>	:	Coordinate and control tasks allocated to human resource section, gather, process and interpret information on Human Resources. Attend to general HR queries such as leave, service benefits etc. Compiling and processing of documents pertaining to Human Resources. Capture of transactions on PERSAL. Ensure compliance to public service recruitment and selection. Maintain database on establishment and vacancies on PERSAL. Compile reports on HR activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Dido E @ 041 372 8000
	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
<u>POST 15/89</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER REF NO: SPAO/AM/BHO/015/04/10</u> Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum
	:	Bisho Head Office
	:	An appropriate Tertiary Qualification (RVQN 13) and at least three years experience in contract and Bid Administration. Computer skills essential, interpersonal relations, customer care, communication and report writing skills. Project management skills recommended. Knowledge of Public Finance Management Framework Act, Treasury Regulations, Supply Chain Management Framework, PPPFA, BBBEE act and relevant statutory provisions. Knowledge of government Financial Management Systems: BAS, LOGIS etc. Ability to work under pressure. Valid drivers licence and added advantage. Supervisory skills.
<u>DUTIES</u>	:	Administer all aspects of bids and procurement including contracts. Enforce best practice acquisition of goods and services. Ensure that goods and services are procured economically, efficiently and to the best advantage of the department. Ensure compliance with Public Finance Management Act, Treasury Regulations,

Supply Chain Management Framework, PPPFA and BBBEE Act. Prepare budget. Provide professional help desk services to suppliers. Compile monthly Bid reports. Maintain and update Bid register for collection and closing of bids. Supervision of allocated staff. Supervise distribution of goods and processes for the closing of bids on due dates. Establish and maintain filing and document management system.

ENQUIRIES : Mrs. George @ 040 608 1426
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, tSchornville, Buffalo Street, King Williams Town.

POST 15/90 : **SENIOR RADIOGRAPHER REF NO: SR/SEH/014/04/10**

SALARY : R161 970 – R 188 046 per annum (17% ISRDS NODES, 10% Scarce skills and housing allowance according to qualification thereof)

CENTRE : St Elizabeth Hospital
REQUIREMENTS : A Degree/ National Diploma in Diagnostic Radiography. Current registration with HPCSA. Good communication and interpersonal skills. Knowledge of relevant Health & Safety Act. At least 2 (two) years post community service experience.

DUTIES : To provide good quality radiography for diagnostic purpose. 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 register. Report to the Chief Radiographer in charge.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/91 : **CHIEF FORENSIC PATHOLOGY OFFICER REF NO: CFPO/MFPL/016/04/10**

SALARY : R161 971 per annum
CENTRE : Mthatha Forensic Pathology Laboratory
REQUIREMENTS : Senior Certificate, Valid drivers licence, preparedness to work shifts and to drive extensive distances (day/night). Extensive experience in Medico Legal Field/ Forensic Pathology Services, Preferable in Supervisory level. Fluency in English above average computer literacy. Ability to work with corpses (dead Bodies) at various stages of post-mortem preservation. Preparedness to work standby duties and wear a uniform. To assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.

DUTIES : Render an efficient support service to the Regional Manager with regard to the operational management of the Forensic Pathology Laboratory. Act as a Laboratory Manager in the absence of facility manager. Supervision of the entire personnel and reporting direct to the Laboratory Manager. Assist in facilitation and co-ordination of training programmes for personnel in the Forensic Pathology Laboratory, Participate actively in the recovery, storage and processing of corpses, inter alia physically collecting, processing and safekeeping of corpses, information, exhibits and property from incident scenes. Coordinate the registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Supervise the activities of junior personnel within the Forensic Pathology Laboratory and ensure that they carry their duty as required.

ENQUIRIES : Mr. K.V Nyamela @ 047 531 0081
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/92 : **PROFESSIONAL NURSE: GENERAL NURSING REF NO: PNGN/NCHC/BCLSA/042/04/10**

SALARY : R130 119- R 248 211 per annum
CENTRE : Nontyatyambo CHC
REQUIREMENTS : Registration with SANC as a Professional Nurse and a Midwife. Communication skills, ability to work in a multi disciplinary team. Communication skills,

Depending on experience, successful applicants may be appointed up to the maximum of four notches above the minimum of the relevant scale,

DUTIES : Render Quality nursing care to patients, perform clinical Practice in accordance with the scope of practice and nursing standards, promote quality nursing care, ensure adherence to Batho Pele Principle.

ENQUIRIES APPLICATIONS : Ms. Manyi @ 043 7222 194
Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/93 : **PROFESSIONAL NURSE REF NO: PN/IYH/043/04/10**

SALARY : R130 119- R 150 843 per annum GR -1.
R160 032- R 185 523 per annum GR- 2
R195 936- R 248 211 per annum GR -3

CENTRE REQUIREMENTS : Inxuba Yethemba Hospital
Diploma/ Degree in General nursing, Registration with SANC as a registered nurse as well as the proof of registration. Display knowledge of the SANC rules and regulations. Sound knowledge of the scope of practice in the area of performance. Experimental competency: Grade 1: minimum experience none. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Grade 3: A minimum of 20 years appropriate experience in nursing after registration with the SANC as Professional Nurse.

DUTIES : Execute duties and function with proficiency within prescripts of the applicable registration. Providing nursing care that lends itself to improved service delivery by: Upholding Batho Pele Principles. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Participate in the implementation of the nursing plan Clinical Practice/ Quality Patient Care) ability to work within a team.

ENQUIRIES APPLICATIONS : Mr. M. Ndyalvane @ 045 807 1100
Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/94 : **PROFESSIONAL NURSE 2 POSTS REF NO: PN/JPH/044/04/10**

SALARY : R130 119- R 248 211 per annum (Notch determined by experience)

CENTRE REQUIREMENTS : Jose Pearson TB Hospital
Diploma/Degree in Nursing from an accredited University or Nursing College current registration with the SANC as a Professional Nurse. A minimum of 3 years nursing experience. Good understanding of Batho Pele Principles and Patient's Right Charter. Ability to work under pressure and to execute all relevant nursing procedures. Sound knowledge of infection control and health and safety awareness. Willingness to work shifts and rotate in all wards.

DUTIES : Provide holistic nursing care of patients in a cost effective, efficient and equitable manner. Provide direction and supervision for the implementation of the nursing plan. Practice nursing and health care in accordance with the law and regulations relevant to nursing and health care. Implement nursing interventions to achieve expected outcomes and ensure adherence to Batho Pele Principle. Responsible for staff evaluations (EPMDS)

ENQUIRIES APPLICATIONS : Dido E @ 041 372 8000
Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/95 : **SOCIAL WORKER REF NO: SW/SEH/017/04/10**

SALARY : R130 425- R 151 425 per annum (Plus housing allowance according to qualification)

CENTRE REQUIREMENTS : St Elizabeth Hospital
B.Soc.Science Degree with 2 years experience in Social Service. Computer literate with good interpersonal skills. Valid code EB drivers licence. Current (most recent) Registration with HPC. Good verbal and communication skills, interpersonal relations, confidentiality. Knowledge in patients with TB an infected and affected by HI/AIDS will be an advantage.

DUTIES : Professional assessment, therapeutic counselling and referral to external service providers and follow ups. Perform relevant functions and accountability through

effective record keeping. Implementation of the Department Policies on Operational level.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/96 : **PERSONAL ASSISTANT: DSPN REF NO: PA/DSPN/BHO/045/04/10**

SALARY : R130 425 per annum
CENTRE : Bisho Head Office
REQUIREMENTS : Senior Certificate and appropriate experience. A secretarial or office administration. Diploma and at least two-years work experience will be an added advantage. The candidate must be computer literate with sound knowledge of MS Word, Excel, and PowerPoint. Must possess excellent language skills both oral and written, sound organizational skills, communicate well with people at different levels. Must be reliable and have the ability to act with direction.

DUTIES : Maintain a filing system, file and retrieve documents. Handling of confidential correspondence. Must be able to operate standard office equipment viz, photocopy, printer and telephone. Liaise on behalf of the Director with departmental officials and other government departments. Manage the director's diary and be able to organize meetings, conferences and prioritise appropriately. Make travel arrangements and processing of substance and travel claims. Bookkeeping and reconciliation.

ENQUIRIES : Mrs. N Mangena @ 040 608 1166
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/97 : **SENIOR FORENSIC PATHOLOGY OFFICERS 2 POSTS REF NO: SFPO/MFPL/018/04/10**

SALARY : R130 426 per annum
CENTRE : Mthatha Forensic Pathology Laboratories
REQUIREMENTS : Senior Certificate, Valid driver's licence, preparedness to work shifts and to drive extensive distances (day/night). Fluency in English above average computer literacy. Ability to work with corpses (dead Bodies) at various stages of post-mortem preservation. Preparedness to work standby duties and wear a uniform. Willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health

DUTIES : Render an efficient support service to the Chief Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory. Assist in facilitation and co-ordination of training programmes for personnel in the Forensic Pathology Laboratory. Participate actively in the recovery, storage and processing of corpses, inter-alia physically collecting, processing and safekeeping of corpses, information, exhibits and property from incident scenes. Co-ordinate the registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Supervise the activities of junior personnel within the Forensic Pathology Laboratory and ensure that they carry their duty as required. Give evidence on court as and when required.

ENQUIRIES : Mr. K.V Nyamela @ 047 531 0081
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/98 : **PROFESSIONAL NURSES: GENERAL 2 POSTS REF NO: PNG/SEH/019/04/10**

SALARY : R130 119 per annum- (PNA-1, plus competitive benefits)
R 160 032 per annum-(PNA-2, plus competitive benefits)
R 195 936 per annum - (PNA-3, plus competitive benefits)

CENTRE : St Elizabeth Hospital
REQUIREMENTS : Registration with SANC as a Professional Nurse. Nursing Degree or Diploma with experience as a Professional Nurse. Three (3) years nursing experience. Working shifts in all Departments. Ability to lead and work in a Multi Disciplinary Team. Quality Assurance Skills, Computer Literacy, A valid Code EB driver's licence.

DUTIES : Identify patient's needs for nursing care. Formulate nursing programmes for the identification needs. Provide quality Nursing 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 Institution. Responsible for Staff Evaluations (PMDS)

ENQUIRIES : Mr. L. Nxele @ 039 253 1116

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

POST 15/99 : **PERSONAL ASSISTANT REF NO: PA/SMFSCS/BHO/020/04/10**
Financial Systems & Control Service

SALARY : R 130 425- R 153 636 per annum

CENTRE : Bisho Head Office

REQUIREMENTS : A Grade 12 or equivalent certificate with 2 years experience. Ability to work independently and excel in deadline driven environment, advanced computer literacy Ms Word, Excel, Power Point, Internet and E-mail. Office management skills, sound and effective communication skills, knowledge of electronic and manual records management. Experience will be an added advantage.

DUTIES : Manage the front office (reception) for the Senior Manager. Keeping and prioritising the Senior Manager's diary. Design and maintain an effective filing system. Typing correspondence, presentations and documents. Give logical support by making travel arrangements for the unit staff, including procurement of stationery and other necessary utilities. Overall assistance to the Senior Manager in the smooth running of the office. Receive clients respond to their queries. Provide secretarial support to the unit meeting and other events. Assist Senior Manager with performance management. Maintain leave records for the Directorate.

ENQUIRIES : Ms. Lutya @ 040 608 1236

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

POST 15/100 : **PERSONAL ASSISTANT REF NO: PA/LCN/061/04/10**

SALARY : R130 425 per annum

CENTRE : Lilitha College of Nursing

REQUIREMENTS : Senior certificate or Office Management with 2/3 yrs Secretarial duties. Proven skills in both written and verbal communication in English. Good telephone etiquette and interpersonal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge of taking minutes. Ability to organise and prioritize work. Computer literacy, extensive knowledge and experience of MS office (including Word, Excel and Power point). Filing skills and ability. To keep record and flow of Documents. Good communication skills.

DUTIES : Administer the document management system in the office of the college Head (Principal). Maintain a professional filing system to file and retrieve college documentation. Handling confidential documents. Operate standard office equipment (fax, photocopying machine and telephone). Type correspondences such as reports, submissions and letters. Receiving the college Heads visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of College Head. Manage the diary of College Head. Coordination of meetings, workshop conferences and perform administrative to the best of her ability. Arrange and confirm official College Head travelling arrangements, and the processing of subsistence and travel claim and reconciliation timeously. Co-ordinate special project/activities for/on

ENQUIRIES : Mrs N Links @ 040 6081137/0833780098 OR Mrs N Thiso @ 040 608 9707/08/10/ 0833781233

APPLICATIONS : Should be forwarded to: The Recruitment Centre, Department of Health, Bundy Park, Buffalo Street, Schornville, King William Town, 5600

POST 15/101 : **SENIOR ACCOUNTING CLERK REF NO: SAC/CHCSC/021/04/10**

SALARY : R105 645 – R 124 443 per annum

CENTRE : Chris Hani CSC

<u>REQUIREMENTS</u>	:	Grade 12 with five years working experience in Finance Section/ Three year Tertiary qualification in Finance/Accounting with two years working experience. Knowledge of Bas. Knowledge of Batho Pele Principles and Implementation thereof. Good communication skills, Report writing skills networking, decision making, Computer literacy, Excel, PowerPoint
<u>DUTIES</u>	:	To do Reconciliation of creditors accounts, management of Supplier Payments, Management of accruals monthly, to do payment enquiry and reports on Bas System, to compile Supplier Payment Batches. Checklist Post Audit of Batches.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Ndyalvane @ 045 807 1100 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.
<u>POST 15/102</u>	:	<u>ENVIRONMENTAL HEALTH OFFICER 6 POSTS REF NO: EHO/BCLSA/046/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum Buffalo City LSA An appropriate Degree/Diploma. Registration with the Health Profession Council (HPSA) as an Environmental Health Officer. Drivers licence is compulsory.
<u>DUTIES</u>	:	Inspect facilities and goods to detect circumstances injurious to health and report thereon. Advise and make recommendations about conditions concerning environmental health and preventive health. Liaise with persons , institutions and authorities about environmental health.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Manyi @ 043 7222 194 Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201
<u>POST 15/103</u>	:	<u>SENIOR ACCOUNTING CLERK: SUPPLIER PAYMENTS REF NO: SACSP/UCSC/047/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645- R 154 443 per annum Ukhahlamba CSC Degree/Diploma in Accounting or Financial Management with 2 years relevant experience or Grade 12 with 4 years in Supplier Payments, Ability to operate Computer e.g. Windows, Excel, Microsoft Word and sound knowledge of systems e.g. BAS. Analytical thinking skills, problem, solving communication skills and knowledge of the PFMA.
<u>DUTIES</u>	:	Compilation of payment. Capturing of payment and disbursement reports. Reconciliation of payments. Recording payments on PVR. Keep invoice register up to date. Keep payment register up to date. Document management. Assistant in answering audit queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. V.C. Diko @ 051 634 2661 Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection, Department of Health, Private Bag X 1005, Aliwal North, 9750
<u>POST 15/104</u>	:	<u>SENIOR PERSONNEL OFFICER: REMUNERATION AND BENEFITS REF NO: SPOR&B/CACSC/048/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum Cacadu CSC Appropriate tertiary qualification in HR Management with 1-2 years relevant experience or Grade 12 with 4 years experience in HR Management. Sound knowledge of PERSAL. Human Resource practices background. Computer literacy.
<u>DUTIES</u>	:	Deal with recruitment, advertising and appointments. Capture and approve data on PERSAL. Facilitate the implementation of HR Plan. Provide HR registry services. Process remuneration for personnel. Prepare and capture salary transactions on PERSAL. Deal with termination of services. Provide HR management information system/ PERSAL.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. J.S Hattingh @ 051 634 2661 Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/105 : **SENIOR PERSONNEL OFFICER: REMUNERATION & BENEFITS REF NO: SPOR&B/CHCSC/049/10**

SALARY : R105 645-R 124 443 per annum
CENTRE : Chris Hani CSC
REQUIREMENTS : Diploma in HR or Equivalent qualification and 3 years working experience in Human Resource Management environment. Knowledge of Persal. Computer literacy.

DUTIES : Verify, capture, update and resolve HR transactions on Persal. Prepare and process service benefits. Termination of service and Administration. Resolve HR transactional queries. Provide Registry Services.

ENQUIRIES : Mr. M Ndyalwane @ 045 807 1100
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/106 : **FORENSIC PATHOLOGY OFFICER GRADE II 2 POSTS REF NO: FPO/LFP/022/04/10**

SALARY : R105 645 per annum
CENTRE : Lusikisiki Forensic Pathology Laboratory
REQUIREMENTS : Senior Certificate. Valid drivers licence. Preparedness to work shifts and to drive extensive distances (day/night), Fluency in English, above average computer literacy. Ability to work with corpses (dead bodies) at various stages of post-mortem preservation. Preparedness to work standby duties and wear a uniform, willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be requires by the Department of Health

DUTIES : Render an efficient support service to the Senior Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory. Participate actively in the recovery, storage and processing of corpses, inter- alia physically collecting, processing and safekeeping of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceases in the identification of their loved ones. As well as complete the relevant documentation. Ensure cleanliness of dissecting instruments and machinery, as well as ensure their safekeeping. Give evidence in court as and when required.

ENQUIRIES : Mr. K.V Nyamela @ 047 531 0081
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/107 : **SENIOR PROVISIONING ADMIN CLERK: ASSET MANAGEMENT REF NO: SACSP/UKHACSC/050/04/10**

SALARY : R 87 978 – R 103 635 per annum
CENTRE : Ukhahlamba CSC
REQUIREMENTS : Appropriate 3 year Diploma/Grade 12 with 2 years experience. Knowledge of BAS and PFMA. Computer literacy.

DUTIES : Asset verification, population of Asset register, identification of disposals and donations. Arrange and coordinate repair of equipment and furniture. Do inventory control, ordering receiving storage control and issuing of suppliers.

ENQUIRIES : Ms. L. Matebese @ 051 634 2661
APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection, Department of Health, Private Bag X 1005, Aliwal North, 9750

POST 15/108 : **LOGISTIC SUPPORT CLERK: PROCUREMENT REF NO: LSCP/UCSC/051/04/10**

SALARY : R 87 978 – R 103 635 per annum
CENTRE : Ukhahlamba CSC
REQUIREMENTS : Matric/Grade 12 plus 2-3 years experience or relevant diploma or degree. Computer literacy. Knowledge of procurement policies and procedures.

DUTIES : Assist with all procurement related issues whenever needed. Do orders and processes them to pre-audit. Daily updating of commitment register. Filing of all necessary documentation. Doing faxing, photocopying and distributing of memos.

ENQUIRIES : Mrs. J.S Hattingh @ 051 634 2661

APPLICATIONS : Should be forwarded to HR CSC Ukhahlamba Recruitment and Selection, Department of Health, Private Bag X 1005, Aliwal North, 9750

POST 15/109 : **KEYBOARD OPERATING CLERK REF NO: KOC/NSD/024/04/10**

SALARY : R87 978 per annum
CENTRE : Nkonkobe Sub-District
REQUIREMENTS : Grade 12. Computer Literacy
DUTIES : Typing of confidential reports. Scheduling, altering & confirming appointments. Filing of documents as per General Filing Index. Reception duties including answering of phones, taking messages & redirecting calls. General Office duties. Type case summaries. Attending admin meetings and taking minutes.

ENQUIRIES : Mrs. N Van der Merwe @ 046 645 1892/ 645269/6451252
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/110 : **ADMINISTRATION CLERK 2 POSTS REF NO: AC/MPL/025/04/10**
Please specify which centre you would like to be placed

SALARY : R87 978- R 100 595 per annum
CENTRE : Mthatha Pathology Services, Mthatha Laboratory & Lusikisiki
REQUIREMENTS : Senior certificate or equivalent, fluency in English in English. Computer literacy, Knowledge of spreadsheet (Microsoft Excel, Word processing software and procurement process. Ability to use computer systems and to recognise errors correct accuracy. Ability to organise information systematically. Excellent communication skills (written and verbal). Ability to compile and analyse data. Willingness to assist in other Forensic Pathology Services facilities within the province when such assistance is deemed appropriate by the Department of Health.

DUTIES : Render secretarial support to the Regional Manager i.e. typing, coordination of daily activities, management of diary activities, management of diary, proper preparation and recording of all meetings and appointments. Preparing information and supporting data for meeting and reports. Administering office correspondence documents, reports and ensuring efficient flow of information. Administering and processing of overtime claims. Drafting and typing correspondence/ documents. Maintaining and managing the filing system for the office. Organising meetings and taking minutes during meetings. Organising office logistical matters. Liaising with internal & external stakeholders.

ENQUIRIES : Mr. K.V Nyamela @ 047 531 0081
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/111 : **FORENSIC PATHOLOGY OFFICER GRADE 1 3 POSTS**

SALARY : R 87 978 per annum
CENTRE : Port St John's Forensic Pathology Laboratory Ref: FPO/PSJPL/028/04/10
Lusikisiki Forensic Pathology Laboratory Ref: FPO/LPL/029/04/10
Mount Frere Forensic Pathology Laboratory: Ref: FPO/MFPL/030/04/10

REQUIREMENTS : Senior Certificate, Valid driver's Licence, preparedness to work shifts and to drive extensive distances (day/night), Fluency in English, above average computer literacy, ability to work with corpses (dead Bodies) at various stages of post-mortem to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.

DUTIES : Render and efficient support service to the Senior Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory. Ensure proper waste and laundry management according to Occupational Health and Safety regulations. Ensure proper preservation and disposal of autopsy specimens and other evidence collected by the Forensic Pathologist /Medical Officer during and after dissection. Participate actively in the recovery, storage and processing of information, exhibits and property from accident scenes. Assist in registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceases in the identification of their loved one, as well as complete the relevant documentation.

Ensure cleanliness of dissecting instruments and machinery, as well as ensure their safekeeping. Give evidence in court as and when required.

ENQUIRIES : Mr. K.V Nyamele @ 047 531 0081

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

APPLICATIONS : Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/112 : **ENROLLED NURSE REF NO: PN/JPH/052/04/10**

SALARY : R 86 805 per annum (Notch determined by experience)

CENTRE : Jose Pearson TB Hospital

REQUIREMENTS : Paid up registration and enrolment with the South African Nursing Council (SANC) as an Enrolled Nurse. Good understanding of Batho Pele Principles and Patients Right Charter. A minimum of 2 years experience as an Enrolled Nurse. Good written and verbal communication skills. Ability to work under pressure and to execute all relevant nursing procedures. Sound knowledge of infection control and health and safety awareness. Willingness to work shifts and rotate in all wards.

DUTIES : Delivery of basic and holistic nursing care and counselling of patients, families community. Execute the relevant nursing procedures. Ensure the implementation of the Batho Pele and the Patients' Rights Charter at all times.

ENQUIRIES : Dido E @ 041 372 8000

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/113 : **ENROLLED NURSES 2 POSTS REF NO: EN/SEH/023/04/10**

SALARY : R86 805 – R97 695 per annum

CENTRE : St Elizabeth Hospital

REQUIREMENTS : Nursing qualification as an Enrolled Nurse with SANC. Proof of current registration with SANC as an enrolled nurse. Five years experience as an enrolled nurse. Workshifts in all departments. Good written and verbal communication skills.

DUTIES : Providing quality nursing care. Delivery of basic holistic care and counselling of patients, family and community. Execution of the relevant procedures and work under supervision of the Professional Nurse. Ensuring the implementation of patient's rights charter and Batho Pele Principles at all times.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116

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

POST 15/114 : **DATA CAPTURER REF NO: DC/SSD/UKH/053/04/10**

SALARY : R85 338 per annum

CENTRE : Senqu Sub District

REQUIREMENTS : Grade 12/ Matric. Computer Literacy, Speed and Accuracy, knowledge of the DHIS will be a recommendation, Good organisational skill, and Verbal and Written Communication skills. Ability to work under pressure.

DUTIES : Capturing and analysing of data and producing reports. Identifying computer breakdown and liaise with IT section for computer repairs. Physical operation of computers and peripheral equipment.

ENQUIRIES : Mrs. N.L Mbolekwa @ 051 611 0141/110

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/115 : **AUXILIARY PHARMACIST REF NO: AP/DVDH/BCLSA/054/04/10**

SALARY : R85 686 per annum

CENTRE : DVDH

REQUIREMENTS : Grade 12 with mathematics and science. Exposure to Pharmacy environment may be an added advantage but not a pre requisite. Good interpersonal relations. Computer literacy.

DUTIES : Repacking of Medicines according to the Eastern Cape procedures under supervision of a Pharmacist. Assist with the preparation of medicine in non

sterile areas according to formula and Eastern Cape standards under supervision. Ordering and receipt of Pharmacy stock.

ENQUIRIES : Ms. Manyi @ 043 7222 194
APPLICATIONS : Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/116 : **DATA CAPTURE 2 POSTS**

SALARY : R73 584 per annum
CENTRE : Mthatha Laboratory Ref: DC/MLAB/026/04/10
Lusikisiki Laboratory Ref: DC/LLAB/027/04/10

REQUIREMENTS : Grade 12 or appropriate experience in Medico Legal field. Computer literacy, ability to communicate clearly and discreetly in person and in writing, ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, ability to work within a forensic Laboratory environment.

DUTIES : Typing reports on Medico Legal matters. Keeping of records on Forensic Pathology services. Assist in completing documents for management, Medical Officers and Forensic Pathology Officers. Rendering support function to management on daily routine functions.

ENQUIRIES : Mr. K.V Nyamela @ 047 531 0081
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town.

POST 15/117 : **ADMINISTRATION CLERK REF NO: AC/UKH/SSD/055/04/10**

SALARY : R 72 138 per annum
CENTRE : Senqu Sub District

REQUIREMENTS : Grade 12/Matric, Computer literacy, Experience in office administration, Good organisational skills, Verbal and Written Communication skills, Good interpersonal skills. Ability to work under pressure.

DUTIES : Render telecommunication services. Inventory and asset management & control. Minute taking and information management. Assist in fleet management procurement procedures and budgeting.

ENQUIRIES : Mrs. N.L Mbolekwa @ 051 611 0141/110
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/118 : **NURSING ASSISTANT REF NO: NA/KC/BCLSA/056/04/10**

SALARY : R67 122- R 116 649 per annum
CENTRE : Kwelerha Clinic

REQUIREMENTS : Grade 12 certificate, registered, with SANC, necessary competencies as required by the scope of practice for nursing assistants.

DUTIES : Provision of basic nursing care under supervision of registered nurse. Executive tasks allocated to her/his scope of practice in health education of patients and support staff.

ENQUIRIES : Ms. Manyi @ 043 7222 194
APPLICATIONS : Should be forwarded to the Department of Health, Buffalo City LSA, Lennox Road East London. 5201

POST 15/119 : **ENROLLED NURSING ASSISTANT 4 POSTS REF NO: ENA/JH/057/04/10**

SALARY : R67 122 per annum
CENTRE : Jose Pearson TB Hospital

REQUIREMENTS : Paid up registration and enrolment with the South African Nursing Council (SANC) as an Enrolled Nursing Assistant. Good understanding of Batho Pele Principles and Patients Right Charter. Ability to work under pressure and to execute all relevant nursing procedures. Sound knowledge of infection control and health and safety awareness. Ability to deliver excellent and holistic patient care. Willingness to work shifts and to rotate in all wards.

DUTIES : Render basic nursing care to patients' needs according to the scope of practice of an Enrolled Nursing Assistant. Ensure cleanliness of patients. Feed patients. Give health education to patients.

ENQUIRIES : Dido E. @ 041 372 8000
APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

POST 15/120 : **ENROLLED NURSING ASSISTANT 3 POSTS REF NO: ENA/SEH/031/04/10**

SALARY : R67 122 – (NA-1, plus competitive benefits)
R79 440- (NA-2, plus competitive benefits)
R94 848 (NA-3, plus competitive benefits)

CENTRE : St Elizabeth Hospital

REQUIREMENTS : Nursing qualification as an Auxiliary Nurse with SANC. Proof of current registration with SANC as an Auxiliary Nurse. Work Shifts in all departments. Good written and verbal communication skills.

DUTIES : Providing quality nursing care. Delivery of elementary holistic care. Execution of the relevant procedures and work under supervision of the Professional Nurse. Adherence to policies and procedures and ensuring the implementation of Patient's Right Charter and Batho Pele Principles at all times.

ENQUIRIES : Mr. L. Nxele @ 039 253 1116

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

POST15/121 : **PROPERTY CARETAKER 5 POSTS REF NO: PC/BCLSA/058/4/10**
Please specify which clinic you would like to be placed

SALARY : R62 094 per annum

CENTRE : Nontyatambo, East London Com, Zwelitsha, Tshabo Clinic& Hamburg Clinic

REQUIREMENTS : Grade 8 or equivalent ABET qualification, relevant experience in facilities management, verbal and written communication skills, ability to work under pressure, ability to operate elementary equipment and machine.

DUTIES : Safe keeping of keys, maintenance of grounds and report faults/detects on premises, operating machine i.e. lawnmowers and grass cutters.

ENQUIRIES : Ms. Manyi @ 043 7222 194

POST 15/122 : **GENERAL ASSISTANT 4 POSTS REF NO: GA/PE/LCN/060/04/10**

SALARY : R54 000 per annum

CENTRE : Port Elizabeth Campus

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 work 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. C. Chetty @ 041-373 7829 OR Mrs J. Viljoen @ 041 373 7829

APPLICATIONS : Should be forwarded to: The Recruitment Centre, Department of Health, Bundy Park, Buffalo Street, Schornville, King William Town, 5600

POST 15/123 : **OPERATOR 2 POSTS REF NO: O/UH/032/04/10**

SALARY : R51 936-R 61 176 per annum

CENTRE : Umlamli Hospital

REQUIREMENTS : Standard 6 (Grade 8) Ability to read and write. Good understanding of Batho Pele Principle. Organizing literacy, Interpersonal relationship and community skills. Working procedures. Trustworthy, Honesty, Time consciousness and service oriented.

DUTIES : Maintaining gardens, parking areas, fencing, plan building. Provide power sanitation water gases and vacuum service. Contract or execute building and grounds maintenance functions.

ENQUIRIES : Mr. T. Solani @ 051 611 0079 /90

APPLICATIONS : Should be forwarded to the attention of: The Hospital Administrator, Private Bag X 5016, Sterkspruit, 9762

POST 15/124 : **PROPERTY CARETAKER REF NO: PC/UH/033/04/10**

SALARY : R51 936 per annum

CENTRE : Umlamli Hospital

REQUIREMENTS : Grade 9/10 certificate. Ability to operate elementary equipment basic numeracy and literacy. Ability to work under pressure.

DUTIES : Safe keeping of clinic keys. Maintenance of grounds and reports faults/defects on premises. Operate machinery e.g. Lawnmowers and grass cutters. Keep clinic grounds and building.

ENQUIRIES : Mr. T. Solani @ 051 611 0079/90

APPLICATIONS : Should be forwarded to the attention of: The Hospital Administrator, Private Bag X 5016, Sterkspruit, 9762

POST 15/125 : **HOUSEKEEPER 3 POSTS REF NO: PC/UH/034/04/10**

SALARY : R51 936- R 61 176 *per annum*

CENTRE : Umlamli Hospital

REQUIREMENTS : Basic ABET. Literacy and interpersonal relations. Able to work under pressure. Good communication skills. Housekeeping/Hygiene services work in Hospital Management will be an added advantage.

DUTIES : Perform routine cleaning. Ensure the general cleaning of wards, administration offices and hospital surroundings. Ensure availability of cleaning equipment/tools, chemical/materials. Evaluate performance in terms of PMDS. To work during weekends as may be required.

ENQUIRIES : Mr. T. Solani @ 051 611 0079/90

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

POST 15/126 : **GENERAL ASSISTANT REF NO: GA/JPH/059/04/10**

SALARY : R51 936 - R 61 176 per annum

CENTRE : Jose Pearson TB Hospital

REQUIREMENTS : ABET, Good communication skills. Ability to perform routine tasks and operate cleaning machines. Ability to work under pressure.

DUTIES : Clean and take proper of cleaning equipment 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 baskets and refuse bins. Store and safeguard cleaning materials and equipment. Maintain good hygiene standards in the hospital wards.

ENQUIRIES : Dido E. @ 041 372 8000

APPLICATIONS : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer. It is the Department's intention to give preference to women and disabled people in filling of the following posts. Therefore, applications mostly from females and people with disabilities are encouraged.

APPLICATIONS : Applications should be forwarded for the attention: Head of Department, Department of Roads and Public Works, Private Bag X 0022, Bhisho 5605 or Room 2-09, 2nd floor, Qhasana Building, Cnr Independence Avenue and Boulevard Street, Bhisho 5605. Enquiries can be directed to Mrs. N Hermanus 040 609 3395 /4569 /4574

Applications for the Post of Manager: Property Management should be forwarded for attention: Regional Senior Manager, Department of Roads and Public Works, Private Bag X 5009, Umthatha 5099, Cnr. Of Victoria and Owen Street, KD Mathanzima Building, 5th floor Room 38, Umthatha 5099. Enquiries can be directed to Mrs. N Mzanywa 047 531 1781

CLOSING DATE : 23 April 2010

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by original certified copies of qualifications, Identification Document, A valid driver's license where required and comprehensive CV. The first page of the Z83 form must be appropriately filled or else applications will not be considered. NB: No faxed, e-mailed or late applications will be considered. Communication including correspondence will only be entered into with shortlisted candidates. Recommended candidates will undergo comprehensive reference checks which include qualification verification

and Personnel Suitability Checks. The Department of Roads and Public Works reserves the right not to make an appointment.

OTHER POSTS

- POST 15/127** : **SENIOR MANAGER REF NO: DPW 01/ 2010**
Component: Supply Chain Management
- SALARY** : An all inclusive remuneration package of R652 572 per annum subject to the signing of a Performance Agreement
- CENTRE** : Bhisho
- REQUIREMENTS** :
• An appropriate Tertiary Qualification in Supply Chain Management / Financial Accounting • At least 5 years managerial experience in Supply Chain and or logistics management or a related discipline • Communication skills (written and verbal). • Computer literacy • Knowledge of supply chain, logistics or financial accounting systems • Extensive knowledge of prescripts • Project management • Financial management • Analytical skills • Asset management • Knowledge of PFMA and Treasury Regulations • A valid drivers license (Code B) Competencies: • Strategic capability and leadership • Financial management • People management and empowerment • Programme and project management • Communication • Client orientation and customer focus.
- DUTIES** :
• To manage commercial and other relevant information that is used to measure the achievement of the department's procurement activities. Determining the needs of end users, thus ensuring that value for money is obtained when the goods are procured. Manage the procurement of goods and services according to the relevant prescripts and procedures. Manage all risks pertaining to the supply chain management processes. Manage all systems related to supply chain management processes. Manage the performance of the supply chain management processes. • Manage the acquisition, issue, use and disposal of assets
- NOTE** : NB: Short listed candidates will undergo Process of Security screening (vetting) and competency assessment.
- POST 15/128** : **PERSAL MANAGER (HR INFORMATION MANAGER) REF NO: DPW 02/ 2010**
Sub-component: Persal Management
N.B. This is a readvertisement, applicants who previously applied for this position need not reapply. However, if they are still interested they must confirm their continued interest in writing to the given address. Please note a valid drivers license is a requirement.
- SALARY** : An all inclusive remuneration package of R448 521 p.a. (Level 12)
- CENTRE** : Bhisho
- REQUIREMENTS** :
• An appropriate tertiary qualification combined with experience in human resources and personnel / salary system • Candidate who do not possess a tertiary qualification but can offer a combination of (a) lesser educational qualification (s) higher than Grade 12 and possess proven, extensive knowledge and experience in the indicated duties, are also invited to apply • Thorough knowledge of the PERSAL system (operation, information and capabilities thereof) • Sound knowledge of the PERSAL interface with BAS • Knowledge of the regulatory and management framework of the Public Service • Good communication and presentation skills • Experience in managing and supervising staff • Comprehensive computer literacy and knowledge of HR management information system • A good understanding of organization structure and post establishment • Proven ability to manage projects • Strategic thinking • Budgetary and analytical skills • Ability to use PERSAL as an HRIS tool and advise management in this regard • A valid drivers license (Code B).
- DUTIES** :
• Accept overall managerial accountability and responsibility for the effective and efficient management of the PERSAL system within the Department, including capacity building and functional control • Ensure that the PERSAL system supports sound effective personnel and salary management in the Department • Oversee the implementation of audit and control measures pertaining to PERSAL data • Ensure the formulation, development, implementation, evaluation and monitoring of PERSAL policies in the Department. • Provide

expert managerial HRIS advice to departmental management with regard to PERSAL • Monitor and evaluate the work of consultants • Implement the measures to ensure comprehensive and updated primary information source • Ensure that strategic decisions regarding PERSAL management are implemented and maintained Ensure information management on a monthly basis.

POST 15/129

: **MANAGER REF NO: DPW 03/2010**
 Sub-component: Property Management

SALARY
CENTRE
REQUIREMENTS

: An all Inclusive remuneration package of R448 521 (Level 12)
 : Mthatha
 : An appropriate tertiary qualification in either Geography, Town Planning, Public Administration, Property Administration or other related study field with relevant experience (minimum of four years) or Senior Certificate with extensive proven experience (minimum of eight years) in the property industry •The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites •Sound knowledge and workable understanding of State Land administration and management, including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry • Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC will be to the candidate's advantage • A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country •Good financial skills and proven budgeting ability •Good computer skills in MS Word, Excel and PowerPoint. • Operational knowledge in the GIS (Esri- products) and property database environment will be advantageous • An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential •The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility •A valid driver's license is a prerequisite •The applicant must be willing to travel extensively.

DUTIES

: Key Responsibilities: •Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects •Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein • Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Province in terms of legislation •Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon • Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction •Manage client relations by ensuring effective liaison with client departments on various levels •Assist client departments in drafting inputs for the compilation of their immovable asset management plans • Ensure economic efficiency in the Department's leasehold portfolio in line with market trends • Ensure that immovable property assets support government's socio-economic objectives such as the release of State Land for land reform and municipal development purpose •Manage the provincial asset register (Public Works Facilities Management Information System), the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income •Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems. Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, ect. •Manage the rendering of cost-effective and efficient cleaning, gardening and security services •Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State •Address all property and land related enquiries from the public •Represent the Provincial Government of the Eastern Cape on forums and committees, e.g. the Provincial State Land Disposal Committee •Manage the appointment and supervision of service providers and consultants •Assist in any other duties assigned by the supervisor.

<u>POST 15/130</u>	:	<u>MANAGER: CONVEYANCING & PROPERTY LAW ADVISOR REF NO: DPW 05/2010</u> Sub-component: Conveyancing and Property Law
<u>SALARY</u>	:	All inclusive remuneration package of R448 521 p.a. (Level 12).
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • An LLB-degree or BProc, preferably in property or contract law • A post graduate qualification will be an advantage • At least four years experience of as a legal advisor or practitioner • Candidates with conveyancing experience will be given preference • Registration or the ability to practice as an attorney or advocate will be an advantage • A valid driver's license. Knowledge and skills: <ul style="list-style-type: none"> • Strong leadership and management capabilities • Professional credibility • Litigations skills • Good knowledge of property law and related legislation e.g. PFMA, GIAMA, acquisition and disposal legislation, Deeds Registries Act, etc. • Good report writing skills • Strong analytical and interpersonal skills • The ability to formulate policies, as well as initiate, conduct and manage research projects • Strong research skills • People management and problem-solving skills • Accuracy and attention to detail • Knowledge and understanding of Microsoft computer packages.
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Provide legal assistance and support to the Directorates: Asset Registers, Property Holdings, Hiring & Letting and Facilities Management, as well as to the property units in the Regional Offices • Provide assistance to the development and implementation of property related legislation and policies • Interpret legal documents, proclamations, Title Deeds, etc. • Liaise with the Office of the State Attorney, private attorneys, conveyancers, people in the legal fraternity, ect. • Represent the Department in a Courts of Law • Implement Departmental policies • Manage civil litigation • Provide advice and assistance with the compilation of lease and other contracts related to immovable property • Conduct and assist with research relating to property law and legislation • Manage the collection of debt relating to revenue leases
<u>POST 15/131</u>	:	<u>MANAGER REF NO: DPW03/2010</u> Sub- Component: Labour Relations
<u>SALARY</u>	:	An all inclusive remuneration package of R448 521 p.a. (Level 12)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • LLB or B Juris or B PROC Degree or Diploma in Labour Law or equivalent tertiary qualifications. • Three to five years (3-5) experience in the following areas. A practical understanding of the Public Service prescripts dealing with misconduct. The Public Service Act, the Public Service Regulations, and PSCBC Resolution no. 2 of 1999 as amended by Resolution no. 1 of 2003, the relevant provisions of chapter 7 of the SMS handbook and Labour Relations Act. • Proven managerial and leadership credentials • Computer literacy • A valid driver's licence (code B).
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Investigation of grievances • Chairing of disciplinary cases • Assume overall leadership and management of the Labour Relations Unit at Head Office • Investigate misconduct cases and represent the employer in disciplinary hearings • Chair disciplinary cases and produce reports within set time limits • Provide advice to management on labour matters • Represent the employer in conciliations and arbitrations • Maintain a database of grievances and misconduct cases • Represent the department in Labour Relations forums • Ensure the smooth running and proper co-ordination of Labour Relations activities between Head Office and the regions • Facilitate collective bargaining between employers, employees and unions. • Mediate and negotiate on behalf of departmental employees • Monitor and implement Labour Relations Policies
<u>POST 15/132</u>	:	<u>MANAGER REF NO: DPW06/2010</u> Sub-component: Asset Register
<u>SALARY</u>	:	All inclusive remuneration package of R448 521 p.a. (Level 12).
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • A recognized tertiary qualification preferably in Political or Human Geography, Town planning or Real Estate • At least five years experience in asset register management • Experience in the administration and management of State Land (with the focus on vesting and land audits) will be an advantage • Computer

literate - MS Office •Valid driver's license (code O8). Knowledge and skills: • Computer literacy • GIS literate – ArcView and ArcGIS and relevant expansions • Ability to write and extract reports from the immovable asset register • Sound analytical and problem-solving skills • Knowledge and understanding of property and land-related legislation • Report writing and presentation skills • Spatial design skills • Very good communication skills • Knowledge and understanding of the PFMA and Treasury Regulations • People management and problem-solving skills • A sense for accuracy and detail is very important • Innovative and creative thinking.

DUTIES : • Manage the provincial immovable property register • Manage the acquisition of state land data from various sources • Manage the dissemination of land information to clients • Liaise with various stakeholders regarding the acquisition and expansion of data • Research the definition of State Land • Manage the capturing of alpha-numeric and spatial data • Land use and spatial analysis • Manage the land audit programme of the Department in order to obtain value added information for the immovable asset register • Manage the confirmation of vesting of State Land • Undertake property research • Manage the budget and personnel of the section and assist the Senior Manager by providing required reports • Coach and develop personnel.

POST 15/133 : **MANAGER REF NO: DPW 07/2010**
Sub-component:Prestige Unit

SALARY : All inclusive remuneration package of R448 521 p.a. (Level 12).
CENTRE : Bhisho
REQUIREMENTS : A recognized tertiary qualification preferably in one or more of the built environment disciplines (e.g. Architecture, Quantity Surveying, and Town Planning or Engineering) •Strong management abilities with an emphasis on planning and project management skills •Appropriate experience in construction /property industry• Experience in client services environment would be an added advantage •Good verbal and written communication • A valid drivers license (code B).

DUTIES : Assist with the compilation, operation and execution of annual business plans •Assistance to assigned client departments in formulating accommodation requirements and budget appropriately •Consolidate information in reporting to clients on progress with accommodation requirements •Assist with compilation of annual building programmes per assigned client department for Capital Works and Planned Maintenance •Identify strategic initiatives and ensure efficient turnaround times on projects and assignments •Convene and co-ordinate client liaison forums •Ensure interaction on operational issues with client, service providers, and regional offices •Ensure efficient management of the sub-directorate and its personnel •Monitoring and control of budget

POST 15/134 : **MANAGER REF NO: DPW04/2010**
Sub- Component: Corporate Support

SALARY : An all inclusive remuneration package of R378 456 p.a. (Level 11) (2yr Contract)
CENTRE : Bhisho
REQUIREMENTS : •An appropriate tertiary qualification plus a minimum of three years managerial experience in administrative environment • Candidates who do not possess a tertiary qualification but can offer a combination of (a) lesser educational qualification(s) than grade 12 and possess proven, extensive and experience in indicated duties, are also invited to apply•Ability to grasp the imperatives set by the Public Service Management Framework and other governance arrangements •Good understanding of project management and operational processes • Ability to capture in writing the essence of high level meetings/ discussions and key decisions taken during project management and other meetings in concise clear language •Possess excellent interpersonal skills to effectively deal with a wide range of stakeholders in a highly professional manner •Good communication skills (both verbal and writing) •Computer literate •Valid drivers license (Code B)

DUTIES : • Provide Secretariat Support services to the Senior and Executive (TOP) Management meetings and Inter- Governmental Relations structures linked to the department • Co-ordinate all documents prepared for consideration and monitor the flow of information between the department, other departments, Head of

Department and Member of the Executive Council • Collect , compile, publish and channel information with regard to issues that need to be discussed in meetings • Monitor all departmental documents to ensure compliance with format and other guidelines •Co-ordinate departmental high level meetings (e.g. Senior Management Services, Executive, Task Team, IYM, etc) including overseeing the logistics and take charge of invitations and RSVP functions.

POST 15/135

: **ASSISTANT MANAGER 6 POSTS REF NO: DPW08/2010**
 components: Asset Registers (1 Post), Property Holdings (2 Posts), Hiring& Letting (1 Post), Facilities Management 2 Posts

SALARY
CENTRE
REQUIREMENTS

: R240 318 p.a. (Level 10)
 : Bhisho
 : • A tertiary qualification in a Built or Property discipline with at least three years relevant experience or Grade 12 with at least seven years experience in the property industry• Proven relevant experience in the administration and management of properties is necessary• Candidates with relevant experience in State Land administration will be given preference• Knowledge and understanding of the PFMA and Treasury regulations • Candidates with GIS knowledge and experience will be advantageous for the post in the Asset Register Unit• A legal background and experience in contract administration will be advantageous for the post in the Hiring & Letting unit• Computer literacy – MS Office• Valid Driver’s license (code B). Knowledge and skills: • Knowledge of property prescripts and procedure• Computer literacy• Ability to write reports, letters and memorandums. Ability to read topographical maps, S.G. – diagrams, Title Deeds, Lease contracts and Proclamations • Knowledge and understanding of property and land-related legislation• Knowledge and understanding of the definition of State Land• Knowledge and understanding of contract and facility management• Good communication skills – both verbal and writing• Office management skills• People management and problem-solving skills• Must be able to work independently as well as in a team• Ability to work under pressure• A sense for accuracy and detail is very important.

DUTIES

: • Assist with the administration and management of provincial State Land • Conduct land use audits and investigations• Conduct conditional assessments on government and private property •Identify superfluous State Land that can be used in conversion, development or land reform purposes • Conduct enquiries on DeedsWeb or WinDeed • Preparation of applications and reports to the Provincial State and Disposal Committee (PSLDC) and other property forums and meetings• Prepare submissions for acquisition, disposal, applications of rights inland, etc. • Prepare asset management plans as per GIAMA guidelines• Address enquiries related to State Land matters• Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information• Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC• Data cleaning • Land use and spatial analysis • Co-ordinate the surveying and vesting of State Land• Conduct negotiations with wit landlords and prepare applications to the Departmental BID Adjudications Committee •Prepare lease agreements • Prepare the Terms of Reference for the appointment of service providers or consultants• Assist the Manager in other related tasks and duties which may be assigned from time to time• Conduct research work related to property matters• Produce status reports• Maintain the property files and ensure property documents are secured• Ensure State Land is used optimally and that the State receives value for money• Facilitate the payment of property accounts• Support the Regional Offices, as well as the property units in other Departments and Municipalities• It will be expected from the official to travel extensively within the borders of the Province and to work overtime when required.

POST 15/136

: **SENIOR ADMINISTRATIVE OFFICER- PROPERTY MANAGEMENT 8 POSTS**
REF NO: DPW 09/2010 SUB-COMPONENTS: ASSET REGISTERS 3 POSTS
PROPERTY Y HOLDINGS 2 POSTS HIRING & LETTING 1 POST FACILITIES
MANAGEMENT 2 POSTS

SALARY
CENTRE

: R161 970- 188 046 (Level 8)
 : Bhisho

REQUIREMENTS

- A recognized tertiary qualification a built or Property discipline with at least two years relevant experience or Grade 12 with at least five years experience in the property industry
- Proven relevant experience in the administration and management of properties
- Candidates with relevant experience in State Land administration will be given preference
- Knowledge and understanding of the PFMA and Treasury Regulations
- GIS knowledge and experience will be advantageous for the post in the Asset Register unit
- A legal background and experience in contract administration will be advantageous for the post in the Hiring & Letting unit
- Computer literacy – MS Office
- Valid driver's license (code B). Knowledge and skills:
- Knowledge of property prescripts and procedure
- Ability to write reports, letters and memorandums,
- Ability to read and interpret topographical maps, S.G.-diagrams, Title Deeds, Aktex-reports, Lease contracts and Proclamations
- Knowledge and understanding of property and land-related legislation
- Knowledge and understanding of the definition of State Land
- Knowledge and understanding of contract and facility management
- Very good communication skills – both verbal and writing
- Office management skills
- Must be able to work independently as well as in a team
- Ability to work under pressure
- People management and problem-solving skills.
- A sense of accuracy and detail is very important.

DUTIES

- Assist with the administration and management of provincial State Land
- Conduct land use audits and investigations
- Conduct conditional assessments on government and private property
- Identify superfluous State Land that can be used for conversion, development or land reform purposes
- Conduct enquiries on DeedsWeb or WinDeed
- Prepare of applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings
- Prepare submissions for acquisition, disposal, applications of rights in land, etc.
- Prepare Asset management plans as per GIAMA guidelines
- Address enquiries related to State Land matters
- Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information
- Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC
- Data cleaning
- Land use and spatial analysis
- Co-ordinate the surveying and vesting of State Land
- Conduct negotiations with landlords and prepare applications to the Departmental BID Adjudication Committee
- Prepare lease agreements
- Prepare the Terms of Reference for the appointment of service providers or consultants
- Assist the Manager in other related tasks and duties which may be assign from time to time
- Conduct research work related to property matters
- Produce status reports
- Maintain property registers (e.g. lease register, disposal register, and immovable asset register)
- Maintain the property files and ensure property documents are secured
- Ensure State Land is used optimally and that the State receives value for money
- Facilitate the payment of property accounts
- Support the Regional Offices, as well as the property units in other Departments and Municipalities
- It will expected from the official to travel extensively within the borders of the Province and to work overtime when required.

NOTE

- N.B. Please specify your reference number in your application according to your preferred unit. Submit separate documentation for each unit. The interview process will be used as a guide to assist the Department in establishing in which Directorate a shortlisted candidate will be best placed.

POST 15/137

- ADMINISTRATIVE OFFICER (DATA CAPTURER) 3 POSTS REF NO: DPW 10/2010**
Sub-component: Asset Registers

SALARY CENTRE

- R130 425 p.a. (Level 7)
- Bhisho

REQUIREMENTS

- Senior Certificate with at least three years experience in the property industry as a data capturer
- Candidates with relevant experience in the capturing of State Land data be given first preference
- Computer literate – MS Office, with experience in Excel. Knowledge and skills:
- Ability to write basic memoranda
- Ability to read topographical maps, S.G. – diagrams and Aktex-reports
- Working knowledge of DeedsWeb or WinDeed
- Filing and basic office management skills
- Must be able to work independently and under pressure
- A sense for accuracy and detail is very important.

DUTIES : ●Assist the Regions with the administration and management of provincial State Land● Conduct land use audits and investigations● Conduct basic conditional assessments on government and private property● Conduct enquiries on DeedsWeb or WinDeed● Capture verified property information on the immovable asset register or other related spreadsheets • To assist interns with data capturing and analyzing data.

POST 15/138 : **LIBRARIAN DPW 11/2009**

SALARY : Stipend: R7 500 per month 12 months Contract

CENTRE : Bhisho

REQUIREMENTS : ●Qualification in Library Science / Resource Centre Management ●Computer Literacy ●Library Science background ●A person that worked in a Library Science environment.

DUTIES : ● Establish a resource centre for the Department of Roads and Public Works ●Maintaining Records of Activities, Acts, Regulations, Manuals etc ●Procure new and relevant material for the resource centre ●Organize material in consultation with all sections in the department ●Manage requests for material ●Set up proper administration for the resource centre ●Procure software packages needed for the Resource Centre.

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

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

- POST 15/139** : **MEDICAL OFFICER GR1 2 POSTS REF NO: 70251525**
Directorate: Internal Medicine
- SALARY** : R365 217-411 411per annum (Plus Benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as a Medical practitioner.
- DUTIES** : Responsible for day to day management of patients admitted to the wards, Responsible for presenting the Clinical problems of each patient to a consultant, Responsible for implementation or order issued by consultants.e.g. Pleural tap, biopsy, abdominal tap, intravenous catherization etc. Responsible to arrange discussion of diagnostic procedures e.g. Cardiac echocardiography, x. Rays angiography etc. With other departments. Teaching procedures to new interns, delegation and supervision on interns. Teaching of Clinical skills to medical students.
- ENQUIRIES** : Prof. A.L Van Gelder Tel No: (012) 354 - 2287
CLOSING DATE : 11 May 2010
- POST 15/140** : **PHARMACIST GRI REF NO: 70250751**
Directorate: Pharmacy
- SALARY** : R302 319 per annum (all inclusive package)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Good communication, interpersonal and training skills. Computer literacy. A driver's licence will be a recommendation.
- DUTIES** : Dispense and keep surveillance on medicine consumption in the pharmacy. Supervise, co-ordinate and manage all activities of the department. Support Pharmacy Manager in effective administration of the pharmacy department. Co-ordinate the implementation and adherence to GPP, GMP, DSM and SOP's Project and participate in the in-service and formal training needs of the department. Produce relevant reports. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.
- ENQUIRIES** : Ms M P Landsberg, Tel No: (012) 380 -1249/1250
CLOSING DATE : 03 May 2010
- POST 15/141** : **PROJECT MANAGER ART REF NO: 70250752**
Directorate: ART Unit
- SALARY** : R192 540 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : A Bachelor's degree in Health Sciences that requires registration with relevant council. Team builder. Ability to work under pressure. Project management experience. Sound knowledge of PFMA. Experience in HAST, communication and computer skills. A degree in Nursing and registration as a Professional Nurse with SANC will be a recommendation.

DUTIES : Manage the implementation of HIV/AIDS, STI and TB Programs within the Institution. Work closely with Management, clinicians, support staff, NGO's and Regional Office. Steer the integration of TB/HIV collaboration program. Supervise the multidisciplinary team. Participate in development of business plan and operational plan. Work closely with Management, clinicians, support staff, NGO's and Regional Office. Steer the integration of TB/HIV collaboration program. Supervise the multi-disciplinary team. Participate in development of business plans and operational plan. Work closely with all relevant stakeholders. Evaluate sub-ordinates according to the PMDS system. Coordinate, monitor, evaluate, collect and collate data using DORA indicators. Control, monitor and report on budget and expenditure for the HAST program. Responsible for own development and of sub-ordinates.

ENQUIRIES : Ms N O Matjebe, Tel No: (012) 303 - 9154

CLOSING DATE : 03 May 2010

DEPARTMENT OF ROADS AND TRANSPORT

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 : 04 May 2010

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 15/142 : **CHIEF DIRECTOR: CORPORATE COMMUNICATIONS & MEDIA LIAISON**
REF NO 70250750
 Directorate: Corporate Communications and Media Liaison

SALARY : R746 181 per annum (all inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Application must be in a possession of an appropriate Bachelor's degree or higher qualification and or/ extensive experience in corporate communication and media liaison. Knowledge of the departmental of Roads and Transport will be an added advantage. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relation skills. Media monitoring skills. High level of stress tolerance and ability to maintain high work ethic and attend to various tasks simultaneously. High level of managerial skills.

DUTIES : Strategic leadership and management of corporate communication and media liaison. Design strategic, dynamic and proactive corporate communication's management system. Develop corporate communication's strategies and policies. Establish beneficial networks in the corporate communications area and polical circles. Direct the benchmarking of the corporate communications chief directorate's work outputs, end products and methodology against the best international practice. Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed. Review infrastructure needs information systems based on operational and management commitment of the Chief Director. Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables.

ENQUIRIES : Mr D Hlophe, Tel No: (011) 355 -7345

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

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

NOTE : Applications should be submitted on a Z83 form obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirement, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to security clearance procedures. The Department will not be liable where applicants use incorrect/ no reference number(s) on their applications

OTHER POSTS

POST 15/143 : **DISTRICT ENGINEER: DISTRICT INFRASTRUCTURE PLANNING & COORDINATION SERVICES REF NO. UTHK 04/2010**

SALARY : An all inclusive salary package of R378 456 per annum payable to successful candidate, Level 11

CENTRE : Uthukela Health District office

REQUIREMENTS : Appropriate B Degree/National Diploma or minimum of NTC4 with 5 yrs relevant experience. 3 years appropriate managerial experience in a technical management environment. Safety, health and environmental training. Heavy electrical current or mechanical. Valid driver's license code 8 and computer literacy are recommended. Have ability to demonstrate knowledge of policies and practices well. Demonstrating little difficulty in acquiring knowledge. Ability to keep abreast of work related development. Have an ability to apply technical/professional knowledge and skills in immediate work related developments. Ability to consistently accept responsibility in a manner for own areas of work and those subordinates. Ability to accomplish most of the key tasks of the time in the component Demonstration of commitment to work. Seldom needs to be promoted about progress of a task. Ability to work out own approaches to overcome problems. Ability to express facts and ideas orally or in a clear and logical manner. Ability to corporate well with supervisors, colleagues and those supervised. Ability to readily accept changes in work, work patterns or procedures that may be required in order to help achieve departmental objectives.

DUTIES : Oversee the development and implementation of plans to upgrade hospital buildings, equipment, forensic mortuaries and clinics. Inspect and approve sites planned for the construction of new clinics to establish the suitability thereof to the environment and surrounding infrastructure. Perform periodic inspections of building sites with engineering consultants to ensure that building practice comply with plans and specifications. Monitor that preventative maintenance is being conducted at all relevant institution, hospitals, EMRS, mortuaries and clinics. Manage the district infrastructure budget to ensure that planned spending patterns meet planned time frames on maintenance including hospitals, clinics, mortuaries, and EMRS bases. Provide technical support to all engineering and artisan staff at hospitals and related facilities.

ENQUIRIES : Mr MAC ASVAT Telephone: 036 6312202

APPLICATIONS : Applications should be forwarded to Uthukela Health District Office Private Bag X9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 April 2010

POST 15/144 : **MEDICAL OFFICER GRADE 1 6 POSTS**

SALARY : Remuneration package: R365 217 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : eThekweni Health District Office

REQUIREMENTS : HBCHB Degree. 1 to 4 years appropriate service / experience after registration as a Medical Practitioner. Current registration with Health Professions Council of SA as a Medical Officer. Copy of proof of payment for renewal of annual registration (2010) with HPCSA. Valid Code EB Driver's Licence (Code 08). Computer literacy : MS Office Software Applications. Proof of current and previous work experience endorsed and stamped by Human Resources. Competencies (Knowledge / Skills): Sound clinical knowledge. Knowledge of ART / TB procedures and protocols. Assessment, Analysis and Management skills. Knowledge of sound ethical medical practice. Good interpersonal skills. Ability to work under pressure

DUTIES : To provide clinical care to patients as part of a multidisciplinary ART Roving Team. To participate in development and meeting the strategic objectives of the Antiretroviral rollout programme. Assist with the development, maintaining and upgrading of ART clinical protocols. Ensure the provision of safe, ethical and high quality medical care.

ENQUIRIES APPLICATIONS : Ms M. Dlamini. Tel. No. (031) 240 5300

FOR ATTENTION CLOSING DATE : The District Manager: Private Bag X54318, Durban, 4000 OR Hand Deliver to : 83 King Cetshwayo Highway (Jan Smuts Highway), Room 4B – 19, 4th Floor, Human Resources
: 23 April 2010

POST 15/145 : **MEDICAL OFFICER GRADE 1-3 2 POSTS REF NO. UTHK 10/2010**

SALARY : R365 217 per annum (grade 1), R436 656 per annum (grade 2) and R506 757 per annum (grade 3) remuneration P/A plus 13th cheque.

CENTRE : Uthukela Health District (ART Roving team) (1Okhahlamba & Estcourt Sub district) (1 Mnambithi sub district)

REQUIREMENTS : Grade 1 requires appropriate qualification plus registration with HPCSA as a Medical Practitioner. Grade 11 requires appropriate qualification, registration certificate plus 5 years experience after registration with HPCSA as a Medical Practitioner. Grade 111 requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA as a Medical Practitioner. Non South African citizen applicants – a valid work permit in conformance with HR circular 49/2008 obtainable from any govern. Dept. sound clinical knowledge. Knowledge of ART/TB procedures and protocols. Knowledge of sound ethical medical practice. Good interpersonal skills... ability to work under pressure. Assessment, analysis and Management skills

DUTIES : provide clinical care to patients as part of multidisciplinary ART roving team. To participate in developing and meeting the strategic objectives of the antiretroviral rollout programme. Assist with the development and upgrading of ART clinical protocols. Ensure the provision of safe ethical and high quality medical care.

ENQUIRIES APPLICATIONS : Ms. N.I Maphalala Telephone: 036 6312202

FOR ATTENTION CLOSING DATE : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, Ladysmith, 3370 OR Hand deliver to 60A MidblockCorner Alexander, Ladysmith, 3370
: Human Resource Manager
: 30 April 2010

POST 15/146 : **MEDICAL OFFICER GRADE 1 3POSTS AND GRADE 2 2 POSTS REF NO: APP04/2010**

SALARY : R365 217 Package +18% rural allowance of basic salary Grade 1 R423 846 package + 18% rural allowance of basic salary Grade 2

CENTRE : KZN(Appelsbosch Hospital)

REQUIREMENTS : MBCHB degree, proof of current registration with HPCSA as Medical practitioner (registration certificate) Medical Officer grade 1 : No experience, Medical Officer Grade 2 at least five(5) years experience after registration with HPCSA as a Medical Practitioner Knowledge of current Health and Public Service Legislation and Policies Sound clinical knowledge, experience in the respective disciplines Excellent human relations, communication skills and leadership Sound knowledge and clinical skills in emergency care, obstetrics, anaesthetics and other areas of general medicine. Sound knowledge of the National TB Program and comprehensive management of HIV and STI's.

DUTIES : Provision of quality, patient centered care. Maintain accurate health records in accordance with legal/ ethical considerations. Train and guide junior staff and other Health Associated Professionals. Give medico scientific explanations

within the scope of practice. Execute all clinical procedures competently Perform cesarean sections, minor surgical procedures, spinal and general anaesthesia. Promote batho Pele in execution of all for effective service delivery Liaise with senior staff and consultants when required Work after hours as per allocations rosters. Support PHC services within the sub-district Take part in the institutional CPD program Assist with the development of local protocols for the management of various conditions Assist with achieving the Hospital Package of Services Assist with the development of Admission and Discharge criteria Active involvement in the Comprehensive Care Management and Treatment Program Assist with the implementation of a fully functional Drugs and Therapeutics committee Contribute towards clinical Audits, Mortality and morbidity reviews Participate in quality assurance and quality improvement projects.

APPLICATIONS : Direct your application to: The CEO Appelsbosch Hospital, Private Bag x 215, Ozwathini 3242 for attention Mrs. DZ Shabangu
CLOSING DATE : 07 May 2010 (applications received after the closing date will not be considered)

POST 15/147 : **MEDICAL OFFICER GRADE 1,2 OR 3 - REF NO. EGUM 07/2009 5 POSTS**

SALARY : Grade 1 – R365 217 per annum
 Grade 2 – R423 846 per annum
 Grade 3 – R 491 892 per annum, All inclusive salary packages (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules.

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : Grade 1 requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Practitioner Grade 2 requires appropriate qualification (MBChB degree or equivalent qualification), registration certificate plus 5 years experience after registration with HPCSA as Medical Practitioner Grade 3 requires appropriate qualification (MBChB degree or equivalent qualification), registration certificate plus 10 years experience after registration with HPCSA as Medical Practitioner

DUTIES : Key performance areas: Sound knowledge of clinical skills associated with the practice of a District Hospital Level i.e. Caesarian sections and spinal anaesthetics ectopic pregnancies, and other surgical procedures. Knowledge and skills in Medicine, Paediatrics, Surgery, Obstetrics & Gynaecology, Orthopaedics, Psychiatry, Emergency Medicine and Anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation. Key performance areas: Clinical and administrative duties / responsibilities for the respective wards. Implement quality standards and practices and treatment protocols to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty and Clinics. Diagnosing and facilitating referrals to higher level of care. After- hours participation in call rosters. Perform emergency procedures and administer anesthesia. Application of family medicine to patients and relatives. Facilitation of staff training and on-going medical education.

ENQUIRIES : Dr. Onanuga Tel (039) 797-8100 / 073 2995 700
CLOSING DATE : 30 April 2010
APPLICATIONS : Applications to be forwarded to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

POST 15/148 : **PHARMACIST GRADE 1 (ARV ROVING TEAM) 6 POSTS**

SALARY : Remuneration package: R303 219 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : eThekweni Health District Office
REQUIREMENTS : National Diploma / Degree in Pharmacy. Current registration as a Pharmacist with the South African Pharmacy Council. Copy of proof of payment for renewal of annual registration (2010) with SAPC. Valid Code EB Driver's Licence (Code 08). Computer literacy : MS Office Software Applications. Proof of current and previous work experience endorsed and stamped by Human Resources. Competencies (Knowledge / Skills): Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practices. Supervisory, team building and analytical skills. Appropriate clinical and

theoretical knowledge. Professional concern for excellence. Interpersonal, communication, planning and organizational skills.

DUTIES : Provide high quality pharmaceutical services to patients and health professionals within all applicable legislation. Maintain accurate and appropriate record keeping in line with legal and accounting requirements. Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered. Maintain optimal use and proper care of all resources. Provide out-reach services in the community. Provide pharmaceutical services as part of a multidisciplinary ART roving team.

ENQUIRIES APPLICATIONS : Ms M. Dlamini. Tel. No. (031) 240 5300

FOR ATTENTION CLOSING DATE : The District Manager: Private Bag X54318, Durban, 4000 OR Hand Deliver to : 83 King Cetshwayo Highway (Jan Smuts Highway), Room 4B – 19, 4th Floor
Human Resources
23 April 2010

POST 15/149 : **PHARMACIST GRADE 1: LEVEL 11: REF. NO: PHARM/GR1/2010**

SALARY : Remuneration package: R302319.00 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : St Aidans Mission Regional Hospital
Appropriate qualification Plus Registration with SAPC as a Pharmacist
Knowledge, Skills, Training and Competencies: : Relevant legislation and compliance of the acts pertaining to pharmacy and Public Service. Knowledge of the National drug policy, Essential drug list, District Health System and good pharmacy practice. Compliance with policies and procedures. Appropriate clinical and theoretical knowledge. Good supervisory, analytical and conflict management skills. Good communication and organizational skills. Computer literacy. Sound knowledge of work processes and procedures in the pharmacy department including aseptic procedures and reconstitution.

DUTIES : Provide a comprehensive pharmaceutical service to patients and health professional within all applicable legislation. To execute all duties, functions and responsibilities as required within the department organogram. Assist in the revision and updating of policies and procedures. Direct supervision of junior staff and assistants. Conduct clinical ward pharmacy services. Provide an after hours on call service and work overtime as required. Supervise the manufacture and compounding of sterile and non- sterile products and maintain accurate documentation thereof. Supervise, oversee and control the packing and labeling of medicines. Supervision and dispensing to out- patients and in patients. Monitoring and distribution to wards and clinics. Ensure that the necessary ordering procedures are in place for wards and department to make available the use of appropriate cost effective medicines. Supervise and monitoring stock control and security of pharmacy stores. Promote the proper use and care of government equipment and maintain optimal use of resources. Oversee the maintenance of accurate records and patient statistics.

ENQUIRIES APPLICATIONS : Mrs S. Naidoo Telephone: 031 3142252/228

FOR ATTENTION CLOSING DATE : The Hospital Manager: St Aidans Mission Regional Hospital, P.O Box 547, Durban, 4000
Human Resource Department
20 April 2010

POST 15/150 : **PHARMACIST GRADE 1 2 POSTS REF NO. UTHK 08/210**

SALARY CENTRE : R302 319 remuneration package, grade 1
Uthukela District Office
(1 Ukhahlamba & Estcourt)
(1 Mnambithi sub district)

REQUIREMENTS : National Diploma/Degree in Pharmacy plus Current, valid registration as a Pharmacist with South African Pharmacy Council plus proof of renewal for 2010 with SAPC. Drivers licence. Professional concern for excellence. Sound knowledge of legislation, protocols and standard operating procedures applicable to pharmacy practices. Appropriate theoretical and clinical knowledge. Organizational skills and good communication skills.

DUTIES : provide highly quality pharmaceutical services to patients and health professionals with all applicable legislations. Maintain accurate and appropriate records inline with legal and accounting requirements. Engage in effective communication with all stakeholders to ensure that a high quality of service is

rendered. Maintain optimal use and proper care of all resources. Provide pharmaceutical services as part of a multidisciplinary ART roving team. Provide out-reach services in the community.

ENQUIRIES : Ms. N.I Maphalala Telephone: 036 6312202
APPLICATIONS : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, LADYSMITH, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 April 2010

POST 15/151 : **OPERATIONAL NURSING MANAGER (PHC) –HIV/AIDS COMMUNITY REF NO. UTHK 05/2010 LEVEL 10**

SALARY : R287 745 plus 13th cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Uthukela District Office
REQUIREMENTS : Diploma/Degree in nursing Plus 9 years experience as a Professional Nurse. 1 year post Basic Primary Health Care Qualification plus 5 years experience. Current registration with SANC, Computer literacy and Valid drivers licence. Report writing abilities. Financial management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

DUTIES : Plan, organise and conduct community rallies and events in HIV/Aids that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programmes are implemented in all institutions, facility community. Monitor indicators which measure intergrated health practices in HIV/AIDS and TB in the institutions, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of identity documents, home based care services and orphan assistance thereby supporting the broader health care provision in the district. Support schools to meet the criteria required to become health promoting schools and ensure that this status is sustained. Analyse emerging health practices and introduce remedial action in conjunction with health care specialists.

ENQUIRIES : Ms. N.I Maphalala Telephone: 036 6312202
APPLICATIONS : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, LADYSMITH, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 April 2010

POST 15/152 : **ASSISTANT NURSING MANAGER: GENERAL REF. NO. EGUM 05/2010 MEDICAL & SURGICAL (1 POST)**

SALARY : R 287 745 per annum Plus 13th Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : Diploma / Degree in General Nursing. Current registration with SANC as General Nurse for 2010. A minimum of 8 years appropriate / recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 3 experience in Management as a Zonal Manager/ Ward Supervisor. Diploma / Degree in Nursing Management will be an added Advantage. Knowledge/ Skills Training and Competencies Required : Leadership, management, planning, organizing and co- ordination . Skills. Knowledge of relevant acts. Good communication and interpersonal skills. Teaching skills. Counseling skills. Ability to work well in a team. Knowledge of Code of Conduct and Labour Relations and related policies. Basic First Aids. Concern for excellence. Interpersonal skills.

DUTIES : Key performance areas: Provide effective management and professional Leadership. Implement and maintain clinical competence. Provide safe

therapeutic environment for patients. Evaluate patient care programs. Planning of the allocation /change list, day rosters and inputs for leave. The evaluation of staff on work performance (EPMDs). To execute disciplinary code and grievance procedure Exercise control to ensure optimal use of equipment and material in the domain Manage and monitor utilization of human, financial and physical resources

ENQUIRIES : Mrs. Miya Tel (039) 797-8100
APPLICATIONS : Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
CLOSING DATE : 30 April 2010
NOTE : Persons with disabilities should feel free to apply for these posts

POST 15/153 : **ASSISTANT NURSING MANAGER: SPECIALITY - REF. NO. EGUM 06/2010 OBS & GYNAE 1 POST**

SALARY : R296 382 per annum Plus 13th Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery Current registration with SANC as General Nurse for 2010 Advanced Midwifery certificate. A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in Advanced Midwifery after registration in that speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Diploma / Degree in Nursing Management will be an added advantage.
KNOWLEDGE/ SKILLS TRAINING AND COMPETENCIES REQUIRED :
Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Acts, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the public service, knowledge of HR and Financial policies and practices such as skills development act, public service regulations, labour relations act. Sound knowledge of Nursing Management within the speciality. Leadership, co-ordination, liaison and networking skills. Computer literacy. Ability to formulate patient related policies

DUTIES : Key performance areas: Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care for maternity and paediatric wards. Initiate and participate in health promotion to ensure consistent communication relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures). Monitor and ensure proper utilization of financial and physical resources. Administer all nursing services within the unit.

ENQUIRIES : Mrs. Miya Tel (039) 797-8100
APPLICATIONS : Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

NOTE : Persons with disabilities should feel free to apply for these posts

POST 15/154 : **SENIOR TECHNICIAN (REGIONAL SATELLITE WORKSHOPS): HEALTH TECHNOLOGY SERVICES: LEVEL 10 2 POSTS**
Cluster: Infrastructure Development and Clinical Support Service

SALARY : R240 318 per annum Other Benefits: -13th cheque; Medical Aid (Optional); - Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Health Technology Services: Ngwelezana Hospital Unit (Ref G41/2010)

REQUIREMENTS : Health Technology Services: Grey's Hospital Unit (Ref G42/2010)

REQUIREMENTS : National Diploma in Clinical Engineering/ Electrical Engineering (Light Current T N or S Stream); OR Current registration with the Engineering Council of South Africa in the Electrical Field; PLUS A minimum of three (3) years proven supervisory experience in the Clinical Engineering field; PLUS Unendorsed valid Code B driver's licence (Code 08). NB: The post holder must be eligible for

registration as a Clinical Engineering Technician with the Engineering Council of South Africa which will soon be legislated. Knowledge, Skills, Training and Competence Required:- The incumbents of these posts will report to the Principal Technician, and will be responsible to ensure that highly specialised and costly medical equipments is maintained in an optimum condition and fully operational for use when required, and as such the ideal candidate must:- Possess a sound knowledge of medical equipment audit and projects management. -Possess working knowledge of Human Resources, Finance Management and Occupational Health and Safety Act. -Possess working knowledge of Policies and Procedures issued by both Provincial and National Departments Health Technology. -Possess specialist training on specific medical equipment by suppliers/manufactures of medical equipment. Be computer literate with a proficiency in Word, Spreadsheet, Presentation and Search Engine Software/Applications

DUTIES

: Key Performance Areas:- Manage and control of the Health Technology Maintenance Service that falls within his/ her region. Organise the regions activities to ensure that the Departmental goals are achieved in the most effective and safest manner (in line with Service Delivery of the Department of Health). Manage and control of the region's budget, human resource, assets and expenditure that falls within his/her responsibility. Plan, motivate and co-ordinate the development and improvement of the Health Technology Maintenance Service's region and the resource e.g. human resources, budget, equipment and training. Determine needs, goals, long term planning and formulation of policies, procedures, drafting of medical equipments specifications and solutions in collaboration with the management of the Health Technology Maintenance Service. Make recommendations to health care professionals, equipment manufacturers/sole agents, Department of Health and the Management of the Health Technology Maintenance Service with regards to regarding the replacement, upgrading, commissioning, disposal and the status of current medical equipments. Undertake, control and manage the repairs and maintenance of medical equipment in the region that falls within his/ her responsibility. Undertake, manage and arrange training for current and newly appointed technical staff to keep abreast of current technology. Undertake training of bursary students from previously disadvantaged communities who are currently studying Clinical Engineering.

ENQUIRIES

: Mr L L Manyathi: 031- 4618408

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

: Miss S Dlamini

CLOSING DATE

: 30 April 2010

POST 15/155

: **PROFESSIONAL NURSE GRADE 1 SPECIALITY (ICU/HIGH): REF NO: PN/GR1/SPEC/ICU/2010**

SALARY

: R 195 936 per annum

CENTRE

: St Aidans Mission Regional Hospital

REQUIREMENTS

: Degree/Diploma in General Nursing plus 1 year Post basic qualification in Critical Care Nursing Science. Current registration with SANC as General Nurse and Critical Care Nurse. Minimum of 4 years appropriate/recognizable registration experience as general Nurse. Knowledge, Skills, Training and Competencies: Demonstrate and understanding of nursing legislations and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements expectations(Batho Pele).

DUTIES

: To assist in planning/organizing and monitoring of the objectives of the critical care unit in consultation with co-workers. To provide a therapeutic environment for patients, staff and the public. To provide comprehensive quality nursing care as a member of the multidisciplinary team according to identified needs of the

patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and to give guidance. To ensure continuity of patient care on all level e.g handover rounds. To assist in the evaluation of staff on performance according to staff management system. Monitoring of financial resource with emphasis on cost containment measures. To assist in planning and coordination of training and promote learning opportunities for all nursing categories i.e on the job training.

ENQUIRIES : Mrs S.D. Pillay Telephone: 031 3142232
APPLICATIONS : The Hospital Manager St Aidans Mission Regional Hospital P.O BOX 547, Durban, 4000
FOR ATTENTION : Human Resource Department
CLOSING DATE : 20 April 2010

POST 15/156 : **QUALITY ASSURANCE MANAGER REF NO. EGUM 02/2009**

SALARY : R 192 540 per annum, Plus 13th Cheque, Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : A Bachelor's Degree/National Diploma in the field of Health Science Plus 3-5 years Supervisory experience. Recommendations: One year involvement in Quality Improvement and Health & Safety issues in a hospital environment. Valid driver's license. Knowledge/ Skills Training and Competencies Required: Working knowledge of health policies and current Public Service related Legislation. High level of interpersonal relationship. High level of verbal and written communication. Presentation and facilitation skills. Ability to liaise with management. Assertiveness and diplomacy. Computer literacy in Microsoft package (Word processing and Spreadsheet). Problem solving. Practical experience in Quality Assurance and Accreditation

DUTIES : Key performance areas: Promote quality culture within the hospital and Clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention program, work plans and action plans, which will support the attainment of quality compassionate patient care. Develop a process for addressing generic problems with the hospital and clinics. Maintain records of specific problems with intervention and time frames. Provide ongoing feedback to Senior Management to ensure the process towards accreditation remain on track. Facilitate and monitor implementation of clinical quality improvement programmes. Ensure and monitor the compliance of the Hospital to Quality Programmes. Ensure that priority programmes attain positive outcomes. Drive implementation of service delivery Improvement Plan leading to Premier Service Awards

ENQUIRIES : Mrs. Miya Tel (039) 797-8100
APPLICATIONS : Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

CLOSING DATE : 30 April 2010

NOTE : Persons with disabilities should feel free to apply for these posts

POST 15/157 : **SENIOR FINANCE MANAGEMENT OFFICER: REF NO: G18/2010**

SALARY : R161 970 + Benefits + 13th cheque

CENTRE : GJ Crookes Hospital - Scottburgh
REQUIREMENTS : Degree/National Diploma in Finance/Administration/Accounting plus three (3) years experience in finance and patient administration. OR Senior certificate (Grade 12) plus five (5) years experience in finance and patient administration.

DUTIES : Maintain adequate availability and efficient utilization of staff in Finance and all other sections allocated. Develop and manage the budgeting process in the institution in consultation with hospital management and other stakeholders in line with the Department strategy on financial management and other applicable prescription by seeking to administer and co-ordinate the annual budget of the Hospital and associated PHC Clinics. Promote the use of Information Technology and Management information systems to enhance service delivery and cost effectiveness in all areas that lend themselves to such use. Develop and customize guideline for outsourcing, non-core hospital functions and train line managers on these guidelines and their implementation. Judge the efficiency of distinctive financial systems and control and justify procedure,

instructions and manuals in respect of financial administration. Maintain adequate availability of stores supplies. Provide the Hospital Manager and the Finance and Systems Manager with the financial information that is accurate, concise, reliable and timely to facilitate effective decision-making. Develop, implement and monitor measures designed to optimize the collection of revenue from patients. Analyse, audit, interpret and consolidate financial data as contained in books for a financial year, in accordance with accounting procedures. Exercise management and leadership over the areas of procurement and stores services, expenditure and budget control, patient administration, accounting and revenue services and asset control. Develop and manage the formation of cost centres within the hospital.

ENQUIRIES : Mr RP Appadu, Telephone: 039 - 978 7082
APPLICATIONS : All applications to be forwarded to: Hospital Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Mr PS Iyer
CLOSING DATE : 23 April 2010

POST 15/158 : **SOCIAL WORKER GR 1 AND 2: 2 POSTS REFERENCE: NO: APP/05/2010**

SALARY : Grade 1 R130, 467- R151, 245
 Grade 2 R160, 455- R186, 006

CENTRE : Appelsbosch Hospital
REQUIREMENTS : An appropriate degree in Social Work PLUS, Proof of current, Registration with the SACSSP as a Social Worker., Grade 1: Experience none OR Grade 2: Minimum of 10 years post – registration experience, A valid Driver's license, Good verbal and written communication skills, Ability to communicate effectively in Zulu and English, Knowledge of Human behavior, Cultural and Systems in order to have Insight into their response to HIV/AIDS and TB, Skills to intervene where people with HIV/AIDS and TB interact with their Social Environment in order to promote their Social well-being, Ability to advocate for, and empower Patients and their families as well as the community to enhance their social functioning and their problem-solving capabilities, Ability to provide specialized Social Work Services to people who are vulnerable, at risk and unable to protect themselves, Strong networking skills in dealing with Community leaders and local Counselors, Sound knowledge of contemporary government policies and legislations to Social Work Practices.

DUTIES : Provide specialized HIV/AIDS and TB assessments aimed identifying conditions patients, families, groups and communities that justify prevention, treatment and rehabilitation programs in and outside the institution, Develop, determine plan and implement specialized HIV/AIDS and TB programs to render the recommended interventions effectively and economically, Render Holistic Social Work services to individual, group and community using all methods of Social Work Practices, Conduct psychological assessment of patients and their families, Maintain patient reports and records, Implement HIV/AIDS awareness programmes on basis of integrated plan, Participate in ARVprogram with literacy training, drugs readiness and adherence assessment and counseling treatment failure and defaulting.

ENQUIRES : Dr J B Vumase : 032-2948000 ext 206
APPLICATIONS : Direct your applications to: The CEO Appelsbosh Hospital, Private Bag x 215, Ozwathini 3242
FOR ATTENTION : Ms AT Zungu
CLOSING DATE : 23 April 2010 (application received after closing date will not be considered)

POST 15/159 : **TECHNICIAN (REGIONAL SATELLITE WORKSHOPS): HEALTH TECHNOLOGY SERVICES: LEVEL 07 6 POSTS**
 Cluster: Infrastructure Development and Clinical Support Service

SALARY : R130 425 per annum, Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Health Technology Services: Ngwelezana Hospital Unit Ref G35/2010
 Health Technology Services: Addington Hospital Unit Ref G36/2010
 Health Technology Services: Grey's Hospital Unit Ref G37/2010
 Health Technology Services: Prince Mshiyeni Memorial Hospital Unit Ref G38/2010
 Health Technology Services: King Edward Viii Hospital Unit G39/2010
 Health Technology Services: Wentworth Hospital Unit Ref G40/2010

REQUIREMENTS

: National Diploma in Clinical Engineering/ Electrical Engineering (Light Current T N or S Stream); OR Current registration with the Engineering Council of South Africa in the Electrical Field; PLUS A minimum of one (1) year proven Clinical Engineering pre and post qualification experience; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations: Knowledge of X-Ray equipments will be an added advantage. NB: The post holder must be eligible for registration as a Clinical Engineering Technician with the Engineering Council of South Africa which will soon be legislated. Knowledge, Skills, Training and Competence Required:- The incumbents of these posts will report to the Regional Senior Technician: Health Technology Services, and will be responsible to ensure that highly specialised and costly electronics, anaesthetics, surgical and mechanical medical equipment is maintained in an optimum condition and fully operational for use when required, and as such the ideal candidates must:- -Possess technical knowledge of equipment repair and maintenance. -Possess high technical ability and skills in electronics, electrical and mechanical fields. Possess excellent interpersonal communication skills (both verbal and written). Have the ability to prioritise task and other work related matters in order to adhere to timeframes. Have excellent attention to safety and technical details. Be willing to work under pressure and according to protocols. Be willing to keep abreast with maintenance and repair training workshops. Possess specialist training on specific medical equipment by suppliers/manufacturers of medical equipment. Be computer literate with a proficiency in Microsoft Word, Excel, Power Presentation and Search Engine Software/Applications.

DUTIES

: Key Performance Areas:- Undertake the complex service and maintenance of all medical equipment handled by the Health Technology Service within the region under his/her responsibility. Assist with practical training to newly appointed technicians in the maintenance and repairs of medical equipment. Ensure that all the administrative functions attached to this post are carried out correctly e.g. records on job cards, completion of repair request forms, completion and submission of work tracking sheets, leave forms, test and acceptance certificates and condemning certificates and other administrative functions related to the posts. Undertake evaluations for new medical equipment, test and accept new medical equipment to ensure conformance with technical specification, condemn obsolete, unsafe and uneconomical medical equipment. -Maintain a safe, orderly and tidy work area. -Assist with ensuring that all test equipment is routinely calibrated. Ensure that electrical safety tests are performed on all medical equipment before dispatching to end user. -Ensure that all outsourced medical equipment repairs are appropriately tested for functionality before dispatched to the end user.

ENQUIRIES

: Mr L L Manyathi: 031 - 4618408

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

: Miss S Dlamini

CLOSING DATE

: 30 April 2010

POST 15/160

: **DIETICIAN 2 POSTS REF NO: UTHK 07/2010 LEVEL 6**

SALARY

: R105 645 P/A plus 13th cheque, 10% scarce skills allowance, medical Aid (optional) Homeowners allowance (employee must meet the prescribed requirements)

CENTRE

: Uthukela District Office (ART Roving Team)
(1 Ukhahlamba & Estcourt)
(1 Mnambithi)

REQUIREMENTS

: B. Sc. Dietetics (3years degree plus post Graduate Diploma in Hospital dietetics or B. Sc. Dietetics (4years degree) or B.Sc. Human nutrition (3year degree) plus 1 year Post Graduate Diploma in Human Nutrition. Registration with HPCSA as a Dietician / Nutritionist. Proof for annual renewal for 2010. Driver's license. Counseling skills. Knowledge of nutrition management for people with HIV / AIDS and TB. Team building. Micronutrient malnutrition control. Computer skills. Sound communication, planning and organisation skills. Report writing, procedures and protocols of the department. Nutrition analysis and assessment. Sound knowledge of Therapeutic Dietetics, implications and implementation.

DUTIES : To provide a nutrition service promoting a multi-disciplinary approach, continuing medical education and optional nutrition therapy through the use of standardized nutrition therapy protocols, which are evidence based. Provide nutrition education to medical and nursing staff. To manage the budget allocated for procurement of supplements and to be accountable for distribution of supplements. To attend all ARV meeting and be part of ARV team. Facilitate health education talks to patients, communities and families.

ENQUIRIES APPLICATIONS : Ms. N.I Maphalala Telephone: 036 6312202

FOR ATTENTION CLOSING DATE : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION CLOSING DATE : Human Resource Manager

FOR ATTENTION CLOSING DATE : 30 April 2010

POST 15/161 : **STAFF NURSE GRADE 1(SN-1) 4 POSTS**
Component: Nursing

SALARY : R86 805 Other Benefits: 13th cheque (service bonus) Medical aid (optional) Housing allowance: employee must meet prescribed requirements

CENTRE REQUIREMENTS : Greytown Hospital

REQUIREMENTS : Registration with SANC as a staff nurse (enrolled nurse), no experience needed, SANC enrolled nurse certificate, SANC rules and regulation; Good communication and interpersonal skills, Ability to function well within a team, Sound knowledge of nursing procedures and ensure that proper client confidentiality is maintained.

DUTIES : To execute duties and function with proficiency, within the prescripts of all applicable legislation and to support the aims and strategic objectives of the institution. Provide nursing care duties, which may include multi-tasks that are structured and mainly well defined and to work under the direct or indirect supervision of a professional nurse as stipulated by legislation. Assist the charge sister to provide as a safe and therapeutic environment that allows for the practice of safe nursing. Provide nursing assistance to medical and other nursing professionals. Co-ordinate, organize and control activities, personnel and equipment under the direct or indirect supervision. Supervise and optimally utilize personnel as a sectional / team leader. Identify developmental needs of self and of co-workers and communicate these to allow for training and in-service. Maintain client satisfaction through quality service, innovation and nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Provide health education according to knowledge and scope of practice. Utilize equipment proficiently and promote its use, safekeeping and recording. Maintain accurate patient records and statistics.

ENQUIRES APPLICATIONS : Mrs. D.O. Xulu (033) 413 9456

FOR ATTENTION CLOSING DATE : Direct your application to the Human Resources Manager, Greytown hospital, Private Bag x5562, Greytown, 3250.

FOR ATTENTION CLOSING DATE : Mr B.B. Mkhize 0334139490

FOR ATTENTION CLOSING DATE : 30 April 2010

POST 15/162 : **STAFF NURSE 1 POST REF NO: EGUM 03/2010 GR 1 TO GR 3**

SALARY : R86 805 to R 122 652 per annum Plus 13th Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Institution: E G & Usher Memorial Hospital

REQUIREMENTS : Senior certificate/grade 12 Certificate as Staff Nurse (Enrolled Nurse) Current Registration with SANC as Staff(Enrolled) Nurse HIV/AIDS counseling course will be an advantage Current SANC receipt Knowledge/ Skills Training and Competencies Required : Good communication and problem solving skills S.A.N.C. rules and regulations. Scope of practice. Interpersonal skills. Stress tolerance

DUTIES : Key performance areas: Perform basic clinical nursing practices in accordance with scope of practice and standard as determined by the relevant health facility. Demonstrate basic understanding of Nursing Legislation and related legal & ethical nursing practices. Taking of specimens. Promote quality of basic nursing care as directed by professional scope of practice and improving standards as determined by relevant health facility. Monitor vital signs and observe reactions to medication and treatment. Maintain accurate patients' records and statistics. Provide assistance to medical staff. To maintain client satisfaction through

upholding the principles of Batho-Pele and Nursing care standards. Provide health education. Utilize equipment proficiently and promote its use and safekeeping. Ensure and maintain confidentiality and privacy to clients. Give provider initiated counseling and testing. Participate in outreach Programme. To be allocated according to facility needs: that is PHC, Gateway and Hospital.

ENQUIRIES : Mrs. Miya Tel (039) 797-8100
APPLICATIONS : Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

CLOSING DATE : 30 April 2010

NOTE : Persons with disabilities should feel free to apply for these posts

POST 15/163 : **MORTUARY SUPPORT OFFICER 3 POSTS REF NO: UTHK 01/2010**

SALARY : R73 584 per annum plus 13th cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements), Level 4

CENTRE : Ladysmith and Estcourt Mortuaries
REQUIREMENTS : Grade 12 Certificate, Ability to meet tight deadlines, Problem solving and analysis, Communication, Honesty and integrity and Computer literacy.

DUTIES : Ensure all administrative procedures relating to the dead-such as registration, identification, storage, post-mortem, release, burial and cremation are maintained in accordance with the law, hospital regulations and municipal laws. Provide the assistance during the autopsy examination. Advise relatives of the procedures to be followed after notification of death. Collect, receipt and dispose human tissues in accordance with regulations. Deal with donation of human tissue, an organs ensuring the completion of all documentation

ENQUIRIES : Mr. C.S Mthimkhulu Telephone: 036 342 7151
APPLICATIONS : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 April 2010

POST 15/164 : **PHARMACIST ASSISTANT (BASIC) GRADE 1 2 POSTS REF NO. UTHK 09/2010**

SALARY : R62 298 per annum plus 13th cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements), Level 3

CENTRE : Uthukela District Office (ART Roving team) (1 Ukhahlamba & Estcourt sub district) (1 Mnambithi sub-district)

REQUIREMENTS : A senior Certificate (grade 12) plus registration with SAPC as Pharmacist Assistant (learner Basic). Drivers licence. Computer literacy (attach certificate / proof). High level of accuracy. Ability to work under pressure without compromising quality of work. Willingness to undergo further training. Sound communication, planning and organizing skills. Ability to take and carry out instruction.

DUTIES : Maintain housekeeping in the pharmaceutical environment. Maintain accurate and appropriate records and statistics. Requisition for and prepare medicine for dispensing as part of multidisciplinary ART roving team. Perform all duties according to regulations and standard operating procedures. Pre-pack pharmaceuticals under supervision of a Pharmacist. Provide basic primary health education to individuals and counseling to patients on safe and effective use of medication specially ARV'S.

ENQUIRIES : Ms. N.I Maphalala Telephone: 036 6312202
APPLICATIONS : Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 April 2010

POST 15/165 : **LAY COUNSELLOR 2 POSTS REF NO. UTHK 06/2010 LEVEL 3**

SALARY : R62 094 plus 13th cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Uthukela District Office (ARV Roving Team) (1 Estcourt & Ukhahlamba) (1 Mnambithi sub district)

REQUIREMENTS : Grade 12 certificate or equivalent plus, Certificate in HIV/AIDS Counseling (10 days), Training on ARV will be an added advantage. Good communication skills and be fluent in local language. Good interpersonal relationship. Ability to maintain confidentiality. Past/present involvement in some aspects of the community. Ability to work under multidisciplinary team. Knowledge of Batho Pele and its implementation.

DUTIES : Provide on going education and HTC services to all clients. Conduct literacy classes preparing for ARV initiation. Facilitate development of support groups. Ensure compilation of HTC / ARV statistics. Conduct health promotion talks to client on HTC, HIV, AIDS, STI and TB. Provide support to Roving team.

ENQUIRIES APPLICATIONS : Ms. N.I Maphalala Telephone: 036 6312202

Applications should be forwarded to Uthukela Health District Office Private Bag X 9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

FOR ATTENTION CLOSING DATE : Human Resource Manager
30 April 2010

POST 15/166 : **NURSING ASSISTANT GRADE 1(NA-1) 7 POSTS**
Component: Nursing

SALARY : R67 122 Other Benefits: 13th cheque (service bonus) Medical aid (optional) Housing allowance: employee must meet prescribed requirements

CENTRE REQUIREMENTS : Greytown Hospital
Registration with SANC as a nursing assistant (ENA), no experience needed, SANC enrolled nurse certificate, SANC rules and regulation; Good communication and interpersonal skills, Ability to function well within a team, Sound knowledge of nursing procedures and ensure that proper client confidentiality is maintained.

DUTIES : Maintain client satisfaction through quality improvement upholding Batho Pele Principles and patients right charter. Proper utilization of resources. Promotion of quality culture within institution. Monitor and evaluate clients vital signs. Assist the professional nurse with day to day activities .Diagnose health needs of patients with assistance from the supervisor by collecting and analyzing data to formulate nursing diagnosis. Communicate in an acceptable and effective manner when interacting with patients and members of the health team. Apply infection control measures during nursing care activities. Identify situation requiring first aid and apply appropriate measures according to problems identified and refer to the senior when necessary. Identify nutritional needs of patients with the assistance of Senior Nurse. Assess the basic self-care needs of patients in the hospital

ENQUIRES APPLICATIONS : Mrs. D.O. Xulu (033) 413 9456
Direct your application to the Human Resources Manager, Greytown hospital, Private Bag X 5562, Greytown, 3250.

FOR ATTENTION CLOSING DATE : Mr B.B. Mkhize 0334139490
30 April 2010

POST 15/167 : **ENROLLED NURSING ASSISTANT 3 POSTS REF NO: EGUM04/2010 GR 1 TO GR 3**

SALARY : R67 122 to R 94 848 per annum Plus 13th Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Institution: E G & Usher Memorial Hospital
Senior certificate/grade 12 Certificate as Enrolled Nursing Assistant Current SANC receipt Knowledge/ Skills Training And Competencies Required : Good communication and problem solving skills Basic First Aids. Concern for excellence. Interpersonal skills. Stress tolerance

DUTIES : Key performance areas: Communicate in an acceptable and effective manner when instructing with patients and members of health team. Assist during procedure & treatment. Ensure that vital signs are checked and recorded. Effective utilization of resources. Identify situations requiring first aid and apply appropriate measures. Position & orientate patients in a dental chair. Apply Batho-Pele principles and patients charter. Provide a therapeutic environment for patients. Apply infection control and health safety measures. Ensure availability of sterile packs. To be allocated according to facility needs that is PHC, Gateway and Hospital.

ENQUIRIES : Mrs. Miya Tel (039) 797-8100

APPLICATIONS : Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

CLOSING DATE : 30 April 2010

NOTE : Persons with disabilities should feel free to apply for these posts

POST 15/168 : **PHARMACIST ASSISTANT (BASIC) GRADE 1 (ARV ROVING TEAM) 6 POSTS**

SALARY : Remuneration package: Basic Salary: R62 298 per annum. Other Benefits: 13th Cheque. Medical Aid (Optional). Homeowner's Allowance (Employee must meet prescribed requirements)

CENTRE : eThekweni Health District Office

REQUIREMENTS : Grade 12 / Matric or equivalent. Current registration as a Pharmacist Assist (Learner Basic) with the South African Pharmacy Council. Copy of proof of payment for renewal of annual registration (2010) with SAPC. Valid Code EB Driver's Licence (Code 08). Computer literacy : MS Office Software Applications. Proof of current and previous work experience endorsed and stamped by Human Resources. Competencies (Knowledge / Skills): Good communication, numeric and interpersonal skills. High level of accuracy. Ability to take and carry out instructions with minimal supervision. Ability to work under pressure without compromising quality of work. Willingness to undergo further training.

DUTIES : Requisition for and prepare medicine for dispensing as part of a multidisciplinary ART roving team. Stock management – do expiry checks, stock rotation, stock take and maintain stock levels and stock security. Maintain accurate and appropriate statistics and records. Perform all duties in accordance with regulations and standard operating procedures and according to schedule. Pre-pack pharmaceuticals under the supervision of a pharmacist. Maintain good housekeeping in the pharmaceutical environment. Provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication especially ARV's.

ENQUIRIES : Ms M. Dlamini. Tel. No. (031) 240 5300

APPLICATIONS : The District Manager: Private Bag X54318, Durban, 4000 OR Hand Deliver to : 83 King Cetshwayo Highway (Jan Smuts Highway), Room 4B – 19, 4th Floor

FOR ATTENTION : Human Resources

CLOSING DATE : 23 April 2010

POST 15/169 : **GENERALLY ORDERLY (2 POSTS) REF NO. UTHK 02/2010 LEVEL 2**

SALARY : R51 936 per annum plus 13th cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Ladysmith Forensic Mortuary

REQUIREMENTS : Basic Education (below STD 8). General cleaning experience in any office environment. Basic Health and safety standards, Basic reading and writing and hygiene, Ability to exchange routine information, self discipline, courtesy, concern for excellence, honesty and integrity.

DUTIES : Clean the mortuary with all the required disinfectants. Assist with the loading and off-loading materials of corpses to and from the mortuary van. Assist during the autopsy examination. Ensure the stock levels for cleaning materials are maintained with a view to ensure replenishment on time. Ensure that utensils and cleaning materials/equipment are secured and in good condition and in event of the theft or damage are reported to supervisor for replacement.

ENQUIRIES : Ms. Z.N Mbhele Telephone: 036 6374 009

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FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 April 2010

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Office Of the Premier, Private Bag X129, Mmabatho, 2735
- CLOSING DATE** : 30 April 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new pointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

OTHER POST

- POST 15/170** : **ASSISTANT DIRECTOR: PERSONNEL MANAGEMENT**
- SALARY** : R192 540 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate three-year diploma or equivalent qualification plus appropriate experience and knowledge of Human Resource Management matters. Proven supervisory skills. Ability to interpret HR Policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations.
- DUTIES** : Render advice and support to line management and personnel on HR matters. Manage and administer remuneration and all employee benefits. Manage the implementation of HR Policies, systems and procedures. Coordinate and perform recruitment, selection and placement for the department. Manage performance and development of staff in terms of their Key Performance Areas.
- EUQUIRIES** : Ms. A. Ntemane, tel. (018) 3873104

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

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

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

OTHER POST

POST 15/171 : **CHIEF OCCUPATIONAL THERAPIST**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R 161 970 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.

CENTRE : Lentegour Psychiatric Hospital, Mitchell's Plain
REQUIREMENTS : Minimum educational qualifications: B. Degree in Occupational Therapy. Experience: Extensive and appropriate clinical experience in Child and Adolescent Psychiatry. Registration with a professional council: Registration with the Health Professions Council of South Africa as an Occupational Therapist. Competencies (Knowledge/skills): Fluency in two of the three official languages of the Western Cape. Extensive managerial and supervisory skills. Group facilitation skills. Management and teaching skills. Good communication, listening and conflict skills. Knowledge of relevant National and PGWC policies. Recommendations: Self-discipline, self-motivated and ability to work under pressure. Strong sense of responsibility and to function independently in challenging situations, yet work in the multi-disciplinary team. Good interpersonal, organisational and planning abilities.

DUTIES : Independently plan, implement and evaluate therapeutic interventions (individual, group, programme and/or service) for self and Occupational Therapy personnel in the Child and Adolescent service area. Ensure quality of intervention in the child and adolescent service. Active participation in multi-disciplinary team. Training and professional development of self and staff in allocated responsibility areas. Project management. Management of human, physical and financial resources. Supervision and training of Occupational Therapists, Occupational Therapy Assistants and students. Support the Head of department in the strategic and operational management and administration of the Occupational Therapy department.

ENQUIRIES : Ms L Toorn, tel.no (021) 370-1370
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 14 May 2010