



DATE OF ISSUE: 23 APRIL 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 16 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 serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

**2. Directions to candidates**

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

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

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

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

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

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## DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence & Military Veterans, Training Command, Private Bag X161, Pretoria, 0001
- CLOSING DATE** : 3 May 2010 (Applications received after the closing date and faxed copies will not be considered)
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POST

- POST 16/01** : **SENIOR TRAINING OFFICER**  
Defence Training Institute, Centre for Competence Development Training  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B Degree in Training and Development or equivalent qualification preferable (NQF Level 6). Qualification as an Assessor, Facilitator, Moderator and/or Mentor and experience in ETD, management, facilitation and qualification as a Massified Induction Programme (Public Service Induction) trainer will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Understanding of Training and Development environment of South Africa e.g. SAQA Act, Skills Development Act, Employment Equity Act, Further Education and Training Act and other key legislation. Good communication- and report writing-, facilitation-, presentation-, research, interpersonal-, co-ordination-, reasoning-, initiative, negotiation-, problem solving-, influencing as well as document management capability. Ability to work with limited supervision. Willingness to work after hours and to travel extensively. Must be in possession of a valid driver's licence and/or be able to obtain a valid military driver's license and a confidential security clearance within a year.
- DUTIES** : Determine the need for learning programmes for PSAP in the DOD. Identify and harvest applicable Unit Standards from SAQA's website. Manage the planning and administration of training offered by DOD CCDT (PTA). Design, conduct and co-ordinate research and development of a variety of outcomes-based learning programmes and outcome-based assessments. Provide guidance and counselling to learners. Manage and supervise training personnel. Facilitate and train PSAP employees as stipulated in the mandate. Liaise with DOD CCDT's clients, as well other Services and Divisions in the DOD. Monitor, evaluate and produce management reports on skills development interventions.
- ENQUIRIES** : Ms M.C. Haynes, (012) 392-2635.

## DEPARTMENT OF BASIC EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: 222 Struben street, Pretoria.
- CLOSING DATE** : 18 May 2010, Applications received after the closing date or faxed or email 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 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Interviewed candidates will be subjected to a competency assessment.

## MANAGEMENT ECHELON

- POST 16/02** : **DEPUTY DIRECTOR-GENERAL REF NO: K56809/1**  
Branch: Planning, Quality Assessment, Monitoring and Evaluation
- SALARY** : R976 317 per annum all inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants are invited from suitably qualified and skilled persons for the abovementioned very senior positions in the newly created Department of Basic Education. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, and in addition have extensive professional and practical experience as an effective senior manager.
- DUTIES** : The ideal candidate will have vision, a mature sense of leadership and proven management abilities. He/ she should be an effective communicator with the ability to promote education quality and effective service delivery in the basic education system through research, monitoring and evaluation, planning and assessment supported by NEEDU. The successful candidate will develop and manage strategic objectives in the field of Financial and Physical Planning Analysis, Information Monitoring and Evaluation, Educational Measurement, Assessment and Public Examinations and NEEDU. The incumbent will be responsible for: Monitoring and evaluation through research, systemic assessments, national assessments, international assessments and national examination; Managing the education sector planning; Provincial and district monitoring and support.
- ENQUIRIES** : Ms M Thubane 012 357 3297
- POST 16/03** : **DEPUTY DIRECTOR-GENERAL REF NO: 56809/2**  
Branch: Finance and Administration
- SALARY** : R976 317 per annum all inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants are invited from suitably qualified and skilled persons for the abovementioned very senior positions in the newly created Department of Basic Education. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, and in addition have extensive professional and practical experience as an effective senior manager.
- DUTIES** : The ideal candidate will have vision, a mature sense of leadership and proven management abilities. He/ she should be an effective communicator with the ability to provide strategic direction in the development of an effective financial and administrative support to the department. The successful candidate will develop and manage strategic objectives in the field of Personnel Administration and Development, Financial Management, Corporate Services, National and Provincial Coordination and Administration and Government Information Technology (GITO). The incumbent will: Manage a professional corporate services, which includes adherence to new initiatives and sound logistical, IT asset management and a PPP project for the Department; Ensure effective

liaison and system coordination support services to the Department; Ensure sound financial management of the Department; Manage efficient, effective and professional client friendly staffing, training labour relations and special programmes services with the support of policies.

**ENQUIRIES** : Ms M Thubane 012 357 3297

**POST 16/04** : **CHIEF FINANCIAL OFFICER REF.K56809/3**

**SALARY** : R790 953 per annum all inclusive salary package

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three-year Bachelor's degree or equivalent with five years' experience in a senior Management position in the relevant field is required for this position.

**DUTIES** : The ideal candidate will have vision, a mature sense of leadership and proven management abilities. He/ she should be an effective communicator with the ability to provide strategic direction in the development of an effective financial management of the Department. The successful candidate will ensure sound financial management of the Department, the development of related policies and the rendering of a support and advice service to provincial education departments concerning financial services. The incumbent will Ensure sound financial management of the Department of Basic Education Manage the development of policies relating to financial services; Manage the rendering of support and providing of advice to provincial education departments.

**ENQUIRIES** : Ms M Thubane 012 357 3297

**POST 16/05** : **CHIEF DIRECTOR: STRATEGIC AND COORDINATION AND SUPPORT REF.K56809/4**

Branch: Finance and Administration

**SALARY** : R790 953 per annum all inclusive salary package

**CENTRE** : Pretoria

**REQUIREMENTS** : The Department of Basic Education requires a person with excellent leadership and strategic management skills who is in possession of an appropriate recognised Bachelors degree or equivalent qualification. Three years experience in a senior management position in the relevant field will be required. The following competencies and skills will be essential: Understanding of Government's planning and reporting cycle, strong communication and interpersonal skills, experience of high level strategic planning processes, experience in human resource and financial management, dynamic leadership and strong project management skills.

**DUTIES** : The person appointed would be expected to: Manage the coordination of the Department's Strategic Business Plan and Programme, including the promulgation of corporate planning and reporting Align the Department's strategic plan with the Minister's and Government priorities; Take overall responsibility for managing and accounting for projects in his/her Chief Directorate, including the development of business and operational plans, managing budgets and cash flows and implementing and monitoring programmes Collate, analyse and evaluate quarterly reports and give feedback on the performance of the Department to Senior Management, Director-General and the Minister on time; Monitor and coordinate through Heads of Education Departments Committee (HEDCOM) the alignment of the Department's strategic plans; Manage and coordinate report to government, including the Department's Quarterly and Annual reports; Monitor and analyse the Department's management architecture, macro and micro organisational designs, business processes and departmental policies and be able to identify risks associated with the business processes and provide proposals for the management thereof. Manage the rendering of secretarial services to the council of Education Ministers (CEM) and meetings of Heads of Departments Committee (HEDCOM) and respective subcommittees.

**ENQUIRIES** : Ms M Thubane 012 357 3297

**POST 16/06** : **DIRECTOR REF.K56809/5**  
Office of the Director-General

**SALARY** : R652 572 per annum all inclusive salary package

**CENTRE** : Pretoria  
**REQUIREMENTS** : The minimum requirements for this position are: An appropriate recognised Bachelors degree or equivalent qualification, five years of similar or appropriate experience, an understanding of the South African political landscape, Managerial experience, good language and writing skills.

**DUTIES** : The successful candidate will be responsible for managing the office of the Director-General. It will be expected of the person to provide executive, general, administrative and parliamentary support to the Director-General. He/she will provide effective liaison between the department and Ministry, coordinates the administrative functions and workflow system of the office, implement effective internal financial controls and monitor adherence to approved departmental policies, provide secretarial support to top-level management meetings of the Department and manage staff. The successful candidates must be prepared to live in Cape Town during the Parliamentary sessions and at other times when required.

**ENQUIRIES** : Ms M Thubane 012 357 3297

#### **OTHER POST**

**POST 16/07** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF K56809/6**  
Office of the Director-General

**SALARY** : R240 318 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate three-year Bachelor's degree equivalent in a relevant field or a demonstrable track record of success in a similar position. At least four years experience in rendering high-level administrative and secretarial support. The following competencies and skills are required: Excellent communication skills (both verbal and writing; Sound operational, planning and office management skills; Computer literacy in MS Office, MS Access, Ms Excel, MS Outlook and other relevant software; Proactive, creative, and innovative and attend to details; Work independently and under pressure and adhere to deadlines; An understanding of the Batho Pele principles; Capability of dealing with classified information; Good interpersonal relations and diplomatic skills; Excellent analytical, project management and events coordination skills

**DUTIES** : Manage, organise and coordinate all activities and task of the Director-General, Coordinate and organise internal meetings and external meetings; Manage the diary, correspondence and workflow in the office; Liase with Branches, Ministry and other relevant stake holders of the Department; Make travel and accommodation arrangements for the Director-General; Assist the Director in the office of the Director-General; Manage the document registry and ensure a culture of timeous delivery of results.

**ENQUIRIES** : Ms M Thubane 012 357 3297

## DEPARTMENT OF ENERGY

**APPLICATIONS FOR ATTENTION** : The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001  
**CLOSING DATE** : Ms E Lethole  
 : 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. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

## OTHER POSTS

**POST 16/08** : **DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENTS COORDINATOR**

**SALARY** : R448 521 per annum (inclusive package), Level 12  
**CENTRE** : Head Office  
**REQUIREMENTS** : A Relevant Bachelors Degree in Public Administration or equivalent coupled with extensive management experience PLUS the following key competencies:☑ Knowledge of • Energy sector and processes • Public service policies, prescripts and regulations • Intergovernmental Relations Framework Act, 2005 • PFMA • Batho Pele Principles ☑ Skills • Coordination and planning skills • Report writing • Leadership • Project management and facilitation • Analytical Skills • Basic research and organizing skills • Problem solving skills • Computer literate ☑ Communication • Well developed interpersonal relations • Good verbal and written communication • Ability to communicate at all levels • Friendly, approachable and helpful ☑ Creativity: • Creative and innovative thinker • Diplomacy and accurate • Ability to work independently and under pressure • Commitment to Service Delivery • Highly confidential.

**DUTIES** : Manage, maintain and implement the Department's policies and strategies for external liaison • Draft the Department's interaction programme with its stakeholders • Liaise with stakeholders on a regular basis. • Represent the Department at relevant stakeholder and intergovernmental meetings. • Follow up and report on decisions and resolutions taken at stakeholder and intergovernmental forums.

**ENQUIRIES** : Mr N Khangale ☎012 444 4

**POST 16/09** : **DEPUTY DIRECTOR: COAL AND GAS REGULATIONS**

**SALARY** : R448 521 per annum (inclusive package), Level 12  
**CENTRE** : Head  
**REQUIREMENTS** : Bachelor's Degree in Law or equivalent with relevant experience in the coal and gas/ Energy sector. Post-graduate degree will be an added advantage. PLUS the following key competencies:☑ Knowledge of • General knowledge of energy sector Detailed knowledge of Petroleum coal and sector Economics of petroleum coal and gas sectors Detailed knowledge of Legislative drafting prescripts Project management/ Finance Departmental policies and procedure ☑ Skills • Project management Communication Computer Writing ☑ Creativity • Problem solving innovative and creative thinking ☑ Attributes • Work without constant supervision. Dedicated. Work within structure Work under pressure. Adaptability

**DUTIES** : Manage petroleum coal and gas legislative and regulatory research projects. Advise petroleum on appropriate regulatory approaches for petroleum coal and gas Sectors. Benchmark South African regulatory approaches with the rest of the world to promote Competitiveness. Investigate tariff and pricing methodologies applicable to the coal and gas sectors. Communicate and liase with energy

regulators locally and abroad and coal and gas Sectors stakeholders. Manage sub-directorate. Review and draft legislation petroleum coal and gas sectors.  
Mr. Muzi Mkhize ☎012 444 4016

**ENQUIRIES**

**POST 16/10**

**DEPUTY DIRECTOR: KNOWLEDGE AND PROJECT MANAGEMENT**

**SALARY**

R378 456 per annum (inclusive package), Level 11

**CENTRE**

Head Office

**REQUIREMENTS**

A Relevant Bachelors Degree coupled with extensive experience in project management PLUS the following key competencies: ☐ Knowledge of • Energy sector and processes • Public service policies, prescripts and regulations • Research • Database management and IT Technologies for Knowledge base • Policy development ☐ Skills • Project management • Presentation • Analytical Skills • Negotiation Skills • Computer literate ☐ Communication • Good verbal and written communication • Ability to communicate at all levels • Friendly, approachable and helpful ☐ Creativity: • Creative and innovative thinker • Ability to work independently and under pressure • Commitment to Service Delivery • Highly confidential

**DUTIES**

Develop, maintain and implement the Department's policies and strategies for. Knowledge management • Develop, maintain and implement a knowledge management framework for: capturing and access to institutional memory, integrated research and joint access to research findings, knowledge findings as well as cataloguing and access to knowledge • Speech writing in relation to cabinet memo's, submissions and publications • Manage the Departmental budget regarding Departmental assets. • Research across the board and publish findings.

**ENQUIRIES**

Mr N Khangale ☎012 444 4

**POST 16/11**

**DEPUTY DIRECTOR: COMMUNICATION (INTERNAL CO-ORDINATION)**

**SALARY**

R378 456 per annum (inclusive package), Level 11

**CENTRE**

Head Office

**REQUIREMENTS**

A Relevant Bachelors Degree coupled with extensive experience in project management PLUS the following key competencies: ☐ Knowledge of • Energy sector and processes • Multilateral relations and MOU's • Public service policies, prescripts and regulations • Research • Policy development ☐ Skills • Project management • Presentation • Analytical Skills • Negotiation Skills • Computer literate ☐ Communication • Good verbal and written communication • Ability to communicate at all levels • Friendly, approachable and helpful ☐ Creativity: • Creative and innovative thinker • Ability to work independently and under pressure • Commitment to Service Delivery • Highly confidential

**DUTIES**

Consult with Foreign Missions and donor agencies in South Africa about Energy Projects • Consult with the Department of Finance on Project Funding • Arrange programmes for visiting Ministers and other VIP's coming to Department of Energy. • Participate in annual consultations between government (DOE), international donor countries and Non Governmental Organisations (NGO's) • Monitor bilateral relations between DOE, other countries and NGO's. • Establish contacts between DOE, associated institutions, NGO's and the Energy Sector. • Monitor DOE's donor funded projects.

**ENQUIRIES**

Mr N Khangale ☎012 444 4

**POST 16/12**

**ENERGY OFFICER: NUCLEAR SAFETY-NUCLEAR ENERGY ACT**  
3-year contract

**SALARY**

R161 970 per annum, Level 8

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three year tertiary qualification in the Natural Sciences coupled with relevant experience. PLUS the following key competencies: ☐ Knowledge of Knowledge of Nuclear Policy and legislation • Nuclear Sector in general • government processes • National Nuclear Regulator Act and related Regulations ☐ Skills computer skills. excellent presentation skills. information evaluation. good interpersonal skills ☐ Communication: excellent writing skills. excellent communication skills ☐ Creativity creative thinking



**DUTIES**

: Monitor the implementation of international obligations by the NNR. Review submissions on safety regulations from the NNR. Review and publish NNR cooperative agreements.

**ENQUIRIES**

: Ms DB Kgomo ☎012 317 8475

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

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

**NOTE** : 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.

## MANAGEMENT ECHELON

**POST 16/13** : **DIRECTOR: PRGRAMME MANAGEMENT SYSTEM REF NO: AP19/2010**  
Chief Directorate: Social Responsibility Policy And Projects

**SALARY** : R652 572 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A three year Bachelor's degree or Diploma in Engineering, Computer Science, Information Systems or a related field from a recognized tertiary institution. Appropriate experience in IT solutions, which includes web-based application maintenance, project management, and database management. Expert level of computer competency and experience in system development and maintenance will be essential. The candidate would need to have a proven track record in management of a database. Knowledge of the Public Finance Management Act and Treasury Regulations as well as financial management skills is a requirement. Furthermore, the ideal candidate should possess the following skills: analytical; problem solving; conceptual; process design; strategic management; leadership as well as coordination skills; and must be willing to work under pressure and travel from time to time.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: Programme Management System and perform the following key functions: Manage the operation and continuous enhancement of the web-based project management system of the Department's Social Responsibility Programme (SRP); Manage the entire process of the development of a new system for the department's SRP; Develop policies in terms of protocol, maintenance, functionality, access and usage; Develop and continuously review the system user manuals; Provide technical maintenance of the system and manage technical and system support to national and provincial users; Liaison with service providers and contract management with regard to the web based system; Provide support in terms of Expanded Public Works Programme reporting. Provide advice and assistance in terms of purchasing of ITC equipment to the Chief Directorate: Social Responsibility, Policy and Projects. Manage the budget and overall performance of the directorate.

**ENQUIRIES** : Mr GB Qotywa tel. (012) 310-3127

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

**FOR ATTENTION** : Mr JM Kutu

**CLOSING DATE** : 03 May 2010

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

**POST 16/14** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: AP 21/2010**

**SALARY** : R240 318 per annum (Total package of R 323 686 per annum conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A three year degree/diploma in Human Resources Management or an appropriate equivalent qualification (NQF level 6) ; Proven experience in Human Resources Management, with specific focus on Human Resources Recruitment and retention strategies and processes; Knowledge of the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic conditions of Employment Act and the broader public service human resources regulatory framework and policies; Supervisory experience; Good communications skills(presentation and report writing); Skills in policy development and implementation; Ability to work under pressure; Customer orientated and computer literacy.

**DUTIES** : The successful candidate will perform the following key functions: Provide leadership and supervision to a Team of Recruitment Officers; Oversee the provision of a professional and effective Recruitment function to Line Manager; Facilitate policy development and implementation on staff recruitment and retention matters; Write submission and provide reports on various recruitment and retention matters; Facilitate the implementation of the Department's retention strategy.

**ENQUIRIES** : Mr JM Kutu (012) 310-3051  
**FOR ATTENTION** : Mr Daniel Masoga  
**CLOSING DATE** : 07 May 2010

**POST 16/15** : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: AP 23/2010**

**SALARY** : R161 970 per annum (Total package of R228 624 p.a. conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year degree/diploma in Human Resources Management or an appropriate equivalent qualification (NQF level 6) ,relevant experience in Human Resources Management, with a specific focus in the area of Recruitment and selection ; Knowledge of the Public Service Act, the Public Service Regulations ,Employment Equity Act, Basic conditions of Employment Act and the broader public service human resources regulatory framework ; Supervisory experience ; Good communications skills(presentation and report writing ) ; Ability to work under pressure and adhere to deadlines ; Computer literacy and knowledge of the PERSAL system.

**DUTIES** : The successful candidate will be required to perform the following functions: Facilitate recruitment and selection of competent human resources in the department; Prepare draft adverts for Line Managers and facilitate the placement in the media ; Provide support and advice to Managers during short listing and interview meetings; Conduct reference checks and other verifications on recommended candidates; Prepare submissions for approval of various recruitment and selection processes, including transfers and retention of staff; Ensure the maintenance of appropriate reports and statistics relevant to the work of the Sub-directorate; Process PERSAL transactions; Provide support on the implementation of the Department's retention policy.

**ENQUIRIES** : Mr J Kutu Tel: (012) 310 3051  
**FOR ATTENTION** : Mr V Blose  
**CLOSING DATE** : 07 May 2010

**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** : 7 May 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 16/16** : **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS AND MANAGEMENT**  
 Chief Directorate: Provincial Coordination and Programme Support
- SALARY** : All-inclusive salary package: R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Job Purpose: Support the facilitation of the establishment of Thusong Service Centres as part of the Government access strategy. Qualification: Applicants must be in possession of a degree/diploma in Project Management, or Social or Development Studies related studies, with strong understanding of the Thusong Service centre Programme. Experience: Management of communication or developmental projects or campaigns and specifically ones involving complex intergovernmental coordination skills. Proven managerial experience, including people and financial management. Writing and facilitation skills as well as sound communication and interpersonal skills. Job Knowledge: Understanding of project management. Monitoring and evaluation systems. Knowledge and understanding of electronic information management systems. Knowledge and understanding of the public sector, intergovernmental relations and specifically how municipalities operate. Understanding of government's access strategy and the integrated approach to service delivery. Competencies required: Influencing and networking skills. Financial management, Programme and project management. Ability to communicate with senior members of government across the three spheres of government and other stakeholders. Excellent writing skills. Good stakeholders relations and an understanding and appreciation of how the system of government communication operates across provinces.
- DUTIES** : Support and advise the implementation of the Government wide access strategy and represent GCIS on relevant project teams for this initiative. Coordinate and facilitate the rollout of Thusong Service Centres in line with the 2014 business plan of the programme. Ensure management and implementation of key national functions related to the 2014 Thusong Business Plan including the coordination of a rollout plan; support to the rollout of information and communication technology in centres, staff development initiatives for centres, mobilization of government services into centres, oversight of the communication strategy and action plan for the centres, institutional support to the programme including Secretarial responsibility for the National Intersectoral Steering Committee for the programme. Facilitate various partnerships with sector departments and other stakeholders to support Thusong Centres. Coordinate, drive and strengthen key stakeholder relations to promote the use of Thusong Service Centres as access points for government information. Management of an effective Monitoring and Evaluation system for the programme and in the short term, develop improvements in this system aligned to the government-wide M&E system. Participate in GCIS communication projects and other reporting forums internal to the GCIS. Reporting on the Thusong programme within the Chief Directorate

**ENQUIRIES**

and for government as a whole. Efficient and effective management of the sub  
directorate Stakeholder Relations.  
: Ms Geraldine Thopps, tel. (012) 314 2405

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 10 May 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications revaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their applications as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

## OTHER POSTS

- POST 16/17** : **SENIOR STATE ACCOUNTANT REF NO: NDOH 10/2010**  
Cluster: Financial Management. Directorate: Compensation Commissioner for Occupational Diseases.
- SALARY** : R161 970 per annum (plus competitive benefits)
- CENTRE** : Johannesburg.
- REQUIREMENTS** : A three-year degree or National diploma or equivalent NQF 6 Certificate in Accounting or Finance \*At least two years appropriate experience in a budget office within the public service \*Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and government policies \*In-depth knowledge of all government budget processes and budget guidelines \*In-depth knowledge of Basic Accounting System (BAS) \*BAS training courses attended will be an added advantage \*Computer literacy (MS Word and MS Excel) \*Strong analytical skills \*Excellent financial management, budgeting, report writing and presentation skills \*Good communication skills (written and verbal) \*Good interpersonal relations \*Ability to work under pressure \*A valid Code B driver's licence.
- DUTIES** : Liaise with Department of Mineral Resources regarding risk shifts at mines \*Visit controlled mines and works for verification of levies \*Liaise with and assist risk committee regarding payment of levies for risk shifts \*Compile, update and manage register for mines that are paying levies \*Determine and implement penalties for mines not paying levies on time.
- ENQUIRIES** : Ms Thembisa Khaka at tel (011) 713-6900.
- POST 16/18** : **PERSONAL ASSISTANT I REF NO: NDOH 7/2010**  
Cluster: Financial Management. Directorate: Compensation Commissioner for Occupational Diseases  
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
- SALARY** : R87 978 per annum (plus competitive benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent NQF 4 Certificate qualification \*Basic knowledge and experience in office administration and secretarial duties \*Good telephone etiquette \*Computer literacy \*Good planning and organization skills \*Good interpersonal relations \*Good communication skills (written and verbal).

**DUTIES** : Manage the Commissioner's diary \*Type submissions, letters and memoranda \*Make travel and accommodation arrangements for the Commissioner \*Attend to telephone enquiries and concerns from clients and general public \*Handle switchboard duties in the absence of the switchboard operator \*Arrange meetings and venues \*Prepare documents for meetings \*Filing of all correspondence \*Receive and distribute faxes to relevant units \*Send and receive e-mails \*Transmission and receipt of messages \*Receive visitors and arrange for refreshments.

**ENQUIRIES** : Ms Thembisa Khaka at tel (011) 713-6900.

**POST 16/19** : **SENIOR ADMINISTRATION CLERK GRADE I 4 POSTS REF NO: NDOH 8/2010**  
Cluster: Financial Management. Directorate: Compensation Commissioner for Occupational Diseases.  
(These posts are advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

**SALARY** : R73 584 per annum (plus competitive benefits)  
**CENTRE** : Johannesburg.  
**REQUIREMENTS** : POSTS A, B, C AND D. \*Senior Certificate (Grade 12 or equivalent NQF 4 Certificate \*At least one year knowledge and experience in office administration \*Computer literacy \*Good planning skills \*Good interpersonal relations \*Good communication skills (written and verbal).

**DUTIES** : POST A \*Open files \*Send letters to clients \*Update certificates received on internal systems \*Verify integrity of certificates received \*Retrieve files \*Receive correspondence and put in files. POST B \*Attend to telephonic and written enquiries \*Assist clients at helpdesk \*Liaise with stakeholders at mines and TEBA \*Capture information electronically \*Compile statistics. POSTS C \*Open files \*Send letters to clients \*Update certificates received on internal systems \*Retrieve files \*Receive correspondence and put in files. POSTS D \*Open files \*Send letters to clients \*Update certificates received on internal systems \*Verify integrity of certificates received \*Retrieve files \*Receive correspondence and put in files.

**ENQUIRIES** : Mr Isaac Phala at tel (011) 713-6900 and post B Ms Sheila Mashigo at tel (011) 713 6900

**POST 16/20** : **DRIVER/MESSENGER REF NO: NDOH 9/2010**  
Financial Management. Directorate: Compensation Commissioner for Occupational Diseases.  
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post

**SALARY** : R73 584 per annum (plus competitive benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent NQF 4 Certificate \*At least one (1) year experience as a driver \*Organisational skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Must be prepared and able to work under pressure \*A valid Code B driver's licence \*Public Driver's Permit.

**DUTIES** : Collect and deliver documents between Johannesburg office and head office in Pretoria \*Collect mail from post office daily \*Transport officials when required \*Assist the transport officer and ensure that the use of vehicle is for official purposes only \*Conduct routine inspection of the vehicle and ensure timeous reporting of defects that may arise \*Responsible for control, safety and issue of vehicles, accessories, log book and report \*Keep vehicle clean at all times \*Transport stationary, equipment and assets from Pretoria to Johannesburg \*Render a clerical/support/messenger service within the unit \*Perform any other ad-hoc functions as requested from time to time.

**ENQUIRIES** : Ms Thembisa Khaka at tel (011) 713-6900

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Higher Education and Training, Private Bag X893, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 18 May 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 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Interviewed candidates will be subjected to a competency assessment.

## OTHER POSTS

- POST 16/21** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: K56776/1**  
Branch: Office of the Director-General
- SALARY** : R192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The minimum educational requirement for this post is a 3 year Degree/Diploma qualification, with at least 4 years of relevant experience. The incumbent will report to the Head of the Office of the Director-General. The primary purpose of the position is to provide high quality administrative support to the Director-General and her office. The position will be Pretoria based, but the incumbent will have to travel to Cape Town when necessary. The candidate must have a broad understanding of South African Higher Education and Training system. The responsibilities of the position will include but not be limited to providing general secretarial and administrative support to the office of the DG such as correspondence, diary management, database telephony coverage, monitor of emails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences. Travel, accommodation and meetings organisation/logistics in cooperation with the in-house travel agent and/or external parties if needed will also be part of the work. Driver's license will be an added advantage.
- DUTIES** : The successful applicant is expected to be a proactive individual with good time management skills, interpersonal and communications skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. He/she must also possess good organisational and administrative skills, excellent analytical skills, events co-ordination, verbal and writing skills, with high respect for confidentiality. Incumbent must be willing to undergo screening for a security clearance.
- ENQUIRIES** : Ms K Seforo 012 312 5027
- POST 16/22** : **CHIEF ADMINISTRATION CLERK REF NO: K56776/2**  
Branch: Office of the Director-General
- SALARY** : R130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : This customer-orientated individual must be in possession of a Grade 12 Certificate (or equivalent qualification), plus at least three years appropriate relevant experience and must be computer literate, and have good verbal and written communication skills. Three year tertiary qualification will be an added advantage. Ability to maintain sound interpersonal relations and have excellent telephone etiquette. The candidate must have a broad understanding of South African Higher Education and Training system. The incumbent must be willing to work in a pressurized environment and be able to work in a team. Good knowledge of the Batho Pele principles is expected. A driver's license will be an added advantage.



**DUTIES** : The appointee will execute a variety of administrative tasks: Register all submissions, letters, faxes, invitations, emails and memoranda addressed to the Director-General. Ensuring that copies are kept of all submissions signed by the Director-General and Minister in the registry office. Filing of all submissions (with letters) signed by the Director-General and the Minister. Faxing of all letters signed by the Director-General. Making copies and filing of all memoranda sent to the DDG's. Handling of telephonic internal and external queries. Arranging the Video Conferencing of meetings for the Minister, Director-General and Staff.

**ENQUIRIES** : Ms K Seforo 012 312 5027

**POST 16/23** : **SENIOR ADMINISTRATION CLERK GRADE III REF NO: K56776/4**  
Branch: Office of the Director-General

**SALARY** : R105 645 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 or equivalent qualification with 2 years work experience. Envisaged for appointment is an individual with good interpersonal, organizational and communication skills and an interest in on-the-job personal development. Knowledge and understanding of computer applications and their use in office management. The candidate must have a broad understanding of South African Higher Education and Training system. Ability to maintain sound interpersonal relations and have excellent telephone etiquette. The incumbent must be willing to work in a pressurized environment and be able to work in a team. Good knowledge of the Batho Pele principles is expected. A driver's license will be an added advantage. Incumbent must be willing to undergo screening for a security clearance.

**DUTIES** : An energetic person is required to provide administrative support in the Office of the DG, including the following: Handling the Office Switchboard, receiving and reading of Parliamentary papers, making copies, maintenance of the equipment, ordering of stationery. Give any support to Director-General and Senior Officials when in Cape Town Office. Arranging catering for meetings in the Cape Town Office. Any other duties as instructed by the Director in the Office of the Director-General.

**ENQUIRIES** : Ms K Seforo 012 312 5027

**POST 16/24** : **SENIOR ADMINISTRATION CLERK GRADE II REF NO: K56776/3**  
Branch: Office of the Director-General

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 or equivalent qualification with 2 years experience in a similar environment. Envisaged for appointment is an individual with good interpersonal, organizational and communication skills and an interest in on-the-job personal development. The incumbent must have knowledge and understanding of computer applications and their use in office management. The ability to maintain sound interpersonal relations and have excellent telephone etiquette is vital. The incumbent must be willing to work in a pressurized environment and be able to work in a team. Good knowledge of the Batho Pele principles is expected. A driver's license will be an added advantage. The incumbent must be willing to undergo screening for a security clearance.

**DUTIES** : An energetic person is required to provide administrative support in the Office of the DG, including the following: Office management and administrative duties, including filing, recording and tracking documents and correspondence, copying and faxing. Dispatching and delivering of documents. Any other duties as instructed by the Director in the Office of the Director-General.

**ENQUIRIES** : Ms K Seforo 012 312 5027

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001, Physical Address: Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy streets
- FOR ATTENTION** : Abel Mositsa
- CLOSING DATE** : 30 April 2010
- NOTE** : If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 16/25** : **SENIOR STATE ACCOUNTANT: SALARIES AND DEBTORS REF NO: DOHS/54/2010**  
Directorate: Financial Administration
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree/National Diploma in Finance or equivalent qualifications or Grade 12 certificate with at least 5 years relevant working experience; Good interpersonal skills and communication (both written and verbal); The ability to work under pressure; Computer Literacy (Microsoft Office); Knowledge of Public Finance Management Act, Treasury Regulations, other relevant legislation, Basic Accounting System (BAS) and Persal.
- DUTIES** : The successful candidates will be responsible for: Salary Administration Tax and IRP 5 reconciliations (monthly and annually) Checking of salary related payments and journals, subsistence and transport advances and claims; Give training to subordinates in section; Clearing of salary related suspense accounts including monthly reconciliations Ensure proper record keeping.
- ENQUIRIES** : Mrs M van der Merwe tel. (012) 421-1320.

## 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 16/26** : **CHIEF DIRECTOR: PROMOTION OF THE RIGHTS OF VULNERABLE GROUPS REF NO: 10/109/CS**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : All LLB or four year recognized legal qualification; A post-graduate legal qualification will serve as an advantage; Minimum of 10 years' relevant experience of which 5 years should be at Senior Management experience level; Extensive knowledge of the Department of Justice, its functions, services and legislation related to the post will be a recommendation; A valid driver's license. Skills and Competencies: Computer literacy; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Project management; General management and financial skills; Creative and analytical management; Accuracy and attention to detail.

**DUTIES** : Manage the implementation of legislation relating to Vulnerable groups; Manage the provision of specialized court services for all Family Law Services and victim of crime; Manage the Department's responsibilities in respect of the Services Charter for Victim's of Crime and the Victim Empowerment programme; Promote the utilization of restorative justice options in the resolution of disputes; Ensure that the responsibilities of the Department within the JCPS Cluster are fulfilled; Represent the Department at all relevant inter-sectoral meetings.

**ENQUIRIES** : Mr. R Gcelu ☎ (012) 315 1457

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

**CLOSING DATE** : 10 May 2010

**POST 16/27** : **SPECIALIST LITIGATION (LP-10) REF NO: 10/110/SA**

**SALARY** : R663 303 per annum (All inclusive). The successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: Polokwane

**REQUIREMENTS** : An LLB or four year recognized legal qualification; At least 10 years appropriate post qualification litigation experience; Admittance as an Attorney; Right of appearance in the High Court of South Africa; A thorough knowledge of legal

practice, office management and accounting system (trust and vote accounts); Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa; Knowledge of Public Service Regulation, Public Finance Management Act; Employment Equity Act; Skills Development Act and the Labour Relations Act; Knowledge of all legislation and policies that inform the Department of Justice's Administrative Support Activities; Extensive civil litigation experience; Valid driver's license. Skills and Competencies: Service delivery innovation; Client orientation and customer focus; Strategic capacity and leadership; Planning and organizing; Problem solving and conflict resolution skills; Interpersonal relations skills; Computer literacy (MS Office Share point portal, MS Outlook, (JutaStat); Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people; Creative and analytical; Research and development experience; Accuracy and attention to detail.

**DUTIES** : Ensure that legal documents and other technical material complies with legal profession's standards of delivery with regard to language, style, content and form; Ensure that opinions meet the requirement of client to resolve issue and make progress in the specific area of concern; Oversee the budget to ensure that there is no over expenditure, wasteful expenditure, or under expenditure of allocated funding; Generate the strategic business plan for State Attorney Office, directing and manage the implementation thereof in accordance with the strategic objectives and capabilities of the business organ; Build and generate awareness of the critical need for the high standards of performance and efficient service delivery to stakeholders through a developed performance Management System; Provide administrative support and facilitate the finalization of cases; Receive and process documentation from attorneys; Liaise, support and communicate with relevant stakeholders; Provide services and advice to the private sector and the public sector; Give both oral and written legal opinions; Draft opinion, pleadings and processes and brief to Counsel; Liaising with client departments for instructions and documentation; Conduct litigation in the various courts on behalf of the state; Prepare matters for trial; Working in conjunction with Counsel and experts in preparing applications and actions; Ensure that all pleadings and processes are correctly served and filed; Representing the state's interest at tribunals, enquiries including insolvency inquiries; Appear before the Registrar of Deeds to execute and register title deeds and other documents; Keep abreast of developments in legislation; Strategic Management of the budget allocated to the office of the Chief Litigation Officer.

**ENQUIRIES** : Mr. N Mabula ☎ (012) 357 8747  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 10 May 2010  
**NOTE** : Preference will be given to women candidates and people with disability

**OTHER POSTS**

**POST 16/28** : **SENIOR ASSISTANT STATE ATTORNEY, LP-5 – LP-6 3 POSTS REF NO: 10/105/SA**

**SALARY** : R260 976-R615 711 per annum. Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney: Polokwane  
**REQUIREMENTS** : An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 4 years appropriate post qualification legal/litigation experience; valid driver's license. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills with the ability to motivate and direct people; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

**DUTIES** : Drafting of Conveyancing documents; Represent the State on Litigation in the High Court, Magistrates court, Labour Court, Supreme Court of Appeal,

Constitutional Court, Land Claims, CCMA , Tax and Tax tribunals; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Furnish legal advice and opinion; maintain all records of work performed and provide statistics required.

**ENQUIRIES** : Ms K Ngomani ☎ (012) 357 8661  
**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 Building, Pretoria, 0001.  
**CLOSING DATE** : 10 May 2010

**POST 16/29** : **COURT MANAGER REF NO: 2010/17/MP**

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

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

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

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

**CLOSING DATE** : 30 April 2010

**POST 15/30** : **ASSISTANT DIRECTOR: GUARDIANS FUND 3 POSTS REF NO: 10/103/MAS**

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

**CENTRE** : Master Of The High Court: Johannesburg (1); Grahamstown (2)  
**REQUIREMENTS** : Three year Bachelor's degree or equivalent qualification in Finance Three years' relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations, Departmental Financial Instructions (DFI), Public Service Act and other legislation prescripts; Experience in government Finance will be a recommendation; A valid driver's license will be an added advantage. Skills and Competencies: Managerial and supervisory skills; Planning and organizing (including time management); Strong leadership solving and decision making skills; Ability to interpret and apply policy; Computer literacy; Strong Communication (verbal and written); Ability to motivate and direct skills; Team work orientated; Ability to work under pressure and independently in a highly pressurized environment

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

**ENQUIRIES** : Ms M Moreki ☎ (012) 315 1781  
**APPLICATIONS** : Separate applications must be made for each centre if applying for more than one. Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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** : 10 May 2010

**POST 16/31** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT 4 POSTS REF NO: 10/107/HR**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A relevant three-year Bachelor's Degree or equivalent qualification; Three years relevant experience; Knowledge of Performance Rewards, pay progression and backdated promotions prescripts; Knowledge of Departmental policies; Extensive knowledge of the Public Service and the workings of Government; Knowledge of Human Resource in Government; Working knowledge of PERSAL will be a strong recommendation. Skills and competencies: Research skills; Project management skills; Excellent communication (oral and written) skills; Leadership skills; Computer literacy (MS Office, Intranet and Internet); Presentation skills; Negotiation skills; Problem solving; Creative and analytical thinking; Customer service orientation; Ability to work independently, yet function as part of a team when required; Ability to work under pressure and meet deadlines; Understanding confidentiality in Government; Strong interpersonal relations; Decision making skills.

**DUTIES** : Draft Performance Management System Policy and monitor implementation; Align performance agreement with DOJ&CD strategy; Assist in moderation committees; Monitor budget expenditure i.e. Bonus and Pay Progressions; Research problems emanating from the Production unit; Deal with grievances related to Performance Management; Compile, analyze and report quarterly statistics on performance management (grievances, performance rewards, pay progression and backdated promotions); Recommend changes regarding policy formulation; Render a personnel advice and liaison service and determine best practice with regard to performance rewards, pay progression and backdated promotions; Compile memorandums regarding all matters related to the sub-directorate; Ensure the correct application of regulations, resolutions, policies or any other legal source of directive related to the specific fields; Execute personnel-administrative, guiding and controlling functions; Process prescriptive-intensive and more problematic personnel matters. Give advice to EXCO and management on Performance Management System.

**ENQUIRIES** : Ms M Patrick ☎ (012) 315 1119  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 10 May 2010

**POST 16/32** : **ASSISTANT DIRECTOR: EMPLOYEE ASSISTANT PROGRAMME MANAGEMENT REF NO: 10/106/HR**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Degree in Social Work or Psychology; Registration with South African Council for Social Service Professions or Health Professions Council of South Africa; 3 years experience in counselling, exposure to Employee Wellness Programmes, Management of TB and HIV&AIDS in the workplace; Ability to assist in the development and review of Employee Health and Wellness policies and framework; Ability to conduct client assessment, render counselling services and make referrals to internal and external service providers; Ability to market and promote the EHWP within the organization; A valid drivers license. Skills and

competencies: Interpersonal skills; Good analytical, writing, presentation and computer skills; Counselling skills; proven project management skills

**DUTIES** : Conduct Psychosocial counselling and trauma management services Coordinate and implement workplace health promotion programmes; Manage and implement HIV /AIDS and TB workplace programme; Market and promote the Employee Health and Wellness programme in the Department; Participate in the process of developing and reviewing the Employee Health and Wellness policies

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

Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 10 May 2010

**POST 16/33** : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATION REF NO: 10/108/CS**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria  
A Bachelor's Degree in Information Systems or equivalent qualification; Three years experience in Database Administration. Skills and Competencies: Computer skills; Communication skills (verbal and written); Good interpersonal relations and human relation skills; Analytical skills; Project Management; Ability to work under pressure. DUTIES: Establish data needs of the Department; Secure and Administer Department Database; Mapping out conceptual design for planned database; Controlling access permission and privileges; Maintaining data standards; Administration of database; Develop data collection tools using Visual Basic.

**ENQUIRIES APPLICATIONS** : Ms C Patrick ☎(012) 315 1150  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 10 May 2010

**POST 16/34** : **SENIOR COURT INTERPRETER REF NO: 10/VA23/NW**

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

**CENTRE REQUIREMENTS** : Brits Magistrate Court  
Grade 12 or equivalent qualifications; Two years relevant experience; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage; Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Interpret in criminal court, civil court, labour court and quasi proceedings Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.

**ENQUIRIES APPLICATIONS** : Mr. L. Moetanalo at ☎ (018) 397 7064  
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE** : 30 April 2010

**POST 16/35** : **ESTATE CONTROLLER: EC1 – EC4 17 POSTS REF NO: 10/102/MAS**

**SALARY** : R130 203 – R242 253 per annum. (Salary will be determined in accordance with experience) The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master Of The High Court: Johannesburg  
 : An LLB or four year recognized legal qualification; At least 2 years' appropriate post qualification legal experience; the following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Estates duties; Trust; Administration of estates; Dispute resolution; Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus

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

**ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 – 315 1781  
 : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR, Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 10 May 2010

**POST 16/36** : **ASSISTANT MASTER: MR3 – MR5 4 POSTS REF: 10/104/MAS**

**SALARY** : R130 203 – R470 970 per annum. Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master Of The High Court: Johannesburg  
 : LLB degree or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience: Knowledge and experience in the Masters environment; Knowledge of the Administration of estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates; The following will serve as a recommendation: An appropriate post degree qualification; Experience in the functional field of and services provided by the Masters of the High Court; Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; A valid code EB driver's license. Skills and Competencies: Estate duties; Admission of estates; Legal research and drafting; Dispute Resolution; Management and supervisory skills; Planning and organizing (including Time Management); Strong leadership qualities; Strategic and conceptual orientation; Problem solving and decision making skills; Strong Communication skills; Ability to motivate and direct people; Ability to work under pressure and independently in a highly pressurized environment.

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

**ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 315 1781  
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.

**CLOSING DATE** : 10 May 2010



**POST 16/37** : **MAINTENANCE OFFICER REF NO: 10/VA31/NW**

**SALARY** : R89 727 – R153 360 per annum (in accordance with OSD MR1 – MR4) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Moretele Magistrate Court

**REQUIREMENTS** : LLB Degree or four year legal qualification; Appropriate post qualification legal experience; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Driver license will be an added advantage; Skills And Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Understanding of the Litigation process Ability To: Conduct legal research; Draft legal documents; Preside over an arbitration matter; Mediate and conciliate a dispute; Successfully conduct interviews to determine the clients goals and objectives; Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries; Facilitate communication between people with maintenance disputes.

**DUTIES** : Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders.

**ENQUIRIES** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064

**CLOSING DATE** : 30 April 2010

**POST 16/38** : **LEGAL SECRETARY 2 POSTS REF NO: 10/111/SA**

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

**CENTRE** : State Attorney: Polokwane

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

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

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

**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** : 10 May 2010

**POST 16/39** : **HUMAN RESOURCE OFFICER: CONDUCT REF NO: 10/VA29/NW**

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

**CENTRE** : Regional Officer – North West

**REQUIREMENTS** : Grade 12 or equivalent qualifications; One year relevant experience; Knowledge of the Labour Relations Act, Disciplinary Code and Procedures. Grievance Procedure of 2003 of the Public Service; A post Grade 12 (Matric) qualification in Labour Relations or Law will be an added advantage; A valid drivers licence will also be an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail;

**DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions; Handle grievances; Attend to misconduct cases; Compile monthly reports and statistics; Respond to verbal and written enquiries;

**ENQUIRIES** : Mr. L. Moetanalo at ☎ (018) 397 7064

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

**CLOSING DATE** : 30 April 2010

**POST 16/40** : **ADMINISTRATION CLERK: CHILDREN'S COURT 02 POSTS REF NO: 10/VA30/NW**

Duration: 12 Months Contract

**SALARY** : R73 584 (including 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Ga-Rankuwa Magistrate Court (01 Post); Christiaana Magistrate Court 01 Post

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. A tertiary paralegal qualification will be advantageous; Appropriate/Relevant administrative experience; Experience in court related functions; Recording and/or case flow management will be an added advantage. Skills and competencies: Basic numeric and computer literacy; Good communication skills (written and verbal); Ability to apply the correct processing steps to children's court matters and develop basic knowledge of services provided in the courts; Ability to communicate clearly with other procedural role players and to explain basic legal concepts and procedures in plain language; Ability to work with the public in a professional manner.

**DUTIES** : Undertake administrative functions in respect of Protection and Alternative Care Orders; Keep registers for Children's Court, register cases for trial and allocate trial dates in consultation with Magistrates; Compile Children's Court statistics; Open files, issue subpoenas and perform general administrative duties; Gather information, follow up on files and outstanding cases; Preliminary screening of Family Law and Children's Court disputes; Perform functions regarding monitoring orders, cost orders; Review existing Children's Court orders, parental plans and parental responsibility, conflicts and the registration of parental plans by Family Advocates, Children's Court, Lay Forum hearings and pre-hearing conferences; Deal with general application of Children's Act and registration of parenting plans.

**ENQUIRIES** : Mr. L. Moetanalo at ☎ 018 397 7064

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

**CLOSING DATE** : 30 April 2010

**POST 16/41** : **REGISTRY CLERK REF NO: 10/114/SA**

**SALARY** : R73 584 – R 86 679 per annum, the successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: Polokwane

**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience; Knowledge and/ or experience of working in a legal or government office would be an advantage; Driver's license would be an advantage. Skills and Competencies: Good interpersonal and organizational skills; Computer literacy; Communication skills (verbal and written); Ability to work under pressure and in a team;

**DUTIES** : Mail Administration; Draw files, file and bind documents on the applicable files; Managing files in the Archives; Keeping and updating registers both manual and electronically; Trace and maintain files; Opening and Registering of cases on the system-Hotkey; Attend to written and telephonic enquiries; Relieve the telecom Operator when necessary; Provide support to the Administration office and to the secretaries and attorneys; General office duties.

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

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

**CLOSING DATE** : 10 May 2010

**POST 16/42** : **ACCOUNTING CLERK 2 POSTS REF NO: 10/116/SA**

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

**CENTRE REQUIREMENTS** : State Attorney: Polokwane

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 Building, Pretoria, 0001.

**CLOSING DATE** : 10 May 2010

**POST 16/43** : **TYPIST REF NO: 10/VA27/NW**

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

**CENTRE REQUIREMENTS** : Potchefstroom Magistrate Court

Grade 12 or equivalent qualification, preferably with typing as a passed subject; An appropriate word processing course successfully completed; One year appropriate experience including experience in MS Access; Excel and PowerPoint; Minimum typing speed of 35 wpm; A reading ability in other languages would be advantageous; Short listed candidates will be subjected to a typing test. Skills and competencies: Computer literacy (MS Word, MS Excel & PowerPoint; Good communication skills ( verbal and written); Administrative and organizational skills; Ability to work under pressure; Ability to liaise with team members and members of the public; Good filing skills; Ability to work independently; Accuracy and attention to detail.

**DUTIES** : Type reports; Handle general correspondence; Answer telephone and take messages; Undertake other administrative duties as and when required; Capture available data from source documents as required by the management; File documents as required; Improve and maintain the quality typed work; Maintain electronic data files; Comply with information security policy;

**ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064

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

**CLOSING DATE** : 30 April 2010

**POST 16/44** : **ADMINISTRATION CLERK REF NO: 10/VA28/NW**

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

**CENTRE** : Klerksdorp Magistrate Court

**REQUIREMENTS** : Grade 12 or equivalent qualifications; One year financial and administrative experience; Skills and competencies; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury regulations and Public Finance Management Act; Knowledge of procurement delegations and procedures; Knowledge of asset management; Knowledge of Justice Yellow Pages (JYP); Knowledge of Justice Deposit Accounting System (JDAS).

**DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions; Capture journals and electronic payments of accounts on BAS; Compile payment advices; Reconcile payments with reports; Handle both internal and external enquiries; Assist staff and offices with procurement; Endure good document administration (filing, faxing, photocopying, quotations etc); Maintain asset register and registers of labour savings devices; Ensure that all office equipment is bar coded; EFT receipts and payments; Journalizing; Responsible for inventory of office furniture, equipment and stationery; Compilation of MMT.

**ENQUIRIES** : Mr. L. Moetanalo at ☎ (018) 397 7064

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

**CLOSING DATE** : 30 April 2010

**POST 16/45** : **ADMINISTRATION CLERK REF NO: 10/112/SA**

**SALARY** : R73 584 – R 86 679 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: Polokwane

**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience; Knowledge of BAS system. Skills and Competencies: Communication skills (verbal and written); Good interpersonal and organizational skills; Computer literacy; Customer orientation; Ability to work under pressure and in a team.

**DUTIES** : Receive, safekeeping and banking of public money; Perform daily and monthly reconciliation of account, safekeeping of receipts and cheque books; Paying over funds received on behalf of clients departments; The safekeeping of financial records; Maintain deposit account electronic register; Filing of daily computerizes printouts and maintaining a sound filing system; Render client services telephonically and in person.

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

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

**CLOSING DATE** : 10 May 2010

**POST 16/46** : **ADMINISTRATION CLERK/COURT CLERK: DCRS REF NO: 10/VA32/NW**

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

**CENTRE** : Mmabatho High Court

**REQUIREMENTS** : A Grade 12 or equivalent qualification; One year appropriate experience in general administration or court related functions with regard to court recording and/or case flow management, A willingness to travel to circuit courts as well as a driver's license will be strong recommendations. Skills and competencies: Communication (Written & Verbal) Computer Literate (MS Word); Good interpersonal relations; Ability to work under pressure and to solve problems Customer Service; Document management and filing

**DUTIES** : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and

issuing of committal and arrest warrants; The rendering of court requirements; The rendering of assistance in general case-flow management; The recording of court proceedings; Filing of cases (charge sheets); Manage digital recording of court proceedings ensure integrity of records; Provide any administration support as required by the relevant Court Manager or Supervisor; Operate and provide support to court systems, e.g. e-scheduler, video remands, document scanning, etc

**ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  
**CLOSING DATE** : 30 April 200

**POST 16/47** : **MESSENGER REF NO: 10/113/SA**

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

**CENTRE** : State Attorney: Polokwane

**REQUIREMENTS** : Abet Level 5/Grade 10 or equivalents; Appropriate experience in rendering messenger services; 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 APPLICATIONS** : Mr. N Mabula ☎ (012) 357 8747  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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** : 10 May 2010

**POST 16/48** : **DRIVER REF NO: 10/VA26/NW**

**CENTRE** : Taung Magistrate Court

**SALARY** : R51 936 – R 61 176 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS** : Grade 12 or equivalent qualification; One year appropriate experience; Ability to read and write clearly; A valid code B or EB drivers licence; Skills and competencies: Good communication skills (verbal and written); Administrative and organizational skills; Sound interpersonal relations; Ability to liaise with team members and members of the public; Good filing skills; Advanced driving skills;

**DUTIES** : Manage incoming and outgoing mail; Filing and other office duties as required; Provide driver services; Collect and deliver mail; Render any other duties within the occupational class that may be requested to do; General correspondence; Answering of telephone; Take messages; perform other Administrative duties.

**ENQUIRIES APPLICATIONS** : Mr. L. Moetanalo at ☎ (018) 397 7064  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

**CLOSING DATE** : 30 April 2010

**POST 16/49** : **MESSENGER REF NO: 10/VA33/NW**

**SALARY** : R 62 094 – R 73 143 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mmabatho High Court

**REQUIREMENTS** : Grade 12 or equivalent qualifications; One year appropriate experience; Ability to read and write clearly; A valid drivers licence code B or EB licence; Skills And Competencies: Communication (Written & Verbal); Computer Literate (MS Word); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer Service; Document management and filing

**DUTIES** : Manage incoming and outgoing mail; Filing and other office duties required Provide driver services; Collect and deliver mail; Render any other duties within occupation class that may be requested to do; General correspondence Answering telephones; Take messages; Perform other administrative duties

**ENQUIRIES** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064

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

**CLOSING DATE** : 30 April 200

## DEPARTMENT OF TOURISM

- APPLICATIONS** : The Acting Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered to :15 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Building, 1<sup>st</sup> Floor , North Tower, Room 106( Information Centre)
- CLOSING DATE** : 29 April 2010.
- FOR ATTENTION** : Mr Themba Shilenge
- NOTE** : Short-listed candidates will be subject to screening and security vetting to determine their suitability for employment. In order to be considered, applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV. The National Department of Tourism is an equal opportunity, affirmative action employer. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For more information, please visit our website at [www.tourism.gov.za](http://www.tourism.gov.za)

## MANAGEMENT ECHELON

- POST 16/50** : **SPECIALIST: TOURISM DEVELOPMENT (RURAL AND NICHE MARKETS)**  
**REF NO: NDT 76/2010**
- SALARY** : Remuneration package: R652 572 per annum including salary (60% of package), the State's contribution to the Government's Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in Rural Development and/or Developmental Economics or equivalent thereof. A postgraduate degree will serve as an advantage. Tourism development specialists with a proven track record. Excellent communication skills at all levels (verba land written). Proven knowledge of and experience in working in rural areas. The ability to influence decision-makers. Experience in working with Provincial and Local Governments and community organisations. A valid Code 08 driver's licence.
- DUTIES** : Develop a national strategy for rural development. Identify and package rural products that can further enhance the South African Tourism experience. Establish a Rural Tourism Advisory Committee with stakeholders from Provincial and Local Government, as well as the private sector. Establish a Rural Tourism Development Fund to incentivise investment in rural areas and support the development of rural tourism products and experiences. Develop guidelines for developing sustainable home-stays in rural areas. Develop a catalogue to showcase rural tourism experiences and mainstream these in the tourism value chain. Develop a framework to justify prioritisation of niches in tourism based on demand and economic potential. Oversee the development and implementation of a five-year strategy for culture social history and heritage tourism and ensure that mechanism is in place to support the growth of this sector in partnership with the Department of Arts and Culture. Develop a strategy and implementation plan on how the Department can take advantage of edu-tourism, shopping tourism and other relevant niches. Develop strategy for capitalising on sports and mega events as a follow-up to the Tourism Sports and Mega Events Conference.
- ENQUIRIES** : Ms Naledi Nkula, tel. (012) 310-3235.
- POST 16/51** : **DEPUTY DIRECTOR: NATIONAL EVENTS REF NO: NDT 78/2010**
- SALARY** : Remuneration package: R378 456 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in Social Sciences, Communications or equivalent thereof, with relevant experience in mega events and project management. Experience in working with Provincial and Local Governments and community organisations. Events and festivals management and development

knowledge. Knowledge of strategy development with specific focus on events. Knowledge of sponsorship management, event positioning and resorting. Experience in working with Provincial and Local Governments and community organisations. A valid Code 08 driver's licence.

**DUTIES** : Identify sustainable and attractive events that will enhance the local tourism product. Use events as a tool to showcase culture, people and places and provide additional reason to visit local areas. Provide report on past events and evaluation. Develop a system to manage application for events funding. Develop guidelines for festivals and events organizers. Identify, facilitate and provide support to provincial and national events of national significance. Compile a national calendar of events and provide national events report and strategic guidance.

**ENQUIRIES** : Ms Naledi Nkula, tel. (012) 310-3235.

**POST 16/52** : **DEPUTY DIRECTOR: REPORTING & EPWP SUPPORT REF NO: NDT 79/2010**

**SALARY** : Remuneration package: r378 456 per annum (all-inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree in Social Science/Tourism or equivalent thereof with relevant experience. Knowledge of tourism sustainability indicators indices and sustainability frameworks and criteria, tourism indicators reporting, current tourism issues. Knowledge of current tourism issues. Knowledge of interaction between tourism and socio-economic issues towards sustainable development, EPWP Programme and related legislation, PFMA, project management cycle and processes. Knowledge of document management and meeting procedures. Excellent interpersonal communication, decision-making and organisational skills. Computer literacy with MS Office, GroupWise and the Internet. Good administrative skills. The ability to work with limited supervision. The willingness to work after hours and to travel from time to time. A driver's licence is essential.

**DUTIES** : Manage and represent the Department in the EPWP forums and provide the necessary support to other directorates within the Department. Report on EPWP targets to all stakeholders. Co-ordinate collection of data for reporting from provincial officials. Monitor the performance of the Department against the set and allocated targets. Engage the Department's officials on EPWP reporting. Liaise with Provincial Departments of Tourism on EPWP programmes. Oversee the work of the Assistant Director: EPWP.

**ENQUIRIES** : Mr T Manana, tel. (012) 310-3623.

**POST 16/53** : **ASSISTANT DIRECTOR: REPORTING & EPWP SUPPORT REF NO: NDT 80/2010**

**SALARY** : Remuneration package: R192 540 per annum (total package of R265 715 per annum/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree in Data Management and Reporting or equivalent. Working knowledge of project management. Analytical skills. Knowledge of meeting procedures and minute taking. Good interpersonal, communication, decision-making and organising skills. Computer literacy with knowledge of MS Excel, PowerPoint, Office, GroupWise and the Internet. Good administrative skills. The ability to work with limited supervision. The willingness to work after hours when required and to travel away from his/her home base will be an advantage. A driver's licence is essential.

**DUTIES** : Provide support and participate in the EPWP activities of the Department with National, Provincial Sector departments and participating municipalities. Assist sector role players with identification and mainstreaming of projects. Assist sector departments with reporting requirements in terms of EPWP. Assist in the review of EPWP in the sector. Participate in provincial sector meetings and sector forums and report back from such meetings. Liaise with sector departments on EPWP sector co-ordination. Evaluate the performance of the sector departments against their set targets.

**ENQUIRIES** : Mr T Manana, tel. (012) 310-3623.



**POST 16/54** : **DATA TECHNOLOGIST, CHIEF DIRECTORATE: SOCIAL RESPONSIBILITY IMPLEMENTATION 2 POSTS REF NO: NDT 77/2009**

**SALARY** : Remuneration package: R161 970 per annum (total remuneration package of R228 624 per annum/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree in Information Technology/Electronic Information Management, Database Administration, Project Management, Helpdesk Procedures, Administration Procedures, Financial Procedures or equivalent. A high level of computer literacy. Knowledge and practical application of work in a computer support environment. The willingness to work overtime. Excellent verbal and written communication and numeracy skills.

**DUTIES** : Render an effective technical data and systems support service in the Chief Directorate to users, stakeholders and clients in the Social Responsibility Implementation Programme. Provide technical, system and desktop support to users of the web-based programme. Assist in database administration of the system. Control quality of information on the database and adhoc projects. Create spreadsheets in Excel using information from the database. Generate reports from the web-based system. Provide IT support for the Department's regional offices. Capture and update data on the web-based system. Perform replication of the database.

**ENQUIRIES** : Mr T Ramoeletsi, tel. (012) 310-3389.

**POST 16/55** : **OFFICE ADMINISTRATOR I: OFFICE OF THE DIRECTOR: CONSUMER PROTECTION REF NO: NDT78/2010**

**SALARY** : R105 645 per annum (an all-inclusive remuneration package of R 165 023 p.a) conditions apply

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 certificate plus relevant working experience in office administration; A relevant post-matric, three year qualification will serve as an added advantage; Good interpersonal, communication, analytical and organising skills ; Good computer literacy 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 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 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 S Pityana, Tel: 012-310 3039

**CLOSING DATE** : 03 May 2010

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 30 April 2010

## OTHER POST

- POST 16/56** : **ADVANCED TEAM ASSISTANT REF. PROC/ASSETS 027**
- SALARY** : R130 425 per annum
- REQUIREMENTS** : Minimum Matric, a Diploma in Office Management or similar qualification will be an added advantage. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department  
Sound ability to communicate well, both verbal and written  
Good interpersonal skills  
Creative and innovative thinker  
Computer literacy  
Ability to work in a co-ordinated team
- DUTIES** : Answering telephone calls and transferring of calls, taking messages  
Receiving visitors, arranging refreshments and meeting rooms  
Typing reports, letters, submissions, memorandums and taking minutes  
Distributing and tracking incoming and outgoing correspondence  
Managing the filing system for the unit  
Managing the electronic diary, the manager's diary and responding to incoming mail  
Coordinating telephone accounts, claims and requisitions for the manager  
Arranging workshops, strategic and Team building sessions.  
Tracking and following up on tasks issued to and by manager  
Processing all requisitions for goods and services, including stationary for the unit  
Consolidating monthly and quarterly reports

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
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)*

**CLOSING DATE** : 17 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 16/57** : **PHARMACIST REF NO: P/EH/065/04/10**  
 Final Salary Grading for the successful candidate will be determined at Appointment depending on relevant, verifiable proof of service/experience

**SALARY** : Grade 1- R 302 319 per annum  
 : Grade 2- R 349 263 per annum  
 : Grade 3- R 381 900 per annum

**CENTRE REQUIREMENTS** : Elliot Hospital  
 : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Grade 1 (completion of community service) : Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist. With the SAPC. Registration: Current registration with the South African Pharmacy Council as a Pharmacist. Inherent requirements and working on weekends and public holidays. Competencies( Knowledge/Skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Good knowledge on the Antiretroviral drugs and Management of problems related to Antiretroviral treatment. Ability to communicate in at least two of the three official languages. Knowledge of mixing of chemotherapy drugs. Recommendations: Supervisory or management experience in a public hospital or similar state facility. Proof of participation in continued professional development.

**DUTIES** : Key result areas/outputs: Provide safe pharmaceutical care through managing supervising and performing duties in line with Good Pharmacy Practice Guidelines (including chemotherapy) and other laws pertaining to medicine. Monitor and facilitate effective drug supply management with respect to pharmaceuticals. Providing an effective and continuously updated working hospital pharmacy service. Liaise with all hospital staff to ensure adherence to pharmacy policies, promoting of budget control and rational drug use. Provide a training and professional advisory service to all health workers. Manage and supervise all pharmacy resources.

**ENQUIRIES APPLICATIONS** : Ms Somlota @ 045 931 1321  
 : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/58** : **DEPUTY DIRECTOR REF NO: DSAS/BHO/066/04/10**  
 Salary Administration Services

**SALARY** : R378 456 per annum  
**CENTRE** : Bisho Head Office  
**REQUIREMENTS** : Three year Degree/Diploma with 5 years salary administration experience or Senior Certificate with 10 years salary administration supervisory experience. Computer Literacy and knowledge of government accounting systems and Software. (BAS &PERSAL). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's licence.

**DUTIES** : PERSAL Salary Controller. PERSAL deductions pay-over reconciliation. PERSAL Ledger Suspense Accounts reconciliation and clearance. Distribution Services. Tax Administration.

**ENQUIRIES** : Mr. Jacobs @ 040 608 1080

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

**POST 16/59** : **DEPUTY DIRECTOR REF NO: DDDM/BHO/067/04/10**  
Debt Management

**SALARY** : R378 456 per annum

**CENTRE** : Bisho Head Office

**REQUIREMENTS** : A dynamic manager who is in possession of a 3 year Accounting Bachelor's Degree or equivalent plus extensive knowledge in Public Finance Management with proven management experience within large organization. At least 3 years experience in management. Computer literacy in MS Word, PowerPoint, Excel. Ability to interact both strategically and operational level. Knowledge of the operational framework of the PFMA. Good leadership and managerial skills.

**DUTIES** : Ensures effective and efficient debt recovery administration. Liaise with Human Resources and Salaries Section. Manage the collection, recording, age analysis and reconciliation of debtors. Maintain proper accounts and records for all debtors. Attend to queries from both internal & external debtors. Manage, train, supervise, guide and discipline staff in the sub-division. Manage the utilization of equipment, personnel and leave. Manage Performance Management and Development Systems within the sub-directorate. Preparation of all statutory reports. Manage all audit queries.

**ENQUIRIES** : Ms. N.Mnguni @ 040 608 1235/9

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

**POST 16/60** : **DEPUTY DIRECTOR REF NO: DDSA/BHO/068/04/10**  
Suspense Accounts

**SALARY** : R 378 456 per annum

**CENTRE** : Bisho Head Office

**REQUIREMENTS** : A dynamic manager who is in possession of a 3 year Accounting Bachelor's Degree or equivalent plus extensive knowledge in Public Finance Management with proven management experience within large organization. At least 3 years experience in management. Computer literacy in MS Word, PowerPoint, Excel. Ability to interact both strategically and operational level. Knowledge of the operational framework of the PFMA. Good leadership and managerial skills.

**DUTIES** : Manage clearance of departmental ledgers. Manage and monitor the processing of departmental and inter-departmental claims. Manage the recording, age analysis and reconciliation of non-salary related suspense accounts. Liaise with other departments. Management of suspense related journals. Manage, train, supervise, guide and discipline staff in the sub-division. Manage the utilization of equipment, personnel and leave. Manage Performance Management and Development Systems within the sub-directorate. Preparation of all statutory reports. Manage all audit queries.

**ENQUIRIES** : Ms. N.Mnguni @ 040 608 1235/9

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

**POST 16/61** : **DEPUTY DIRECTOR: REF NO: DDB & CM/BHO/069/04/10**  
Banking & Cash Management

**SALARY** : R 378 456 per annum

**CENTRE** : Bisho Head Office

**REQUIREMENTS** : A dynamic manager who is in possession of a 3 year Accounting Bachelor's Degree or equivalent plus extensive knowledge in Public Finance Management with proven management experience within large organization. At least 3 years experience in management. Computer literacy in MS Word, PowerPoint, Excel. Ability to interact both strategically and operational level. Knowledge of the operational framework of the PFMA. Good leadership and managerial skills.

- DUTIES** : Manage bookkeeping processes leading to month and year closure. Manage and clear bank related suspense accounts. Manage the recording, age analysis and reconciliation of bank related accounts. Manage the preparation of monthly and year-end Bank reconciliation. Management of bank related journals. Manage, train, supervise, guide and discipline staff in the sub-division. Manage Performance Management and Development Systems within the Sub-Directorate. Preparation of all statutory reports. Manage all audit queries.
- ENQUIRIES APPLICATIONS** : Ms. N.Mnguni @ 040 608 1235/9  
: Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/62** : **OPERATIONAL MANAGER REF NO: OPSU/MC/MSD/070/04/10**  
Speciality Unit
- SALARY CENTRE REQUIREMENTS** : R287 745 per annum  
: Mahlungulu Clinic (Mhlontlo Sub-District)  
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Community Nursing Science. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty.
- DUTIES** : Supervision and serve the provision of an active and efficient patient care. Participate in the formulation and implementation of nursing and guidelines. Manage and monitor proper utilization of human, material and physical resource. Create a safe patient and therapeutic according to occupational health infection control prescript. Ensure implementation of Batho Pele Principles and Patients Rights Charter.
- ENQUIRIES APPLICATIONS** : Ms. Moyo @ 047 553 0580/2/3/4  
: Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/63** : **ASSISTANT DIRECTOR REF NO: ADQA/TOWH/071/04/10**  
Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R 287 745 per annum  
: Tower Hospital  
: Health related/Public Management B. Degree/ Diploma with a minimum of 5 years experience in Health Department . 3 years Management Position. Leadership qualities with an understanding of the challenges facing the delivery of quality service at Hospital level. Computer literacy. Valid driver's licence. Training and Facilitation experience knowledge of relevant legal prescripts and mandates.
- DUTIES** : Supervise the implementation and maintenance of quality assurance policies and procedures, team formation at Hospital level. Coordinate and implement accreditation programme. Compile reports in quality assurance. Coordinate infection control and clinical audit activities. Manage complaint system. Monitor adherence to norms and standards. Identify areas for training and ensure.
- ENQUIRIES APPLICATIONS** : H.C Potgieter @ 046 645 1122  
: Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/64** : **OPERATIONAL MANAGER REF NO: PSUMW/ QHC/ MHLSD/ 072/04/10**  
Speciality Unit – Maternity Ward
- SALARY CENTRE REQUIREMENTS** : R 287 745 per annum  
: Qumbu Health Centre (Mhlontlo Sub-District)  
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Advanced Midwifery. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable

experience after obtaining the 1 year post-basic qualification in the relevant specialty.

**DUTIES** : Supervision and serve the provision of an active and efficient patient care. Participate in the formulation and implementation of nursing and guidelines. Manage and monitor proper utilization of human, material and physical resource. Create a safe patient and therapeutic according to occupational health infection control prescript. Ensure implementation of Batho Pele Principles and Patients Rights Charter.

**ENQUIRIES APPLICATIONS** : Ms. Moyo @ 047 553 0580/2/3/4  
: Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/65** : **ASSISTANT DIRECTOR REF NO: ADGHP/ULSA/P5/073/04/10**  
General Health Programme

**SALARY CENTRE REQUIREMENTS** : R 263 328 per annum  
: Umzimvubu LSA  
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Diploma in Nursing) or equivalent qualification in Health Science with six years experience in the field of Health. Registration with SANC as Professional Nurse, Computer literacy. A valid code 08 driver's licence. In-depth knowledge and understanding of District Health Systems. Knowledge of Public Financial System. Communication skills (report writing and facilitation skills). In-depth knowledge of Health Policies. Strong strategic and leadership skills.

**DUTIES** : To provide strategic leadership and oversee management and administration of the Health Cluster, so that institutions are able to deliver sustainable, coordinated and integrated health care services. Ensure that systems are in place to deliver health service based on customer needs and expectations. Coordinate the implementation of District Health Policy. Coordinate the implementation of PHC Service Packages, Hospital services, Pharmaceutical Services, Rehabilitation and Laboratory Service, Support Outreach Programme in the District (Personal and Non Personal)

**ENQUIRIES APPLICATIONS** : Mr. DA Magadla @ 039 797 6068  
: Should be forwarded to the: Attention Mr. DA Magadla. The Human Resource Section, Department of Health, Private Bag X 3515,Koksatd, 4700 or hand delivered to Human Resource Office, 81 Murray Street, Kokstad 4700.

**POST 16/66** : **ASSISTANT DIRECTOR: ADMIN REF NO: ADADM/FGH/074/04/10**

**SALARY CENTRE REQUIREMENTS** : R 240 318 per annum  
: Fort Grey TB Hospital  
: Recognisable Degree/Diploma in Administration plus 10 years relevant experience of which a minimum of three (3) must be on a Supervisory position. Knowledge of all relevant policies, guidelines and legislations. Policy analysis and development and Policy/ objectives formulation is essential. Project management, budgeting and problem solving and conflict resolution skills are necessary. Report writing and good verbal and written communication skills. Ability to chair meetings and to work under pressure. Computer literacy and a valid driver's licence are mandatory.

**DUTIES** : Provide front-line human resource services. Provide financial management services. Provide hospital and patient administration. Provide operational support services. Compilation of management reports. Management and empowering of staff. Monitor human resource trends and formulation policies for their encouragement of their elevation. Implement the policies and guidelines to deliver the operational outputs of the component. Administer the financial inputs to the health service so as to provide for the accurate management and control thereof. Render a property care taking service in the institution by managing the organisation's fixed and movable assets and facilities.

**ENQUIRIES APPLICATIONS** : T. Mgobozi @ 043 736 9850  
: Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

<b><u>POST 16/67</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: ADQA/ORTD/075/04/10</u></b> Quality Assurance
<b><u>SALARY</u></b>	:	R 227 148 per annum
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/Diploma with a minimum of 5-6 years experience as the Professional Nurse. Registered with SANC (South African Nursing Council). Leadership qualities with an understanding of the challenges facing the delivery of quality with an understanding of the challenges facing the delivery of service in the EC. Creative and innovative thinker adaptable to changes in the work environment. Computer skills. Valid drivers licence & must be willing to travel extensively. Training and facilitation experience.
<b><u>DUTIES</u></b>	:	Implement and maintain quality assurance policies & procedures. Team formulation at institutional level. Coordinate implementation of Revitalization and accreditation programme. Liaise with Sub-District & Hospitals regarding quality Assurance issues. Report to Quality Assurance Directorate both in the district as well as in the province when required to do so. Coordinate infection control and clinical audit activities in the district. Manage and coordinate complaints management system including investigation needed in the district. Support the Sub-District and Hospitals in maintaining quality standards. Identify areas for training ensures training takes place.
<b><u>ENQUIRIES</u></b>	:	Ms. Mtimba @ 047 531 2892
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
<b><u>POST 16/68</u></b>	:	<b><u>MIDDLE MANAGER HEALTH REF NO: MMH/SECHS/076/04/10</u></b>
<b><u>SALARY</u></b>	:	R 217 482 per annum
<b><u>CENTRE</u></b>	:	St Elizabeth Community Health Services
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Nursing, registration with SANC as a Professional Nurse, a minimum of five years experience in Public Health Community Service, Managerial skills, Quality Assurance skills, Computer literacy, a valid code drivers licence.
<b><u>DUTIES</u></b>	:	Assist with the implementation of PHC Health Care Programmes, play an active role in health education in respect of health programmes, follow standard procedures and guidelines of safe work practices, communicate with the health care team and communities so that holistic patient care is rendered. Monitor adherence departmental prescripts policies. Respond to the needs of internal & external clients. Render frontline administration services. Provide clinical support to nursing staff and provide clinical in-service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the clinic. Implement referral policies and quality standards. Control expenditure and keep records. Prepare clinic budget and control levels. Implement Performance Management & Development System.
<b><u>ENQUIRIES</u></b>	:	T. Sandlana @ 039 253 1541
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
<b><u>POST 16/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: OPERATIONS REF NO: ADOP/ FGH/077/ 04/10</u></b>
<b><u>SALARY</u></b>	:	R 192 540 per annum
<b><u>CENTRE</u></b>	:	Fort Grey TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Recognisable Degree/Diploma in Public Management plus 6 years relevant experience of which two must be on a supervisory position or Grade 12 plus 10 years relevant experience of which two must be in a supervisory position. Knowledge of all relevant policies, guidelines and regulations. Financial Management, people management, problem solving and analysis, communication (both verbal and written) and leadership skills are essential. Computer literacy is mandatory. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide a catering service in the institution. Provide general housekeeping services. Maintain Hospital buildings and grounds. Manage security services. Render waste management services. Supervise of personnel and management of funds allocated to the component.
<b><u>ENQUIRIES</u></b>	:	T. Mgobozi @ 043 736 9850

- APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/70** : **ASSISTANT DIRECTOR REF NO: ADDM/BHO/078/04/10**  
Debt Management
- SALARY** : R 192 540 per annum  
**CENTRE** : Bisho Head Office  
**REQUIREMENTS** : A dynamic manager who is in possession of a 3 year Accounting Bachelor's Degree or equivalent plus extensive knowledge in Public Finance Management with proven management experience within large organization. Computer literacy in MS Word, PowerPoint, Excel. Ability to interact both strategically and operational level. Knowledge of the operational framework of the PFMA. Good leadership and managerial skills.
- DUTIES** : Management of debt-take ons. Authorisation of debt accounts in the system. Manage compilation list for external debtors for referral to Legal Division for collection. Liaise with Debt collectors. Check and verify the reconciliation and age analysis of debtors on a monthly basis.
- ENQUIRIES** : Ms. N.Mnguni @ 040 608 1235/9  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/71** : **OFFICE MANAGER REF NO: OM/DHS/BHO/094/04/10**  
Chief Director - District Health Services
- SALARY** : R 174 243 per annum  
**CENTRE** : Bisho Head Office  
**REQUIREMENTS** : Degree/Diploma in Office Administrative or 3 years experience in Office Administrative. Knowledge and experience of Ms Office (Word, Excel, and PowerPoint). Good communication, written and interpersonal skills. Ability to interact with people and excellent telephone etiquette. Ability to take initiative and work independently and handle confidential matters. Self motivated, assertive, innovative and reliable. Ability to work in pressure, organise and priorities work. Extensive knowledge of procurement. Ability to know and check the budget of the office and other directorate who are under DHS. Ability to manage 7 districts and two directorate under Chief directorate DHS.
- DUTIES** : Manage plans and projects undertaken in the office by frequently monitoring adherence to timeframes and reporting on the finalisation thereof. Initiate systems and processes for the monitoring of strategic and operational objectives within the branch for each district. Ensure monthly, quarterly and annual reports are submitted timeously. Every quarter analyse the outputs if they are aligned with plans. Interact with other sections to align departmental processes. Get financial reports from budget section and analyse the expenditure trends per districts x7. Participate in the budget bid for the Chief Directorate. Ensure adherence to the implementation of set standards in terms of office procedures and processes. Ensure professional handling of clients in the office. Liaise with relevant stakeholders. Establish, maintain, and continuously improve relationships with internal and external stakeholders. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way.
- ENQUIRIES** : Mrs. Z.Z Macingwane @ 040 608 1133/1135  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/72** : **SENIOR SAFETY OFFICER REF NO: SSO/TOWH/079/04/10**
- SALARY** : R 161 970- R 190 791 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Grade 12(or equivalent) plus a certificate issued by the National Occupational Safety Association (Noss) or a National Higher Diploma in Occupational Health & Safety or Trade test in terms of section 13 (2)(H) of the manpower training act or certificate in terms of section 28 or 30 (or the related section 27) of the said act.
- DUTIES** : Establish and facilitate the functional of the site committees according to the OHS Act. Train employees on SHE Management incidences. Develop an Operational Plan for the implementation of the OHS Management Act Manage &



Coordinate implementation of the OHS Act. Manage and Coordinate implementation of the OHS Acts. Develop SHE systems. Interpret and coordinate. Recommendations from external audit reports. Conduct internal audits and regular site inspection. Develop quarterly reports on issues described in the incident reporting. Matrix manage COIDA assist in the implementation of security policies and procedures. Participate in quality improvement measures within the institution.

**ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/73** : **PROFESSIONAL NURSE GRADE 2 4 POSTS REF NO: PNGR2/FGH/080/04/10**

**SALARY** : R 160 032- R185 523 per annum (Experience will be considered)  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : Nursing Science Degree or equivalent qualification. Current registration with SANC as a Professional Nurse. A minimum of five (5) years experience. Experience and knowledge in the management of TB will be an added advantage. Communication skills and an ability to work in a multidisciplinary team.

**DUTIES** : Organisation of the unit that supports the integration with other related systems and services like HIV & AIDS. Provision of instructions to various categories of nurses and emergency personnel to ensure that service delivery is maintained. Supervision of staff. Formulation and implementation of work schedules that support continuity of nursing care. Maintenance of appropriate and accurate statistics.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/74** : **PERSONAL ASSISTANT REF NO: PA/FGTBH/081/04/10**

**SALARY** : R130 425 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : A relevant secretarial certificate or equivalent qualification (NQF 5). Must have a minimum of three (3) years experience in rendering a support service to Senior Management. Must have language skills and the ability to communicate well with people at different levels and from different backgrounds. Must have good telephone etiquette, computer literacy, sound organisational skills, good people skills, high level of reliability, written communications skills, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self management and motivation. Must have knowledge of relevant legislation, policies/prescripts and procedures. A valid drivers license and basic knowledge of financial management will be an added advantage.

**DUTIES** : Provide a secretarial support to the manager. Render administrative support services. Provide support to the manager regarding meetings and appointments. Support the manager with administration, a proper filing system, update the diary and make all the necessary arrangements for accommodation and travelling. Keeps abreast with the relevant Public Service and Departmental policies/prescripts and other documents to ensure that the application thereof is correctly administered. Responsible for the handling of procurement for the manager's office.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/75** : **TRANSPORT OFFICER REF NO: TRO/FGTBH/082/04/10**

**SALARY** : R 130 425 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : A recognisable Degree/Diploma in Administration or Grade 12 plus a minimum of five (5) years experience of which 2 must be in a transport section. Knowledge of transport policies, practical experience in the use of Microsoft Office: Excel, Word

and Outlook. Valid drivers licence; PDP will be an added advantage. Knowledge of PFMA and Treasury regulations. Good verbal and written communication skills. Be able to work under pressure.

**DUTIES** : Manage and control Fleet Africa vehicles. Coordinate transport and ensure optimal utilization of vehicles at all times. Exercise control over the maintenance of and expenditure involved in use of vehicles. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. Ensure that all vehicles are kept in a roadworthy condition and that are serviced on a regular basis. Process accident reports for all vehicles in the institution. Facilitate licensing and renewal of government vehicles. Monthly reconciliation of petrol slips with trip forms and log sheets.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/76** : **PERSONAL ASSISTANT REF NO: PAHRD/BHO/083/04/10**  
HRD Chief Director – 6 months contract

**SALARY** : R 130 425 per annum (Level 7, plus 37% in lieu of service benefits)  
**CENTRE** : Bisho Head Office  
**REQUIREMENTS** : A relevant secretarial certificate or equivalent qualification (NQF5). Must have a minimum of three (3) years experience in rendering a support service to General Manager. Must have language skills and the ability to communicate well with people at different levels and from different backgrounds. Must have good telephone etiquette, computer literacy, sound organisational skills, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self management and motivation. Must have knowledge of relevant legislations/policies/prescripts and procedures. A valid drivers licence and basic knowledge of financial management will be an added advantage.

**DUTIES** : Provide secretarial support to the manager. Render administrative services. Provide support to the General Manager regarding meetings and appointments. Support the General Manager with administration, a proper filing system, update the diary and make all the necessary arrangements for accommodation and travelling. Keep abreast with the relevant Public Service and Departmental policies/prescripts and other documents to ensure that the application thereof is correctly administered. Responsible for the handling of procurement for the manager's office.

**ENQUIRIES** : Ms K. Livi @ 043 642 6438  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/77** : **PROFESSIONAL NURSE GRADE 1 OR GRADE 2 REF NO: NA/TH/084/04/10**

**SALARY** : Grade 1= R 130 119 - R 150 843+ 8% Rural & Danger Allowance.  
Grade 2= R 160 032- R 185 523 + 8% Rural & Danger Allowance.

**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Professional Nurse Grade 1-Grade 12 Certificates, Registration with SANC as Professional Nurse in General Nursing and Psychiatric Nursing. Professional Nurse Grade 2 – Grade 12 Certificate, Registration with SANC as Professional Nurse in General Nursing and Psychiatric Nursing. A minimum of 10-20 years appropriate/ recognisable experience in Nursing after Registration with SANC.

**DUTIES** : Professional nurse Grade 1= Provide nursing care in Hospital. Drawing of Nursing care plans. Supervision and performance management of lower categories of staff. Ensure implementation of patients' right charter and Batho Pele Principles. Play leading role in ward programmes. Display a concern for health care users by promoting advocating and facilitate proper treatment and care. Work as part of the multi disciplinary team to ensure good nursing care. Professional Nurse Grade 2 Provide nursing care in hospital, drawing of nursing care plans supervision and performance management of lower categories of staff, Ensure implementation of Patients Right Charter and Batho Pele principles. Play a leading role ward programmes, display a concern proper treatment and care, work as part of the Multi-Disciplinary team to ensure good nursing care.

**ENQUIRIES** : H.C Potgieter @ 046 645 1122

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

**POST 16/78** : **HUMAN RESOURCES CLERK REF NO: HRC/TOWH/085/04/10**

**SALARY** : R 105 645- R 124 443 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Grade 12 or Certificate in Human Resource/ equivalent qualification with at least 3 years relevant experience must be able to work under pressure. Good sound knowledge of PERSAL. Computer literacy is essential. Driver's licence will be an added advantage.

**DUTIES** : Render HR support service to line manager, capturing of office, Must have knowledge on OSD. Leave gratuities, garnishees, long services awards overtime, night duty allowances, Housing allowances and PMDS.

**ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/79** : **ENROLLED NURSE GRADE 2 2 POSTS REF NO: EN2/FGTBH/086/04/10**

**SALARY** : R 103 644 - R116 649 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : Current registration with SANC as an Enrolled Nurse. Basic knowledge of health related legislation and guidelines. Customer focus and responsiveness. A minimum of ten (10) years experience as an Enrolled Nurse. Good verbal and written communication skills. Problem identification and reporting. An experience in management of TB will be an added advantage.

**DUTIES** : Perform quality bed side nursing care in accordance with the scope of nursing. Implementation of the Batho Pele Principles and Patients Right Charter, adherence to procedures. Utilize resources effectively. Maintain professional growth and self development. Effective utilization of human and material resources. Maintaining of correct and proper patient records.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/80** : **NURSING ASSISTANT GRADE1-3 REF NO: NA/TOWH/087/04/10**

**SALARY** : GR-1 Nursing Assistant = R 67 122-R 75 549 per annum  
GR-2 Nursing Assistant = R 70 440- R 89 409 per annum  
GR- 3 Nursing Assistant = R 94 848- R 116 649 per annum

**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Nursing Assistant Gr-1: Grade 12 and registration with SANC as a Nursing Auxiliary. Nursing Assistant. Gr-2: Grade 12 and registration with SANC as a Nursing Auxiliary. A minimum of 10 years appropriate/recognizable experience after registration with SANC as Nursing Auxiliary. Nursing Assistant GR-3: Grade 12 and registration with SANC as Nursing Auxiliary. A minimum of 20 years appropriate/recognizable experience after registration with SANC as Nursing Auxiliary.

**DUTIES** : Render elementary nursing care to health care users. Perform all functions under the direct or indirect supervision of a professional nurse. Assist the professional nurse in providing a safe and therapeutic environment. Maintain health care users records and statistics.

**ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/81** : **DARKROOM ATTENDANT REF NO: DA/FGTBH/088/04/10**

**SALARY** : R 62 094- R 73 143 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : Grade 10 or ABET equivalent plus two (2) years relevant experience. Understanding of stock taking. Ability to work as a team member. Good communication skills.

**DUTIES** : Processing of X-Ray films. Cleaning of automatic processors and darkroom. Mixing of film chemicals. Stock taking of X-Ray films and chemicals. Performing daily quality control tests on processing equipment. Entering and retiring patient data on the Radiography Patient Information System. Compilation of X-Ray packets for examination. Retrieving and filing of X-Ray packets.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/82** : **PORTER 2 POSTS REF NO: P/FGTBH/089/04/10**

**SALARY** : R51 936- R 61 176 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : The incumbent should be committed and hard working, basic literacy/ ABET. Good communication skills to work as a team. Relevant experience will be an added advantage.

**DUTIES** : Wheel patients to and from the entrance to the wards. Wheel or accompany patients from the admission area to the wards where necessary. Assist nurses with lifting and transferring of patients from wards to the various service areas e.g. Pharmacy, X-Ray, Physiotherapy. Assist nurses to transfer corpses from the wards to the mortuary. May be required to deliver equipment of documentation to or from the wards.

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/83** : **FOOD SERVICE AID REF NO: FSA/FGTBH/090/04/10**

**SALARY** : R 51 936- R 61 176 per annum  
**CENTRE** : Fort Grey TB Hospital  
**REQUIREMENTS** : Grade 8 or equivalent qualification. 1-2 years experience in a hospital sector/ environment. Good verbal and written communication. Ability to work in a team.

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

**ENQUIRIES** : T. Mgobozi @ 043 736 9850  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/84** : **GENERAL WORKER GR2 4 POSTS REF NO: GW/TH/091/04/10**

**SALARY** : R 51 936-R 61 176 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Basic Numeracy and literacy. Ability to operate elementary equipment and machines.

**DUTIES** : Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, vacuum cleaners)

**ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**POST 16/85** : **LAUNDRY WORKER REF NO: LW/BHO/092/04/10**

**SALARY** : R51 936 - R61 176 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Abet or Equivalent qualification. Ability to perform routine tasks and to operate cleaning machines. Relevant experience will be an added advantage.

**DUTIES** : Requisition of Hospital linen. Do stock control on laundry items. Collect dirty linen. Issue and distribute laundry items. Clean , Dry, Iron, Fold and Sort dirty linen.

**ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

- POST 16/86** : **FOOD SERVICE AID REF NO: FSA/TOWH/092/04/10**
- SALARY** : R 51 936 - R 61 176 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Grade 10 or equivalent qualification. Good interpersonal skills. Must be able to work shifts and relevant experience in hospital services will be an added advantage. Must have valid driver's licence.
- DUTIES** : Preparation of health care user's meals and safe keeping of utensils. Safe keeping of kitchen stock including food maintain. Good hygiene standards in the hospital food service unit.
- ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601
- POST 16/87** : **TRADE LABOURER GRADE 2 REF NO: TRLAB/TOW/093/04/10**
- SALARY** : R 51 936 - R 61 176 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Grade 10 or equivalent qualification ability to operate elementary equipment and machinery.
- DUTIES** : To assist artisans with tasks safekeeping and workshop tools and equipment. To perform a variety of tasks as assigned by supervisor or artisan.
- ENQUIRIES** : H.C Potgieter @ 046 645 1122  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Departmental of Health, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5601

**DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer.*

- 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 2-09,2<sup>nd</sup> floor, Qhasana Building, Cnr Independence Avenue and Boulevard Street, Bhisho 5605.
- ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574  
**CLOSING DATE** : 07 May 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. 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. NB: No faxed, e-mailed or late applications will be considered.

**OTHER POSTS**

- POST 16/88** : **STATE ACCOUNTANT 1 POST REF NO:DPW 13/2010**  
Sub component: Creditors Reconciliation Unit
- SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with accounting or equivalent qualification, with relevant experience in creditors reconciliation • An appropriate Bachelor's degree / National Diploma would serve as a recommendation. Knowledge and experience of BAS & Logis • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act , Treasury Regulations as well as financial policies • Previous experience in the department would be an added advantage.
- DUTIES** : Processing of invoices on access database • Distribution of invoices to different directorates for payment processing • Capturing of payments on database • Drawing of reports of outstanding invoices • Liaise with suppliers and deal effectively with their queries • Perform monthly creditors reconciliations.
- ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/89** : **STATE ACCOUNTANT 1 POST REF NO:DPW 14/2010**  
Sub-component: Expenditure

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with accounting or equivalent qualification , with relevant experience in financial processes • An appropriate Bachelor's degree / National Diploma would serve as a recommendation. Knowledge and experience of BAS & Logis • Computer skills(MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act , Treasury Regulations as well as financial policies • Previous experience in the department would be an added advantage.

**DUTIES** : Processing of payments on BAS and LOGIS • Ensuring timeous payment of supplier. Deal effectively with internal payment queries • Assist with Pre-Audit function within the department • Ensure safekeeping of all payment records.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/90** : **STATE ACCOUNTANT 3 POSTS REF NO: DPW 15/2010**  
Sub-component: Municipal Finance Unit

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with accounting or equivalent qualification , with relevant experience in financial processes • An appropriate Bachelor's degree / National Diploma would serve as a recommendation • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act , Treasury Regulations as well as financial policies • Previous experience in the department would be an added advantage.

**DUTIES** : Preparation of rates and taxes payments to municipalities • Liaison with municipalities on queries and rectification of Errors •Drawing Title Deed off Deeds Web • Filing of invoices for audit purposes •Reconciliation of Municipal accounts.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/91** : **STATE ACCOUNTANT 1 POST REF NO: DPW 16/2010**  
Sub-component: Salaries (Debtors)

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with accounting or equivalent qualification , with relevant experience in financial processes • An appropriate Bachelor's degree / National Diploma would serve as a recommendation • Knowledge and experience of Persal & BAS • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act , Treasury Regulations as well as financial policies • Previous experience in the department would be an added advantage

**DUTIES** : •Ensuring that departmental debts are recovered and debtors reconciliations are managed effectively • Debt take-on • Reconciliation of debtors ledger account and debtors list • Correction and follow up on discrepancies • Clearing of debt suspense • Maintenance of debtors files.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/92** : **1 X STATE ACCOUNTANT REF NO: DPW 17/2010**  
Sub-component: Salaries (Deduction)

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with accounting or equivalent qualification , with relevant experience in financial processes • An appropriate Bachelor's degree / National Diploma would serve as a recommendation • Knowledge and experience of Persal & BAS • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act , Treasury

Regulations as well as financial policies • Previous experience in the department would be an added advantage.

**DUTIES** : • Implementation of salary deductions and distribution of Persal reports for respective entities • Persal deductions ( garnishee order, maintenance order, housing, medical aid) • Distribution of Persal reports • Disallowance of allowance • Maintenance of Salary Files.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/93** : **STATE ACCOUNTANT 1 POST REF NO: DPW 18/2010**  
Sub-component: Accounting Services

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : A Grade 12 (Senior Certificate), with relevant experience in financial processes, is required • An appropriate Bachelor's degree / National Diploma would serve as a recommendation • Knowledge and experience of BAS & PERSAL is essential • Previous experience in the department would be an added Advantage • Computer skills (MS Word, Excel, and PowerPoint) are required • Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies is required.

**DUTIES** : Monthly follow up and clearance of BAS Assets & Liabilities Item Accounts • Compilation and capturing of journal entries • Capturing of month end and year end closure • Monitor the Exceptions accounts • Checker of the PMG Bank Reconciliation Monthly review of all ledger accounts • Preparation and submission of month end reports ( Treasury Circular Number 1)• Prepare month end reconciliation of Asset and Liability Accounts.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**POST 16/94** : **STATE ACCOUNTANT 1 POST REF NO: DPW 19/2010**  
Sub-component: Revenue Management

**SALARY** : R130 425-R 153 153 per annum, Level 7  
**CENTRE** : Head Office  
**REQUIREMENTS** : A Grade 12(Senior Certificate) with experience in financial processes, is required • An appropriate Bachelors Degree/National Diploma/will be an added advantage • Knowledge and experience of BAS and Persal is essential • Computer skills (Word, Excel and, Pastel) • Knowledge of PFMA and Treasury Regulations as well as financial policies, is required.

**DUTIES** : Paying over Revenue to the Provincial Revenue Fund • Monitor Regional Revenue Returns • Monitoring of Revenue Control Accounts • Authorization of receipts on BAS • Reconciliation of General Account of Revenue • Handling of enquiries relating to banking, receipts and capturing.

**ENQUIRIES** : Mrs. N Hermanus 040 609 3395 /4569 /4574

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : Application for the Department of Public Works and rural development must be posted to: Head: Public Works and Rural Development, Human Resources Management, P.O Box 7551, Bloemfontein, 9301 or hand delivered applications be brought to the foyer of lebohanga building where they Must be placed in the sealed appropriately marked box at: Security, Ground Floor, Lebohanga building, st. andrews street, bloemfontein
- CLOSING DATE** : 10 May 2010
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full quoting the relevant reference number. Qualification certificates must not be copies of certified copies. Verification on qualifications, criminal record and South African citizenship will be conducted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful and are hereby thanked for applying.

**MANAGEMENT ECHELON**

- POST 16/95** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: PWRD 2010/0016**
- SALARY** : An all-inclusive package of R 652 572 per annum. The remuneration package includes basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance, Level 13
- CENTRE** : Bloemfontein
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate tertiary qualification in Supply Chain/Financial/General or Public Management with proven managerial experience. Excellent written and verbal communication skills. Driver license (code 8) Management Competencies: This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances. Extensive knowledge of and experience of the Public Service or supply chain management environment.
- DUTIES** : Strategically manage and coordinate the consistent and accountable implementation of the Supply Chain Management Framework and the Preferential Procurement Policy Framework, Ensure clear policies and procedures are being followed in the procurement of goods and services, Ensure that the Department keeps abreast with SCM best practices and Government requirements and promote the consistent application of "best practices" throughout the Department's supply chain, Ensure that effective SCM performance measures are identified, tracked and reported, Ensure that preferred vendor database is maintained, Ensure that goods and services are procured using the optimum strategy and techniques, Ensure that the acquisition process follows the norms and standards set out by the Supply Chain Management Framework, Ensure an open and transparent Bid Process and that all bid documentation and contracts are legally and technically correct, Ensure



that all contracts contain Service Levels Agreements which ensure high quality service delivery and value to the Department, Ensure that effective and efficient processes are followed in terms of distribution and storage of stock, Ensure that suppliers are paid within the prescribed time-frames, Ensure the management of Logistical Information Management System, Ensure and manage the development and implementation of an Asset and Disposal Management Strategy.

**ENQUIRIES**  
**NOTE**

- : Mr J Liebenberg, Telephone number: 051 405 3657
- : Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL 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
- CLOSING DATE** : 07 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.

**OTHER POSTS**

- POST 16/96** : **ASSISTANT DIRECTOR REF NO: 70252011**  
Directorate: Human Resource Management
- SALARY** : R192 540-R232 590 per annum (plus benefits)  
R268 295.20-R316 889.20 (Total Package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate B Degree or equivalent in Human Resource Management or extensive appropriate experience in HR related matters is required. Good knowledge of Persal system, Public Service Act, Public Service regulations as well as other related employment legislation is required. Good interpersonal skills as well as the ability to understand and implement an integrated approach towards human resources.
- DUTIES** : The successful candidate will be responsible for checking and approving transactions before submission to GSSC. Overall supervision and quality control of all conditions of employment, performance management as well as all personnel administration functions, including the implementation of service benefits and allowances.
- ENQUIRIES** : Mr Josh Mkwanzani, Tel No: (011) 355-1245
- POST 16/97** : **ASSISTANT DIRECTOR REF NO: 70252012**  
Directorate: Facilities Management
- SALARY** : R192 540-R232 590 per annum (plus benefits)  
R268 295.20-R316 889.20 (Total Package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Honours degree or equivalent qualification in Public Service Administration or Business Administration. Knowledge and effective experience in one or more of the following: Facilities Management, Records / Document Management, Fleet Management, Inventory Management (Stores and Assets) and Building Management (Maintenance Security etc). Relevant and verifiable prior learning and experience will be considered. Valid driver's license.
- DUTIES** : Management of one or more aspects of Facilities Management in support of the line function units of the department. Management of staff members. Financial Management including budgeting and procurement.
- ENQUIRIES** : Ms Noxolo Moroka, Tel No: (011) 355-1800
- POST 16/98** : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: 70252013**  
Directorate: Facilities Management
- SALARY** : R192 540-R232 590 per annum (plus benefits)  
R268 295.20-R316 889.20 (Total Package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : B-Degree/ National Diploma or B-Tech in Fleet Management. Computer skills: Excel, Word, Access and PowerPoint. Excellent knowledge of Government Transport ELS. Excellent Knowledge of policies governing GG& Departmental fleet. Sound background in Commercial Fleet Management Systems. Good knowledge of government's procurement systems will serve as an advantage.

**DUTIES** : Ensure the optimal and economic utilization of GG and Departmental Fleet. Monthly analysis of fuel consumption and maintain a reliable asset register. Monitoring and verification of monthly billing or charges for leased fleet. Personnel and project management. Ability to work under pressure.

**ENQUIRIES** : Ms Mamello Mofulatsi, Tel No: (011) 355-1237

**POST 16/99** : **SENIOR BUDGET CONTROLLER: MANAGEMENT ACCOUNTING REF NO: 70252023**  
Directorate: Financial Management

**SALARY** : R161 970 –R190 791 per annum (plus benefits)  
R231 203.60- R266 173.08 (Total Package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Appropriate post Matric qualification in Commerce majoring in financial management and/or accounting. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage. Knowledge of PFMA, Treasury Regulations and DORA. Good organizational, communication and computer skills. Sound knowledge of general administration practices. Relevant experience on budget planning process, expenditure monitoring and general financial reporting.

**DUTIES** : Preparation of budgets for the department. Preparation of expenditure monitoring reports for internal stakeholders. Liaise with line functions in assisting them in the effective and efficient budgetary control practices. Preparation of IYM and other monthly treasury reports including Debtors and Claims management and implementation of sound general administrative practices including maintaining a filing system.

**ENQUIRIES** : Ms Kgaladi M. Mochai, Tel No: (011) 355 - 1964

**POST 16/100** : **ADMINISTRATION OFFICER REF NO: 70252014**  
Directorate: Facilities Management

**SALARY** : R130 452-R153 636 per annum (plus benefits)  
R192 929.00-R221 091.68(Total Package)

**CENTRE** : Randfontein

**REQUIREMENTS** : A Bachelor's degree/ National Diploma or B-Tech in Public Administration. Knowledge of building maintenance; maintenance of office equipment; petty cash management and administration of OHS programme. Fully conversant with all aspects of the subsidized motor transport scheme A and B. Knowledge of Government Transport's ELS. Good communication and report writing skills and MS Office skills.

**DUTIES** : Arrange building maintenance. Maintain adequate petty cash for the office. Supervise junior personnel. Advise employer on areas requiring improvement for purposes of complying with applicable legislation.

**ENQUIRIES** : Mr Justice Maile, Tel No: (011) 411-4300/4356

**POST 16/101** : **ELECTRICAL TECHNICIAN REF NO: 70252015**  
Directorate: Facilities Management

**SALARY** : R130 425 –R153 636 per annum (plus benefits)  
R192 929.00-R221 091.68 (Total Package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : National Diploma for Technicians in Electrical Engineering or equivalent. 3 years relevant experience. Knowledge of MS Office suite applications. Driver's license.

**DUTIES** : Advise on all electrical related matters i.e. electrical faults. Prepare specifications for electrical work to be done. Do cost estimations on all electrical related jobs. Supervise all electrical related contractors and provide progress reports in this regard. Conduct research on cost effective electrical repairs. Ensure effective electrical maintenance is done in buildings. Assist the general workers in their tasks. Perform the above functions at all DARD occupied offices.

**ENQUIRIES** : Ms Noxolo Moroka, Tel No: (011) 355 - 1800

**POST 16/102** : **ADMINISTRATIVE CLERK REF NO: 70252017**  
Directorate: Records Management

**SALARY** : R130 425-153 636 per annum (plus benefits)

	:	R192 929.00-R221 091.68 (Total Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with 2 years experience working in Records Management. Have knowledge of Registry Policies. Computer literacy and be able to utilize franking machine. Have a good filing system experience both manual and electronic. National Archives of South Africa certificate will be an advantage.
<b><u>DUTIES</u></b>	:	Receive and distribution of correspondence. Maintenance of proper filing system and registration of letter using franking machine. Attend to posting of outgoing letters. Maintain and update file register
<b><u>ENQUIRIES</u></b>	:	Ms. Puleng Madalane Tel No: (011) 355-1418
<b><u>POST 16/103</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 70252018</u></b> Directorate: Records Management
<b><u>SALARY</u></b>	:	R130 425-R153 636 per annum (plus benefits) R192 929.00-R221 091.68 (Total Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized B degree, diploma or equivalent qualification. Exposure to Records Management, including faxing, filing, mailing, messaging and customer care. Exposure to personnel management.
<b><u>DUTIES</u></b>	:	Assist to implement and maintain a fully functional Records Management programme for the department.
<b><u>ENQUIRIES</u></b>	:	Ms Matsietsi Sibondana, Tel No (011) 355 -1949
<b><u>POST 16/104</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: 70252021</u></b> Directorate: Project Coordination Admin Support
<b><u>SALARY</u></b>	:	R130 425 -153 636 per annum (plus benefits) R192 929.00-221 091.68 (Total Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or equivalent qualification plus at least 2 years experience in a finance and administration environment. The ideal candidate is a team player that will assist managers with various administrative duties. Interpersonal and organisational skills. Appropriate experience in office administration, typing and ability to work with figures. Knowledge and understanding of Governmental administration procedures.
<b><u>DUTIES</u></b>	:	Responsible for all aspects of the administration of the Directorate including ensuring correct record keeping, filing, finances, management of procurement processes, management of human resource requirements, minute taking, report writing and general office administration as well as project and program management support.
<b><u>ENQUIRIES</u></b>	:	Ms Yegas Pillay, Tel No: (011) 355 - 1650
<b><u>POST 16/105</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: 70252024</u></b> Directorate: SUE Branch Admin Unit
<b><u>SALARY</u></b>	:	R130 425-R153 636 per annum (plus benefits) R192 929.00-R221 091.68 (Total Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of the Senior Certificate or relevant.
<b><u>DUTIES</u></b>	:	Provision of administrative support to the directorate. Assist in maintenance of EIA register. Perform administrative and coordination of other activities. Ensure proper control of suppliers and effective filing and tracing of documents. Maintain highly effective working relations with internal and external client.
<b><u>ENQUIRIES</u></b>	:	Mr N. Makhathini, Tel No: (011) 355-1434

#### **DEPARTMENT OF HEALTH**

<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	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 16/106** : **CLINICAL MANAGER GRADE 1 REF NO: 70250509**  
Directorate: Medical
- SALARY** : R522 072 per annum (plus benefits)  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : A minimum of 6 years of experience appropriate experience as medical officer after registration with the HPCSA as medical officer. OTHER Skills/Requirements: knowledge of hospital management and financial management
- DUTIES** : Management of clinical areas in the hospital management of medical staff. Development, implementation and monitoring of the clinical care plan. Render quality patient care service. Establish and monitoring of patient care programmes. Provision of the support to the CEO and nursing service manager, perform other delegated duties.
- ENQUIRES** : Dr LM Mogaladi Tel No: (011) 812-8308  
**CLOSING DATE** : 30 April 2010
- POST 16/107** : **PROFESSIONAL NURSE GRADE II: SPECIALTY NURSING (PEADIATRICS WARD) REF NO: 70250536**  
Directorate: Health
- SALARY** : R240 981 - R 248 211 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 14 years appropriate/ recognizable experience in nursing after with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty.
- DUTIES** : Demonstration an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multi disciplinary team to ensure good nursing care
- ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010
- POST 16/108** : **OPERATIONAL MANAGER: NIGHT SUPERVISOR 2 POSTS REF NO: 70251677**  
Nursing
- SALARY** : R 227 148 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Degree/ Diploma in nursing Administration/health care Management will be an added advantage. Current SANC receipt. Proof of professional indemnity. Excellent verbal and written communication skills. A minimum of 7 years appropriate/ recognizable in nursing after registration as a nurse in general nursing with SANC. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level in nursing. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Effectively manage and monitor proper utilization of human, financial and physical resources at night. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with nursing and other stakeholders. Ensure that optical holistic nursing care is provided within the set and standards and in line with the professional standards and in line with professional practice. Ensure that prescripts policies and procedures are implemented and adhered to. Ensure quality nursing care through Batho Pele Principles as well as Patients Right's

Charter. Ensure performance management make decisions. Provide a continuous service in line with patients and institutional needs. Effectively communicate with patients, staff and other clinicians including report writing when required, display concerns for patients, promote and advocate proper care. Work cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organise own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219)  
**CLOSING DATE** : 10 May 2010  
**NOTE** : The institution reserves the right not to fill this post.

**POST 16/109** : **PROFESSIONAL NURSE PN-A4 REF NO: 70251678**  
Nursing

**SALARY** : R195 936-248 211 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. Proof of professional indemnity. Commanding of good verbal and written communication. Proven applicable experience will be advantage. Ability to meet strict datelines, deal with pressure and to work long and irregular hours. Appropriate/ recognisable years in nursing after registration as a nurse in general nursing with SANC will be added advantage. Strong leadership and sound interpersonal skills are necessary.

**DUTIES** : Coordinate effectively management and monitoring of proper utilization of human, financial and physical resources. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with the nursing and other stakeholders. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. To identify patient's needs and promote total patient care. Efficient and effective customer service in line with Batho-Pele Principles and Patients Rights Charter. Ensuring effective implementation of norms and standards for service delivery. Ensuring positive work culture within the nursing discipline. Promote prompt and effective communication. Promote professional code of conduct. Must be able to plan and organise own work and that of support personnel to ensure proper nursing care

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219)  
**CLOSING DATE** : 10 May 2010  
**NOTE** : The institution reserves the right not to fill this post

**POST 16/110** : **PROFESSIONAL NURSE PN-A1 REF NO: 70251904**  
Directorate: Nursing

**SALARY** : R195 936-248 211 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. Proof of professional indemnity. Commanding of good verbal and written communication. Proven applicable experience will be advantage. Ability to meet strict datelines, deal with pressure and to work long and irregular hours. Appropriate/ recognisable years in nursing after registration as a nurse in general nursing with SANC will be added advantage. Strong leadership and sound interpersonal skills are necessary.

**DUTIES** : Coordinate effectively management and monitoring of proper utilization of human, financial and physical resources. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with the nursing and other stakeholders. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. To identify patient's needs and promote total patient care. Efficient and effective customer service in line with Batho-Pele Principles and Patients Rights Charter. Ensuring effective implementation of norms and standards for service delivery. Ensuring positive work culture within the nursing discipline. Promote prompt and effective communication. Promote professional code of conduct. Must be able to plan and organise own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219)  
**CLOSING DATE** : 10 May 2010  
**NOTE** : The institution reserves the right not to fill this post.

**POST 16/111** : **PROFESSIONAL NURSE GRADE I SPECIALITY NURSING 3 POSTS (PEADIATRICS WARD) REF NO: 70250537**  
Directorate: Health

**SALARY** : R 195 936 - R 227 148 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Registration with the SANC as Professional Nurse.  
**DUTIES** : Demonstration an understanding of nursing legislation and related legal and ethical nursing practices.Perfoma a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multi disciplinary team to ensure good nursing care.

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/112** : **PROFESSIONAL NURSE GRADE II GENERAL NURSING 3 POSTS REF NO: 70250525**  
Directorate: Health

**SALARY** : R 160 032 - R 185 523 per annum (plus benefits )  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing  
**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/113** : **PROFESSIONAL NURSE PN-1 REF NO: 70251903**  
Nursing

**SALARY** : R130 119-150 843 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Diploma in General Nursing Science. Valid proof of registration with the South African Nursing Council. Commanding of good verbal and written communication. Proven applicable experience will be advantage. Ability to meet strict deadlines, deal with pressure and to work long and irregular hours.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. To identify patient's needs to promote total patients care. Efficient and effective customer service in line with Batho-Pele Principle and Patients Rights Charter. Ensuring effective implementation of Norms and Standards of Service Delivery. Ensuring positive work culture. Promote prompt and effective communication. Promote professional code of conduct.

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219)  
**CLOSING DATE** : 10 May 2010  
**NOTE** : The institution reserves the right not to fill this post.

**POST 16/114** : **SENIOR RADIOGRAPHER REF NO: 70251800**

**SALARY** : R130 425 per annum  
**CENTRE** : Steve Biko Hospital  
**REQUIREMENTS** : B-Tech/ B.Rad (Hons) in nuclear medicine or equivalent tertiary qualification. Proof of registration with HPCSA. Previous experience in nuclear medicine facility offering a comprehensive service including "hot lab" procedures.  
**DUTIES** : Clinical service rendering and patient care. Participating in: organizing, planning, implementation of departmental policies/ procedures and in CPD programs.

Administrative duties in all relevant areas. Supervision and input in clinical training of pre-and post graduate students.

**ENQUIRIES** : Ms NG Mahlangu (012) 354 1684  
**CLOSING DATE** : 10 May 2010  
**NOTE** : The institution reserves the right not to fill this post.

**POST 16/115** : **PROFESSIONAL NURSE GRADE I 5 POSTS REF NO: 70250502**  
Directorate: Health

**SALARY** : R 130 119 - R 150 843 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Registration with the SANC as professional Nurse  
**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/116** : **STAFF NURSE GRADE III 5 POSTS REF NO: 70250529**  
Directorate: Health

**SALARY** : R 122 652 - R 150 843 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse..

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as a part of Multi-disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/117** : **STAFF NURSE GRADE II 5 POSTS PEADIATRICS WARD REF NO: 70250538**  
Directorate: Health

**SALARY** : R 103 644 - R 116 649 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse.

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as a part of Multi-disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/118** : **STAFF NURSE GRADE II 7 POSTS REF NO: 70250528**  
Directorate: Health

**SALARY** : R103 644 - R116 649 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse.

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the



professional scope of practice and standards as determined by the relevant health facility. Work as a part of Multi-disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 81 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/119** : **NURSING ASSISTANT GRADE III 5 POSTS REF NO: 70250535**  
Directorate: Health

**SALARY** : R94 848 - R116 649 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 20 years appropriate/ recognizable experience after registration with the SANC as Nursing Assistant

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Work as part of multi disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/120** : **STAFF NURSE GRADE 1 REF NO: 70252025**  
Nursing:

**SALARY** : R86 805-97 695 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Enrolled Nursing Qualification. Registration with the South African Nursing Council as Staff nurse. Applicable experience will be an advantage. Leadership skills. Be willing to work shifts in various departments

**DUTIES** : To provide quality basic nursing care services under the supervision of the Professional Nurse within the scope of practice as defined by SANC. And Charter of Nursing Practice. Development and implementation of basic patient care plans. Effective utilization of resource. Maintain professional growth/ ethic standards and self-development. Assistance to both medical and nursing professional.

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219  
**NOTE** : The institution reserves the right not to fill this post.  
**CLOSING DATE** : 10 May 2010

**POST 16/121** : **STAFF NURSE GRADE I 10 POSTS REF NO: 70250526**  
Directorate: Health

**SALARY** : R 86 805 - R 97 695 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Registration with the SANC as Enrolled Nurse  
**DUTIES** :

Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as a part of Multi-disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/122** : **NURSING ASSISTANT GRADE II 5 POSTS REF NO: 70250534**  
Directorate: Health

**SALARY** : R 79 440 - R 89 409 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 10 years appropriate/ recognizable experience after registration with the SANC as Nursing Assistant

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related ethical nursing practices. Perform an elementary clinical nursing practice in accordance

with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Work as part of multi disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/123** : **NURSING ASSISTANT GRADE II 5 POSTS PEADIATRICS WARD) REF NO: 70250539**

Directorate: Health

**SALARY** : R 79 440 - R 89 409 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 10 years appropriate/ recognizable experience after registration with the SANC as Nursing Assistant

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Work as part of multi disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/124** : **NURSING ASSISTANT GRADE I 6 POSTS REF NO: 70250531**

Directorate: Health

**SALARY** : R 67 122 - R 75 549 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Registration with the SANC as a Nursing Assistant  
**DUTIES** : Demonstrate elementary understanding of nursing legislation and related ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Work as part of multi disciplinary team to ensure good nursing care

**ENQUIRIES** : Ms KF Mabuza, Tel No: (011) 812 - 5162  
**CLOSING DATE** : 11 May 2010

**POST 16/125** : **NURSING ASSISTANT GRADE 1 (NA1) REF NO: 70251801**

Nursing

**SALARY** : R67122-75549 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Qualification in nursing that allows registration with the South African Nursing Council as Nursing Assistant (enrolled). Valid proof of registration with the South African Nursing Council. Be willing to work shifts in different nursing departments. Sound communication. Ability to work under pressure and to work long and irregular hours.

**DUTIES** : Assist to Nursing and Medial staff. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. To identify patient's needs and report promptly. Effective and effective customer service in line with Batho-Pele Principles and Patients Rights Charter.

**ENQUIRIES** : Mr. T.M Rankhumise (Tel: (011) 346-2333/ 321-6219  
**CLOSING DATE** : 10 May 2010

**NOTE** : The institution reserves the right not to fill this post.

**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** : All applications must be submitted on Z83 form obtainable from any Public Service Department, or <http://www.ecdoh.gov.za/uploads/files/110706122520pdf> and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

**OTHER POSTS**

**POST 16/126** : **MEDICAL SPECIALIST: UROLOGY DEPT REF NO: MEDSPECURO/1/2010**

**SALARY** : Grade 1: Medical Specialist- R491 892 pa excl commuted overtime, Experience: Not applicable  
Grade 2: Medical Specialist- R554 109pa excl commuted overtime, Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Urology  
Grade 3: Medical Specialist- R624 198 pa excl commuted overtime, Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Urology

**CENTRE** : Inkosi Albert Luthuli Central Hospital.

**REQUIREMENTS** : Specialist qualification in Urology. Current registration with the Health Professions Council of South Africa as a specialist Urology. Knowledge, Skills, Training and Competencies: Thorough knowledge of general medicine, general surgery and urology at Specialist level. Ability to supervise and teach junior staff. Middle management skills Research principles Clinical competence: Procedure/dexterity Administrative and communications Skills. A concern for excellence. Sound moral values based on integrity, trust and judgment.

**DUTIES** : Provide specialist urology care to all patients serviced by the department of urology. Provide after-hour care in accordance with the commuted overtime contract. Supervise and teach registrars, Medical Officers, and Medical students in training. To participate in other departmental activities. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Undertake relevant research.

**ENQUIRIES** : Dr TR Fourie 031 2604312

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

**CLOSING DATE** : 14 May 2010

**POST 16/127** : **MEDICAL SPECIALIST: VASCULAR SURGERY WITH EMPHASIS TO TRAIN AS A VASCULAR FELLOW. REF NO: MEDSPECVASCSURG/1/2010**

**SALARY** : Grade 1: Medical Specialist R491 892 per annum excluding commuted Overtime, Experience: Not applicable

**CENTRE** : IALCH

**REQUIREMENTS** : Applicants must be registered as a specialist surgeon with the Health Professions Council of South Africa

**DUTIES** : Control and management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist, and stimulate research. Training of undergraduate and postgraduate medical students and allied personnel and participate in formal teaching as required by the department. Promote community

orientated services. Conduct outpatient clinics and provide expert opinion where required of the results of such research at a scientific congress.

**ENQUIRIES** : Mr B.Pillay –031- 240 1000  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/128** : **MEDICAL SPECIALIST DEPARTMENT: NUCLEAR MEDICINE REF NO: MEDSPECNUCME/1/2010**

**SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted Overtime, Experience: Not applicable  
Grade 2: Medical Specialist R554 109 per annum excl commuted Overtime, Experience: 5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Nuclear Medicine)  
Grade 3: Medical Specialist R624 198 per annum excl commuted Overtime, Experience: 10 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Nuclear Medicine)

**REQUIREMENTS** : Specialist qualification in Nuclear Medicine. Current registration as a specialist Nuclear Medicine Physician with the Health Professions Council of South Africa. Recent PET imaging Experience. The successful candidate will be an integral part of the departmental team, be a good communicator, be able to work within a budget, and will maintain professional and ethical standards related to the nuclear medicine service

**DUTIES** : Involvement in the provision of a professional clinical nuclear medicine service performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment Responsibility for patient care in the department. Liaison with other disciplines. Promotion of nuclear medicine applications. Training within the service. Providing after hours care in accordance with the commuted overtime contract. Working with the Nuclear Medicine Manager in the day-to-day running of the Department within the resources available. Manage and control Junior staff. Manage and control of equipment. Optimize use of all resources. Auditing the activity and outcomes of services of the unit.

**ENQUIRIES** : Dr Fozzy Peer 031 2401881  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/129** : **MEDICAL SPECIALIST DEPARTMENT: NEUROLOGY REF NO: MEDSPECNEUROLOGY/1/2010**

**SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted Overtime, Experience: Not applicable  
Grade 2: Medical Specialist R554 109 per annum excl commuted Overtime, Experience: 5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology)  
Grade 3: Medical Specialist R624 198 per annum excl commuted Overtime, Experience: 10 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology)

**REQUIREMENTS** : You must have current registration as a Specialist in Neurology with the Health Professions Council of South Africa and must be in possession of an FCN or MMed (Neurology) qualification. Academic Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.

**DUTIES** : The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students, on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical

standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest in Epilepsy or Neuro-immunology. As part of the candidate's development of the special skill he/she will be required to spend time in an internationally recognized unit.

**ENQUIRIES** : Prof Bhigjee at (031) 2402359.  
**APPLICATIONS** : Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058  
**CLOSING DATE** : 14 May 2010

**POST 16/130** : **MEDICAL OFFICER 2 POSTS REF NUMBER: SMKH 04/2010**  
 Component: Medical

**SALARY** : Grade (II): R470 406 per annum (all inclusive package), Experience: 5 Years Appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner.  
 Grade (III): Medical Officer R554 109. Experience: 10 YEARS Appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner.

**CENTRE** : St Mary's Kwamagwaza Hospital  
**REQUIREMENTS** : MBCHB Degree plus registration with the HPCSA as a Medical Practitioner. Other Benefits: 13<sup>TH</sup> Cheque, Rural Allowance: 18%, Commuted Overtime: Negotiable, Medical Aid optional, Housing Allowance: Employee must meet prescribed requirement, Non – South African citizen applicants – a VALID WORK PERMIT in conformance with HRM circular 49/2008 obtainable from any government Department . Recommendation: A Diploma in Obstetrics or relevant experience in Obstetrics and Gynecology, or Family Medicine qualification or relevant experience in Family Medicine. Knowledge, Skills, Training and Competencies: Good interpersonal relationship. Good communication team build and innovation skills. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients Sound and knowledge of general medicine and in the discipline of obstetrics and Gynecology. Ability to deal with medical and obstetrical / gynecological emergencies. Broad knowledge and competency in Medicine, Surgery, Anesthesia and Obstetrics presenting at a District Hospital. Knowledge or training in Family Medicine will be an advantage. Good communication skills, leadership and decision making qualities. The incumbent to the post must knowledgeable with the functioning of a District Hospital and district level health system. Information management and quality assurance experience.

**DUTIES** : Key Performance Areas: To provide holistic medical care to patients seeking medical attention in our institution. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage Medical and obstetrical/gynecological emergencies. To participate in after-hours Medical services as per call roaster, this is essential. To participate in quality improvement project. To participate in monitor and evaluate program with relation to patient care delivery. To teach junior staff such as Medical Interns and Medical Officer grade (1) and Nursing staff.

**ENQUIRES** : Dr. M.S Buthelezi Tel: 035-450 8200 Ext. 8201  
**APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835

**FOR ATTENTION** : Mr. X.A Buthelezi  
**CLOSING DATE** : 30 April 2010

**POST 16/131** : **HOSPITAL MANAGER: MURCHISON HOSPITAL LEVEL 12 REF: UGU MHM 03/2010**  
 Cluster: Ugu Health District

**SALARY** : An all inclusive package of R448 521 per annum  
**CENTRE** : Murchison Hospital

**REQUIREMENTS** : A Bachelor's Degree / National Diploma in the field of Administration and Management or a tertiary qualification in Health Science; PLUS A minimum of three (3) years managerial experience within a health environment; PLUS Unendorsed valid Code B driver's licence (Code 08) Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the District Manager: Ugu, and will be responsible to ensure effective and efficient management of the hospital in a manner that is cost-effective, coordinated and sustainable in order to ensure effective delivery of health services in the various disciplines catered for by the hospital, and as such the ideal candidate must:- possess knowledge, skills and competencies in the following: Analytical thinking and Decision making skills Leadership and planning skills Good inter-personal skills Conflict management and skills in negotiation Sound knowledge of Human Resource Management and Financial Management Systems Good working knowledge of functioning of hospitals or public sector institutions Time management Performance management Good communication skills (verbal and written) Knowledge of health legislation and policies Computer literacy with a proficiency in MS Office Software applications

**DUTIES** : Key Performance Areas:- Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. Ensure sound Financial Management of the institution in line with the Public Finance Management Act. Facilitate the development and implementation of HR policies that promote continuous training and development of staff in the centre. Ensure the coordination of all health services within the catchment areas. Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility inline with the vision of the KZN Department of Health. Ensure good governance programmes and community participation which includes the effective functioning of hospital boards. Ensure the effective management of physical facilities and other clinical and non clinical support services (radiology, pharmacy, laboratory, catering, procurement and other hospital level services) in line with the Provincial regulations and guidelines. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. Provide effective & efficient support services to PHC in the catchments.

**ENQUIRIES** : Mr V Chetty Tel: 039 688 3000  
**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager Ugu District Health Office, KZN Department Of Health, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION** : Human Resources  
**CLOSING DATE** : 30 April 2010

**POST 16/132** : **MEDICAL OFFICER GRADE 1 (ART ROVING TEAM) REF NO: UTHUNG 04/2010**

**SALARY** : An all inclusive salary package of R365 217 .00 per annum  
**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : MBCHB Degree. Current registration with the HPCSA as a Medical Officer. Proof of renewal of annual registration for 2010 with HPCSA. Valid code 08 Driver's Licence. Knowledge, Skills, Training and Competencies Required: - Sound clinical knowledge. Knowledge of ARV/ TB procedures and protocols. Knowledge of sound ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment analysis and management skills.

**DUTIES** : Key Performance Areas: - 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** : MRS L DLAMINI 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 7 May 2010

**POST 16/133** : **MEDICAL OFFICER: PLASTICS REF NO: MOPLASTICS/1/2010**

**SALARY** : Grade1: Medical Officer R365 217 per annum excl commuted overtime  
Experience: Not applicable

**CENTRE** : IALCH  
Grade 2: Medical Officer R423 846 per annum excl commuted overtime,  
Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner  
Grade 3: Medical Officer R491 892 per annum excl commuted overtime  
Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

**REQUIREMENTS** : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Knowledge, Skills, Training And Competencies Required. Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a plastic surgery environment will be an advantage.

**DUTIES** : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement.

**ENQUIRIES** : Prof A Madaree 031 – 2401171.

**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/134** : **DENTIST GRADE 1, 2 & 3 (01 POST) REF/NO: GTN 04/2010**

**SALARY** : This inclusive salary package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules Grade 1-R344 100, Grade 2-R436 656, Grade 3-R499 269

**CENTRE** : Greytown Hospital

**REQUIREMENTS** : Grade1 requires appropriate qualification plus registration with HPCSA as a Dentist. Grade 2 requires appropriate qualification, registration certificate plus 7 years experience after registration with HPCSA as a Dentist. Grade 3 requires appropriate qualification, registration certificate plus 12 years experience after registration with HPCSA as a Dentist. A thorough knowledge adequate clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anaesthetics and obstetrics. Good planning and organizing skills. Good team building and leadership skills.

**DUTIES** : Key performance areas: To execute duties and functions with proficiency within the prescript of all legislation and to support the aims and objectives of the institution, To provide a consultative dental service to patients with legal and ethical guidelines, Assist the management with strategic planning for the institution in line with the MTEF, Develop a mission statement and objectives for the dental unit that supports the overall objectives of the institution, Communicate with members of the health care team and dental service to meet patient's needs and determine priority targets for the dental education and preventive programmes by utilizing epidemiological data, To manage human resource effectively and optimally, To be responsible for the education and training of students in accordance with the guidelines, To ensure that the policies and activities of the dental unit subscribe to the professional and ethical framework.

**ENQUIRIES** : Dr M Ndlangisa: 033 413 8230

**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Greytown Hospital, Private Bag X 5562, Greytown 3250

**FOR ATTENTION** : Ms ZP Mkhize TEL: 033 413 9492

**CLOSING DATE** : 30 April 2010

**POST 16/135** : **MEDICAL OFFICER: GRADE 1, 2 & 3 {02 POSTS} REF/NO: GTN 03/2010**

**SALARY** : Grade 1-R344 100; Grade 2-R436 656, Grade 3 R499 269. Other benefits, Rural allowance .Commuted Overtime (in MDR/XDR and M4 Hospital)

**CENTRE REQUIREMENTS** : Greytown Hospital  
 : MBCHB Degree, Current registration with HPCSA as a medical officer .Proof of renewal registration for 2010 with HPCSA.Valid drivers license .Sound clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge of ethical medical practice. Good planning and organizing skills. Good interpersonal skills .Assessment, analysis and management skills. Knowledge of ART/TB procedures and protocols .Good team building and leadership skills. Ability to work under pressure.

**DUTIES** : Key performance areas: Provision of cost effective quality health and consultancy support to inpatients and outpatients in the relevant clinical domain. The incumbent to the post will be expected to participate in providing Generalist Medical cover to the Institution including MDR/XDR patients. Promote and ensure Commuted Clinical Services and support to Primary Health Care Services in the District. Evaluation of clinical services provided on monthly basis. Maintain clinical, professional and ethical standards related to these services .Maintain necessary discipline over staff under his/her control. Attend administrative matters pertaining to the unit ,conduct clinics at an outpatients level and provide expert opinion where required .Participate in training and formal teaching of undergraduate and post graduate medical students and Allied Health personnel. Lead participant in committees such as ethics Committee, Quality assurance, Clinical Audits, Health and Safety, Therapeutic and Infection Control etc.Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the Medical Manager. The incumbent will sometimes work in M4 Hospital. The incumbent to the post will be expected to participate in providing Generalist Medical cover to the Institution.

**ENQUIRIES APPLICATIONS** : Dr M Ndlangisa, 033 413 8230  
 : Applications forwarded to: Human Resource Manager, Greytown Hospital, Private Bag X 5562, Greytown 3250

**FOR ATTENTION CLOSING DATE** : Ms ZP Mkhize TEL: 033 413 9492  
 : 30 April 2010

**POST 16/136** : **SENIOR TECHNICAL ADVISOR (DIO) (LEVEL 10) REF NO: UTHUNG 03/2010**

**SALARY** : R240 318 per annum plus benefits 13<sup>th</sup> Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements)

**CENTRE REQUIREMENTS** : Uthungulu Health District Office  
 : An appropriate B-degree or equivalent qualification. 3 years appropriate operational experience in an IT and system environment. Valid code 08 Driver's Licence. Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Strong communication skills. Presentation skills to enable the delivery of information in useable formats. Sound project management skills. Facilitation skills. An understanding of the challenges facing the public health sector. Ability to prioritise issues to comply with given deadlines. High levels of accuracy. Technical knowledge in the information technology environment.

**DUTIES** : Key Performance Areas: - Adapt systems and compile standard reports in response to user requests to facilitate user-friendly graphic representation of information. Participate in and oversee the outputs from the District ITC meetings to ensure that computer equipment is properly used and maintained. Extract system information to guide strategic planning initiatives in the District. Commission surveys in support of managerial decision making and improved District management on measures requiring independent assessment such as waiting times, HIV and customer satisfaction. Manage the maintenance and timeous repair of system faults to enable the continuity of information. Oversee the security of information and data by adhering to information storage and safeguarding policies. Provide technical and information advice and guidance to users to users to maximize the available computer equipment and information.

**ENQUIRIES APPLICATIONS** : Mrs I.F Mkhize: 035-787 0631/3/4/5  
 : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela



**CLOSING DATE** : 7 May 2010

**POST 16/137** : **PHARMACIST GRADE 1 (ART ROVING TEAM) REF NO: UTHUNG 05/2010**

**SALARY** : An all inclusive salary package of R302 319.00 per annum  
**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : National Diploma/ Degree in Pharmacy Plus Current valid registration as a Pharmacist with the South African Pharmacy Council Plus Proof of renewal of registration for 2010 with SAPC Plus Valid code 08 Driver's Licence. Knowledge, Skills, Training and Competencies Required: - Professional concern for excellence. Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practices. Appropriate theoretical and clinical knowledge. Organisational skills and good communication skills.

**DUTIES** : Key Performance Areas: - Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Maintain accurate and appropriate records 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 pharmaceutical services as part of a multidisciplinary ART roving team. Provide out-reach services in the community.

**ENQUIRIES** : MRS L DLAMINI 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880  
**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 7 May 2010

**POST 16/138** : **PHARMACIST: GRADE 1, 2, 3 REF NO: APP 07/2010**

**SALARY** : Remuneration package: Grade 1 R302319 p.a., Grade 2 R349263 p.a. Grade 3 R 381900 p.a.  
**CENTRE** : Applesbosch Hospital – Pharmacy component.  
**REQUIREMENTS** : A National Diploma / Degree in Pharmacy plus Registration certificate with the S.A.P.C. Current registration or proof of renewal of registration for 2010 with S.A.P.C. Grade 2 requires 5 years working experience, Grade 3 requires 13 years experience. Knowledge/Skills: Professional concern for excellence. Sound knowledge of legislation, protocols and standard operating procedures applicable to pharmacy practices. Appropriate theoretical and clinical knowledge. Good organisational and communication skills.

**DUTIES** : Provide high quality pharmaceutical services to patients and health professionals with all applicable legislation. Maintain accurate and appropriate records 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 pharmaceutical services as part of a multidisciplinary ART roving team. Provide outreach services in the community.

**ENQUIRIES** : L.N Mthiyane (032 -294 8000) ext 142 /146  
**APPLICATIONS** : Appelsbosch Hospital, Private Bag X 215, Ozwathini, 3242 OR Hand delivered to Applesbosch Hospital, Ozwathini.  
**CLOSIND DATE** : 03 May 2010.

**POST 16/139** : **PRINCIPAL DIETICIAN {01 POST} REF/NO: GTN 05/2010**

**SALARY** : R 161 970 per annum plus 13<sup>th</sup> cheque, medical aid (optional) housing allowance (employee must meet prescribed requirements), 10% scarce skills and 17% rural allowance  
**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : Must be currently registered with Health Professional Council; of South Africa as a Dietician .Degree /National Diploma in BSC Dietician .A minimum of 4 years post registration experience as a Dietician. Able to demonstrate an extensive clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions. Have a good understanding of clinical governance and clinical audits.Counselling skills .Nutritional analysis and assessment .Ability to plan and organize resources .Excellence interpersonal skills. Knowledge of nutrition management for people with HIV/AIDS and TB.Communication and training skills with respect to post graduate intern training.

**DUTIES** : Key performance areas: To ensure that the Nutritional needs of patients are met in a cost effective and appropriate manner according to the department quality, workload standards and financial targets. To provide a supportive role to the Dietetics Departments to ensure that effective nutrition care is delivered to patients within the Hospital. To contribute towards department research /audits, assist in the ongoing evaluation of nutritional and therapeutic practices .Participate in the Dietetics Students Responsible for leading and setting up a clinical area.

**ENQUIRIES** : Dr M Ndlangisa 033 413 8230

**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Greytown Hospital, Private Bag X 5562, Greytown 3250

**FOR ATTENTION** : Ms ZP Mkhize TEL: 033 413 9492

**CLOSING DATE** : 30 April 2010

**POST 16/140** : **SENIOR PHYSIOTHERAPIST LEVEL 7 2 POSTS REF NO: SENPHYSIO/1/2010**

**SALARY** : R130 425 pa plus Scarce Skills Allowance. Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements.

**CENTRE** : IALCH

**REQUIREMENTS** : Tertiary qualification in Physiotherapy. Registration with Health Professions Council of S.A. as a Physiotherapist (Independent Practitioner) Plus 2 Years post registration experience. Knowledge, Skills And Competencies: Knowledge in ICU, Burns & Trauma. Proficiency in the evaluation, diagnosis and skilful use of treatment modalities and equipment. Knowledge of ethical code of conduct, patients' rights and Batho Pele principles. Knowledge of patient referral pathways. Good communication skills (written and verbal).

**DUTIES** : Assessment planning and treatment of patients referred for physiotherapy. Responsible for co-ordination & provision of high quality up to date physiotherapy service in a specific sub section of Physiotherapy. Participate in quality improvement programmes. Participate in stock-taking of furniture and /equipment. Participate in EPMDs of junior & supportive staff. Provide guidance & supervision to Junior & supportive staff. Participate in clinical & document audits. Maintain up to-date clinical records and daily statistics. Attend all relevant ward rounds and clinics. Required to work a 40 Hr week& perform weekend overtime & stand by duties on a rotational basis. Assist in supervision of 4<sup>th</sup> year Physiotherapy students. Participate in all departmental committees.

**ENQUIRIES** : Ms L.E. Gilbert 031 240 1447

**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405

**CLOSING DATE** : 14 May 2010

**POST 16/141** : **RADIOGRAPHERS 3 POSTS REF NO: RADIMAG/1/2010**

**SALARY** : R105 645 per annum plus Scarce Skills Allowance. Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

**CENTRE** : IALCH

**REQUIREMENTS** : Diploma/degree in Diagnostic Radiography. Registration with HPCSA, as a diagnostic radiographer. Community service Radiographers are welcomed to apply, with the intention to commence duty in January 2011, however priority will be given to successful candidates that will be able to commence duty sooner. Knowledge, Skills and Competency Requirements You must display knowledge of radiography equipment and procedures. Knowledge of safety protocols in compliance with the Radiation Protection Board. The successful candidate must be prepared to work shifts including night shift, standby & on- call.

**DUTIES** : The diagnostic Radiographer will be responsible for performing general and specialized Radiography duties in a fully digital, Film-less and paper-less imaging environment. He/She will be required to produce good quality images using state o f the art imaging equipment. He/she will participate in quality improvement programmes and adhere to implementation of Batho Pele Principles at Inkosi Albert Luthuli Central Hospital which provides both tertiary/quaternary and central health services to the population of Kwa-Zulu Natal

**ENQUIRIES APPLICATIONS** : Malcolm Matthew 031-240 1950  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/142** : **PRINCIPAL DIETICIAN 1 POST REF NO: PRINCDIET/1/2010**

**SALARY** : R161 970 pa Scarce Skills Allowance. Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : IALCH  
 : Qualified Dietitian (i.e. Degree with honours or postgraduate diploma / 4years) Registered with the Health Professional Council of South Africa (HPCSA), With a minimum of 4 years experience as a dietitian, preferably within a clinical and tertiary setting (community service year included). Able to demonstrate an extensive clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions.

**DUTIES** : To work as part of a multidisciplinary team in the Dietetics Department of the hospital as a Clinical Dietician, for both inpatients and outpatients. To practice evidence-based medical nutrition therapy and meet the departments high standards, benchmarks & policies. In addition to clinical work, you will be expected to assume certain managerial / supervisory functions, providing a supportive role to the Manager of the Dietetics Department to ensure the efficient running of the department and effective nutrition care is delivered to patients in a cost effective and appropriate manner. A good understanding of clinical governance & clinical auditing is required and therefore the successful candidate will assist with ongoing evaluation of nutritional and therapeutic practices and development of departmental strategic and operational plans. Training and mentoring of dietetic students and fellow colleagues will be required..

**ENQUIRIES APPLICATIONS** : Tamaryn Holzinger Tel. (031) 240 1641 / 1706  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/143** : **MEDICAL SPECIALIST: RADIOTHERAPY AND ONCOLOGY REFERENCE NO: MEDSPECRAD&ONC/1/2010**

**SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted Overtime, Experience: Not applicable  
 Grade 2: Medical Specialist R554 109 per annum excl commuted Overtime, Experience: 5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Radiation Oncology)  
 Grade 3: Medical Specialist R624 198 per annum excl commuted Overtime, Experience: 10 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal

**CENTRE REQUIREMENTS** : IALCH  
 : Certified copy of MBCH PLUS certified copy of Registration Certificate with the HPC of SA as a Medical Practitioner PLUS Current registration Registration Certificate with the HPC of SA in Radiation Oncologist. Knowledge Skills And Experience Required: Sound clinical knowledge within the discipline. Ability to deal with all medical emergencies Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients

**DUTIES** : To work in oncology managing all Oncological problems presenting with minimum supervision. To admit, manage, discharge and follow-up all Oncological cases requiring admission. To prepare patients for presentation and other presentations as required as per the meetings roster. Diagnose and evaluate patients' state of health. Examination and treatment of patients' physiological and physical condition. Undertake on-going care of individual patients. Deal with emotional, social and physical aspects of disease for patients' and their relatives. Maintain medical records Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Be involved in community-orientated programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation

in provision of under- and postgraduate health personnel teaching. Attend all Departmental training sessions and meetings. The successful applicant will be required to perform after hour duties

**ENQUIRIES** : Prof JP Jordaan  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058  
**CLOSING DATE** : 14 May 2010

**POST 16/144** : **SENIOR CLINICAL PSYCHOLOGIST REF NO: SNRCLINPSYCH/1/2010**  
Department: Clinical Psychology  
Institution: Inkosi Albert Luthuli Central Hospital (IALCH)

**SALARY** : R192 540 pa Scarce Skills Allowance. Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

**CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : Master's degree in Clinical Psychology. Registration Certificate with HPCSA and Proof of current registration as a clinical psychologist. At least 2 years post registration work experience. Knowledge, Skills, Training And Competence Required: Sound theoretical knowledge of psychology theory, psychodiagnostic and psychotherapeutic consultations at within a hospital setting as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. Supervisory experience. Indepth knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem solving abilities. Adaptable, empathetic, assertive, self motivated. Experience in Neuropsychology and Burns will be an added advantage.

**DUTIES** : To ensure effective and efficient management of all persons referred with for psychological intervention at IALCH according to Batho Pele principles. Ensure that safe and effective policies and procedures are in place and fully implemented. Build capacity and engage in skills transfer to other personnel. Engage in effective communication and interaction between departments, personnel, consultants, colleagues, suppliers and other service providers. Deputise in the absence of the manager.

**ENQUIRIES** : Lokash Viranna Tel No: 031 240 1439  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/145** : **MEDICAL SPECIALIST: BURNS UNIT REF NO: MEDSPECBURNS/1/2010**

**SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted Overtime, Experience: Not applicable

Grade 2: Medical Specialist R554 109 per annum excl commuted Overtime, Experience: 5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (general or plastic surgeon, anaesthetist, intensivists, paediatrician)

Grade 3: Medical Specialist R624 198 per annum excl commuted Overtime, Experience: 10 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal Speciality (general or plastic surgeon, anaesthetist, intensivists, Paediatrician)

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Current registration as a specialist, general or plastic surgeon, anaesthetist, intensivists, paediatrician with the health profession council of South Africa. At least one (1) year experience as a registered specialist will be an advantage. Should have experience in Burns and preferably worked in a recognized Burns unit. Knowledge, Skills, Training And Competence Required: Managerial skills and ability to motivate lead and work with a multi-disciplinary team. Should have experience in Burns and have preferably worked in a recognized Burns unit.

**DUTIES** : Inter- disciplinary coordination for the management of burn injured patients. Supervision of surgical trainees rotating through the unit, ensuring the highest standards of clinical, professional and ethical behavior. Under take teaching of under graduate medical students, postgraduate trainees and allied health care personnel. Conduct, assist and stimulate research within the ethical guidelines of

the health care act. Promote education in burns prevention. Assist the Chief specialist with effective management of the provision of services for the burns unit. Provision of a consultative service on burns injury related matters to health care providers and allied disciplines in the drainage area of the unit and Outreach programme. Provision of after hours' services. Assist with the development of and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care within the resources available. Manage and control junior staff. Manage and control of equipment. Optimize use of all resources. Auditing the activity and outcomes of services of the unit.

**ENQUIRIES APPLICATIONS** : Mr. Y Desai (031) 2402247  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/146** : **STUDENT CLINICAL TECHNOLOGIST 2 POSTS REF NO: STUDCLINTECHPERF/1/2010**  
 Department: Cardiovascular Perfusion

**SALARY** : R62 013 per annum, Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 : Post matriculation: Completion of 2 years clinical technology course. 1<sup>st</sup> Year: Anatomy 1, Physiology 1, Calculation & Statistics, Chemistry 1, Physics 1, Computer applications 1. 2<sup>nd</sup> Year: Anatomy & Physiology 2, Biomedical apparatus & procedures, Organ & System pathophysiology, Pharmacology Psycodynamics 1.

**DUTIES** : Monitoring and recording of haemodynamic data. Interpretation of blood gas results. Perform maintenance and basic repairs to blood gas analysers. Have a basic understanding of life support systems in the intensive care unit. Maintaining pressure lines, transducers in a cardiac unit. Clinical applications of adult cardiopulmonary bypass procedures (under supervision). Involvement in departmental administration and perform rostered duties relevant to work situation, which may be allocated by the Head of Department. Involvement in scientific presentations and research.

**ENQUIRIES APPLICATIONS** : Mr Vikesh Mathai 031 2402015  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/147** : **MEDICAL OFFICER, IALCH 1 POSTS DEPARTMENT: CARDIOLOGY REF NO: MOCARD/22010**

**SALARY** : Grade 1: Medical Officer R365 217 per annum excl commuted overtime, Experience: Not applicable  
 Grade 2: Medical Officer R423 846 per annum excl commuted overtime, Experience: 5 years appropriate experience as a Medical Officer after registration with a HPCSA as a Medical Practitioner  
 Grade 3: Medical Officer R491 892 per annum excl commuted overtime, Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner

**CENTRE REOQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Knowledge, skills, training and competencies required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, planning, organizing and interpersonal skills.

**DUTIES** : Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of after-hours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and

clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

**ENQUIRIES** : Prof DP NAIDOO (031) 240 2207

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE** : 14 May 2010

**POST 16/148** : **DIETICIAN (BASIC) (LEVEL 6) (ART ROVING TEAM) REF NO: UTHUNG 07/2010**

**SALARY** : R105 645 per annum plus benefits 13<sup>th</sup> Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements)

**CENTRE** : Uthungulu Health District Office

**REQUIREMENTS** : B. Sc Dietetics (3 year degree) Plus Post Graduate Diploma in Hospital Dietetics or B. Sc Dietetics (4 year degree) or B. Sc Human Nutrition (3 year degree) Plus 1 year Post Graduate Diploma in Human Nutrition. Registration with HPCSA as a Dietician/ Nutritionist. Proof of annual renewal for 2010. Valid code 08 Driver's Licence. Knowledge, Skills, Training and Competencies Required: - sound knowledge of Therapeutic Dietetics, implications and implementation. Nutritional analysis and assessment. Counselling skills. Knowledge of nutrition management for people with HIV/ AIDS and TB. Team building. Micronutrient malnutrition control. Computer skills. Sound communication, planning and organizational skills. Report writing, procedures and protocols of the department.

**DUTIES** : Key Performance Areas: - Maintain clinical competence by ensuring that scientific of Dietetics are implemented. Provide nutrition training, education and advocacy. Execute all Dietetics/ nutrition management duties in line with relevant legislations. Provide customer care to uphold Batho Pele principles. Household food security. Quality improvement projects. Monitoring of stock, stock control of patients' supplements and feeds.

**ENQUIRIES** : MRS L DLAMINI 035-787 0631/3/4/5

**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela

**CLOSING DATE** : 7 May 2010

**POST 16/149** : **MEDICAL SPECIALIST 2 POSTS REF NO: MEDSPEC/2/2010**  
Department: Cardiology

**SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted overtime, Experience: Not applicable  
Grade 2: Medical Specialist R554 109 per annum excl commuted overtime, Experience: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist as a Physician  
Grade 3: Medical Specialist R624 198 per annum excl commuted overtime, Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist as a Physician

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. The incumbent should on taking the post, register as a trainee in Cardiology and should be prepared to spend a minimum training period of three years. Skills, knowledge, training and competence required: The incumbent should have a comprehensive knowledge as a Specialist Physician including a thorough knowledge and skills in clinical medicine and acute emergency medicine. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organizing and interpersonal skills.

**DUTIES** : Provision of Cardiology services based at IALCH and the referring Hospitals Conduct General cardiology Clinics and perform cardiology procedures. Provision of after-hours (nights, weekends, public holidays) call service for the Department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Participate in the administration of clinics and wards, and the operational area in Cardiology as needed to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in Postgraduate and Undergraduate training including the teaching of Medical and Paramedical staff in the department. Participate in the academic programme, including research, outreach programmes and duties as assigned by the head.

**ENQUIRIES** : Prof D P Naidoo - 031-2402207  
**APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 14 May 2010

**POST 16/150** : **PHARMACIST ASSISTANT (BASIC) GRADE 1 (LEVEL 3) (ART ROVING TEAM) REF NO: UTHUNG 06/2010**

**SALARY** : R62 094.00 per annum plus benefits 13<sup>th</sup> Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements)

**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : A Senior Certificate (Grade 12) Plus Registration with South African Pharmacy Council as a Pharmacist Assistant (Learner Basic). Valid code 08 Driver's Licence. Computer Literacy (Attach certificate/ proof). Knowledge, Skills, Training and Competencies Required: - High level of accuracy. Ability to work under pressure without compromising quality of work. Willingness to undergo further training. Sound communication, planning and organizational skills. Ability to take and carryout instructions.

**DUTIES** : Key Performance Areas: - 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 counselling to patients on safe and effective use of medication especially ARV's.

**ENQUIRIES** : MRS L DLAMINI 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 7 May 2010

**POST 16/151** : **LAY COUNSELOR (ART ROVING TEAM) (LEVEL 3) (REF NO: UTHUNG 08/2010)**

**SALARY** : R62 094 per annum plus benefits 13<sup>th</sup> Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements)

**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : Grade 12 Certificate or Equivalent Plus Certificate in HIV/ AIDS Counselling (10 days course). Training on ARV's will be an added advantage. Knowledge, Skills, Training and Competencies Required: - Good communication skills and be fluent in local language. Good interpersonal relationship. Ability to maintain confidentiality. Past/ present involvement in some aspect of the community. Ability to work in a multidisciplinary team. Knowledge of Batho Pele and its implementation.

**DUTIES** : Key Performance Areas: - Provide ongoing education and HTC services to all clients. Conduct literacy classes preparing for ARV initiation. Facilitate development of support groups. Ensure compilation of HCT/ ARV statistics. Conduct health promotion talks to clients on HTC, HIV, AIDS, STI and TB. Provide outreach services in the community and clinics. Provide support to Roving team.

**ENQUIRIES** : Mrs L Dlamini 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 7 May 2010

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT EDUCATION**

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

- APPLICATIONS** : Applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at HRM Office No. G18 at 33 Biccard Street, Polokwane.
- CLOSING DATE** : 06 May 2010. Time: 16H30
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document), which must be completed in full, original signed and dated by the applicant. Applications should be accompanied by a recent updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications and ID document. The successful candidates must be willing to sign an oath of secrecy with the Department. Suitable candidates will be subject to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/assets record check and security vetting) where applicable, candidates will be subjected to a competency assessment. Appointment in Senior Management positions is subjected to the signing of a contract and a performance agreement. Newly appointed (Public Service) candidates will be appointed on a probation period of 12 months. Applications received after the closing date whether, posted, or hand –submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. Failure to submit the requested documents and instructions to this note will result in your application not being considered. Accommodation and travelling expenses for interview purpose is not catered for by the Department (shortlisted candidates will attend interviews at their own expenses).

**MANAGEMENT ECHELON**

- POST 16/152** : **SENIOR GENERAL MANAGER: DISTRICT CO-ORDINATION AND SPECIAL PROJECTS REF NO: 21/10**
- SALARY** : R976 317 per annum (all inclusive) Salary Level: 15
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : \*A relevant Bachelor's degree or equivalent qualifications.\*A relevant post graduate qualification in Governance will be an added advantage.\*Proven outstanding managerial and service delivery competency.\*In-depth knowledge and understanding of School Governance as well as the PFMA and Financial skills.\*Strategic thinker.\*Ability to work at ease with a range of education stakeholders in a culturally diverse environment.
- DUTIES** : Key Performance Areas: \*The successful candidate will be required to provide overall leadership and strategic direction within the District Co-ordination and Special Project branch.\*Manage the development and implementation of policies and programmes in a variety of institutions.\*The Senior General Manager will form part of the Executive leadership team and will translate, communicate and support the Department of Education at strategic as well as functional levels.\*Manage district co-ordination.\*Manage Institutional Governance, leadership programmes and special projects.\*Manage developmental programmes.
- ENQUIRIES** : Mr Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.



**POST 16/153** : **GENERAL MANAGER: COMMUNICATION SERVICES & TRANSFORMATION AND INTER GOVERNMENTAL RELATIONS AND DONOR FUNDING REF NO: 22/10**

**SALARY** : R790 953 per annum (all inclusive) Salary Level: 14  
**CENTRE** : Head Office - Polokwane  
**REQUIREMENTS** : \*An appropriate B. Degree or equivalent qualification in language, communication or journalism – communication as a field of study will be a strong recommendation.\*Good communication skills.\*Ability to work independently and under pressure.\*At least 5 years in the Senior Management level.\*Outstanding leadership and management skills.\*Strategic thinker.  
**DUTIES** : Key Performance Areas: \*The incumbent will be responsible to manage communication services on the department.\*Provide publication services.\*Manage transformation intergovernmental relations and donor funding.\*Manage the strategic leadership of the chief directorate.  
**ENQUIRIES** : Mr Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.

#### **OTHER POSTS**

**POST 16/154** : **CIRCUIT MANAGER: NGWAABE CIRCUIT REF NO: 23/10**

**SALARY** : R477 150 per annum (all inclusive), Salary Level: 12  
**CENTRE** : Greater Sekhukhune District  
**REQUIREMENTS** : \*A recognized three (3) years qualification (REQV 13) which must include a teacher's qualification.\*Seven (7) years teaching experience.\*A valid driver's license.\*Appropriate managerial experience will be recommended.\*Knowledge of curriculum issues.\*Extensive knowledge of management and governance of schools.\*Ability to work in team environment.\*Sound human relations, good verbal, writing and reporting skills.\*Ability to work under pressure and after official hours. \*Good conflict and dispute resolution skills.\*Experience of working with communities.\*Knowledge of relevant national and provincial education policies.\*Knowledge of the PFMA.\*Strategic thinking ability.\*Good organizational skills.\*Sound understanding of and insight to the education transformation process.\*Conversant with gender and equity issues. \*Customer/client orientation.\*Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint.  
**DUTIES** : Key Performance Areas: \*Support and enable the development of effective self-sustaining learning sites (schools) that provide quality education within the framework of national and provincial goals.\*Provide for circuit management, school governance and corporate services.\*Accountable for overall management of all schools in a designated area/district, in collaboration with other teams and other stakeholders and specialists to plan and intervene in order to address existing institutional needs.\*Empower learning sites/schools to establish standards of performance and to implement review processes to meet set standards.\*Establish effective communication with role players.\*Develop leadership and management skills and capacity within learning sites.\*Support governing bodies and other structures. \*Give guidance with reference to policies, guidelines and legislation.\*Render professional services within the parameters of the delegated duties and responsibilities attached to the post as determined by the department.\*Play a public relations role as Limpopo Education Department representative in the district and province.  
**ENQUIRIES** : Mr Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.

**POST 16/155** : **CIRCUIT MANAGER: THABAZIMBI CIRCUIT REF NO: 24/10**

**SALARY** : R477 150 per annum. (all inclusive) Salary Level: 12  
**CENTRE** : Waterberg District  
**REQUIREMENTS** : \*A recognized three (3) years qualification (REQV 13) which must include a teacher's qualification.\*Seven (7) years teaching experience.\*A valid driver's license.\*Appropriate managerial experience will be recommended.\*Knowledge of curriculum issues.\*Extensive knowledge of management and governance of schools.\*Ability to work in team environment.\*Sound human relations, good verbal, writing and reporting skills.\*Ability to work under pressure and after official

hours. \*Good conflict and dispute resolution skills.\*Experience of working with communities.\*Knowledge of relevant national and provincial education policies.\*Knowledge of the PFMA.\*Strategic thinking ability.\*Good organizational skills.\*Sound understanding of and insight to the education transformation process.\*Conversant with gender and equity issues. \*Customer/client orientation.\*Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint.

**DUTIES**

: Key Performance Areas: \*Support and enable the development of effective self-sustaining learning sites (schools) that provide quality education within the framework of national and provincial goals.\*Provide for circuit management, school governance and corporate services.\*Accountable for overall management of all schools in a designated area/district, in collaboration with other teams and other stakeholders and specialists to plan and intervene in order to address existing institutional needs.\*Empower learning sites/schools to establish standards of performance and to implement review processes to meet set standards.\*Establish effective communication with role players.\*Develop leadership and management skills and capacity within learning sites.\*Support governing bodies and other structures. \*Give guidance with reference to policies, guidelines and legislation.\*Render professional services within the parameters of the delegated duties and responsibilities attached to the post as determined by the department.\*Play a public relations role as Limpopo Education Department representative in the district and province.

**ENQUIRIES**

: Mr Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.

**POST 16/156**

: **MESSENGER/DRIVER: MEC'S OFFICE REF NO: 25/10**

**SALARY**

: R73 584 per annum Salary Level: 4

**CENTRE**

: Head Office - Polokwane

**REQUIREMENTS**

: \*Grade 12 or equivalent qualification.\*A valid driver's licence.

**DUTIES**

: Key Performance Areas: \*Provide messenger and driver services to the office of the MEC.

**ENQUIRIES**

: Mr Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.

**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.

**MANAGEMENT ECHELON**

**POST 16/157** : **HEAD: CLINICAL UNIT (MEDICAL) (PRINCIPAL SPECIALIST ORTHOPAEDICS)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

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

**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Registration with the HPCSA as Medical Specialist in Orthopaedics. FCA (SA) or M.Med (Orthopedics) or equivalent qualification. Experience: A minimum of 7 years appropriate experience after registration with the HPCSA as Medical Specialist in Orthopaedics. Experience in teaching and training of students. Inherent requirements of the job: Demonstrated experience of engagement at all levels of care especially level 2 (General Specialist) and Outreach (level 1). A sound knowledge and insight of the clinical services in the Provincial Health Department. Ability to work overtime. In-depth understanding of the Strategic Plan of the Department of Health. Willingness to travel within the West Coast District. Valid driver's licence. Competencies (knowledge/skills): Good interpersonal skills. Good knowledge of Orthopaedics as subject. Excellent theatre skills in orthopedic procedures. Leadership, documenting and information management skills.

**DUTIES** : Co-ordinate and provide a 24-hour general specialist care in Paarl Hospital drainage area including in and outpatient, emergency services and appropriate high care. Provide Senior Medical Superintendent with administrative support. Responsible for clinical governance in drainage area. Co-ordinate clinical teaching and training of health workers including Registrars and interns. Assist with management of Human Resources.

**ENQUIRIES** : Dr B Kruger, tel.no (021) 860-2501  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000

**FOR ATTENTION** : Ms C Versfeld  
**CLOSING DATE** : 14 May 2010

**POST 16/158** : **HEAD: CLINICAL UNIT (MEDICAL) (PRINCIPAL SPECIALIST: RADIATION ONCOLOGY)**

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

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a Specialist Radiation Oncologist. Experience: A minimum of 7 years appropriate experience as Specialist Radiation Oncologist recognised by the HPCSA. Inherent requirements of the job: The ability to work overtime. Competencies (Knowledge/skills): Extensive experience in all aspects of Oncology and skills in specialised radiation techniques. The ability to conduct and supervise research. Experience in undergraduate and postgraduate training, teaching and assessment of students in Oncology. Adequate managerial and leadership skills. Fluency in at least two of the three official languages of the Western Cape.

Recommendations: Experience as an examiner at post-graduate level. Computer literacy (MS Excel, PowerPoint and statistical packages). Doctoral Degree or currently studying towards a Doctoral Degree.

**DUTIES** : Key result areas/outputs: Assist with and assume responsibility for the effective administration of a Clinical/Academic Department. Provide effective and efficient patient care at specialist level. Participate and guide academic activities at undergraduate and postgraduate level. Participate in research activities. Provide guidance and supervision on junior colleagues and Registrars. Participate in outreach activities on less specialised levels of care. Community involvement. Clinical Governance and quality assurance in the unit.

**ENQUIRIES** : Prof FJ Vernimmen, tel. no. (021) 938-5992

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

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 14 May 2010

#### **OTHER POSTS**

**POST 16/159** : **ADMINISTRATIVE OFFICER**  
 Directorate: Supply Chain Management, Head Office, Western Cape Medical Supplies Centre

**SALARY** : R 130 425 per annum.

**CENTRE** : Head Office

**REQUIREMENTS** : Matric with Mathematics or Accountancy as passed subject. Registration with the South African Pharmacy Council as a Pharmacist's Assistant (Post-Basic). Experience: Experience in Pharmaceutical Procurement. Competencies (Knowledge/skills): Intermediate computer skills in MS Word and Excel. Knowledge of Supply Chain Management, Public Finance Management Act (PFMA), General Conditions of a Contract, rules and regulations of the South African Pharmacy Council and Medical Control Council and Tradeworld, MEDSAS and BAS.

**DUTIES** : Key result areas/outputs: Handling of contracts submitted by the National Tender Office in order to procure pharmaceutical and non-pharmaceutical items. Procurement of pharmaceutical and non-pharmaceutical contract items loaded on MEDSAS. Handling the outstanding/overdue pharmaceutical and non-pharmaceutical orders placed by demanders and other institutions. Supervision of the Pharmaceutical Procurement Section.

**ENQUIRIES** : Mr S Theron, tel. no. (021) 483-2140

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

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 14 May 2010

**POST 16/160** : **PHARMACIST'S ASSISTANT (BASIC) GRADE 1 TO 2 10 POSTS**  
 Directorate: Supply Chain Management, Western Cape Medical Supplies Centre (8 posts), Oudtshoorn Medical Sub Depot (2 posts)

**SALARY** : Grade 1: R 62 298 per annum  
 Grade 2: R 84 420 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : Registration with the South African Pharmacy Council as a Pharmacist's Assistant (Basic) OR Junior (or equivalent) Certificate with Mathematics and Biology as passed subjects, and willingness and competence to undergo training to be registered as a Learner Basic Pharmacist's Assistant with the South African Pharmacy Council. Physically able to work effectively in a warehouse environment. Competencies (Knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of storage and wholesale procedures. Good numeric skills. Recommendations: Experience in handling of pharmaceutical supplies particularly in a warehouse environment. Computer literacy.

**DUTIES** : Key result areas/outputs: Assist with effective booking in of received pharmaceutical products from suppliers. Assist with effective control of pharmaceutical stock. Issue stock against issue voucher. Assist with efficient and secure packaging of pharmaceutical products for delivery. Assist with effective

control and distribution of finished pharmaceutical orders to demanders. Keep store neat and tidy.

**ENQUIRIES** : Mr S Theron, tel, no. (021) 483-2140  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Versfeld  
**CLOSING DATE** : 14 May 2010

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000  
**FOR ATTENTION** : Ms D Bowie  
**CLOSING DATE** : 07 May 2010

#### **OTHER POSTS**

**POST 16/161** : **CHIEF ENGINEER: ELECTRICAL (GRADE A) U2/09/263**  
Job purpose: To provide expert electrical and electronic services to ensure effective, efficient and economical Electrical and Electronic Engineering solutions and standards that complies to, legislation, regulations and standards for the Directorate: Works General Provincial Facilities.

**SALARY** : An all-inclusive salary package of R 507 114 per annum. (Grade A)  
**CENTRE** : Provincial Public Works Branch, Directorate: General Provincial Buildings Cape Town

**REQUIREMENTS** : The formal qualification requirement for appointment to this post is a university degree in Electrical Engineering (B Eng/BSc. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least six (6) years post qualification experience required as a registered professional engineer as well as a driver's license. Competencies: • willingness to travel on a regular basis • knowledge and experience in the field of the relevant Built Environment especially regarding design and construction experience in office and public transport facilities • knowledge and experience in computer support design of building and services • experience in project management, formulation of policies in a multi-disciplinary professional environment • knowledge and experience in high and low voltage systems plus necessary certificate as per legislation • knowledge and experience in access control systems • experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation • good interpersonal relations • computer literacy (MS Office) • knowledge of public sector procurement • ability to work under pressure

**DUTIES** : Design and installation of electrical and electronic engineering works in conjunction with other professional disciplines and consulting engineering firms • undertake project leading and investigations • report on and plan the maintenance of electrical and electronic engineering works • supervise technical personnel • implement legal requirements and standards • verify documentation compiled by other professional disciplines • pioneering of new engineering services and management methods • maintain engineering operational effectiveness • allocate, control, monitor and report on all resources • financial management • people management. Engineering design and analysis effectiveness: - Perform final review and approvals or audits on new engineering designs according to design principles or theory • co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology • pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: - manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources • set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability • monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives Governance: - Allocate, control, monitor and report on all resources • compile risk logs and manages significant risk according to sound risk management practice and organizational requirements • provide

technical consulting services for the operation on engineering related matters to minimize possible engineering risks • manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment • continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management:- ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services • manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives • manage the commercial value add of the discipline-related programmes and projects • facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles • allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: - manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements • manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**  
**NOTE**

: Mr H Bouwer Tel (021) 483 5052  
: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/162**

: **CHIEF QUANTITY SURVEYOR (GRADE A) 2 POSTS U2/09/264-265**  
Job purpose: To perform and manage quantity survey cost estimates for building projects, structures and facilities and provide strategic direction in the process.

**SALARY**  
**CENTRE**

: An all-inclusive salary package of R 436 965 per annum (Grade A)  
: Provincial Public Works Branch, Directorate: General Provincial Facilities and Education, Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to these posts is a degree in Quantity Survey or equivalent plus registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor; a valid driver's license; a minimum of 6 years post graduate experience. Competencies:  
• Programme and project management • Quantity Survey legal and operational compliance • quantity survey operational communication • process knowledge and skills • maintenance skills and knowledge • mobile equipment operational skills • research and development; computer-aided engineering applications • creating high performance culture • technical consulting • professional judgment • strategic capability and leadership • problem solving and analysis • decision making • team leadership • creativity • financial management • customer focus and responsiveness • communication • computer skills • people management • planning and organising • conflict management • negotiation skills • change management.

**DUTIES**

: Quantity Survey analysis effectiveness: - perform final review and approvals or audits on quantity survey procedures • co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness: - manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources • set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability • monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives. Financial Management: - ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services • manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives • manage the commercial added value of the discipline-related programmes and projects • facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles • allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance: - allocate, monitor and control resources • compile risk logs (database) and manage significant risk

according to sound risk management practise and organisational requirements • provide technical specialist services for the operation of quantity survey related matters to minimise possible risks • manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment • continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: - manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements • manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Mr SDJ van der Watt Tel: (021) 483 5446  
 Mr J Rossouw Tel: (021) 483 5241  
 Ms E Bosman Tel: (021) 483 5380

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/163**

: **ENGINEER: CIVIL/STRUCTURAL (PRODUCTION) GRADE A, B OR C U2/09/275**

Job purpose: To provide expert civil and structural services to ensure effective, efficient and economical Engineering solutions and standards that complies to, legislation, regulations and standards for the Works General Provincial Facilities, Education and Health Directorates.

**SALARY**

: An all-inclusive salary package of R 345 897 – R 372 636 per annum (Grade A)  
 R 393 711 – R 424 146 per annum (Grade B)  
 R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

**CENTRE**

: Provincial Public Works Branch, Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to these posts is a university degree in Civil Engineering (B Eng/BSc. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus 3 years post registration experience as well as a drivers license. Competencies: • knowledge and experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of office and public transport facilities • knowledge and experience in computer support design of building and services • knowledge and experience in design of different structural systems • knowledge and experience in design of roads, water, stormwater and sewer reticulations • experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation • knowledge of public sector procurement • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

**DUTIES**

: Design civil and structural engineering works in conjunction with other professional disciplines and consulting engineering firms • design new systems to solve practical engineering challenges and improve efficiency and enhance safety • develop tender specifications • undertake project leading and investigations • report on and plan the maintenance of civil and structural engineering works • supervise technical personnel • ensure training and development of staff • implement legal requirements and standards • verify documentation compiled by other professional disciplines • monitor and control expenditure and report on expenditure and service delivery • continuous professional development to keep up with new technologies and procedures • design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles

and according to norms and standards and code of practice • approve engineering works according to prescribed norms and standards Human capital development: - ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise • liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**

: Mr H Bouwer Tel (021) 483 5052  
Mr W Gibbs Tel (021) 483 8257

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/164**

: **ENGINEER: CIVIL/STRUCTURAL (PRODUCTION) GRADE A, B OR C 3 POSTS U2/09/276-278**

24 Month Contract

Job purpose: To provide expert civil and structural services to ensure effective, efficient and economical Engineering solutions and standards that complies to, legislation, regulations and standards for the Works General Provincial Facilities, Education and Health Directorates.

**SALARY**

: An all-inclusive salary package of R 345 897 – R 372 636 per annum (Grade A)  
R 393 711 – R 424 146 per annum (Grade B)  
R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

**CENTRE**

: Provincial Public Works Branch, Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to these posts is a university degree in Civil Engineering (B Eng/BSc. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus 3 years post registration experience as well as a drivers license. Competencies: • knowledge and experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of office and public transport facilities • knowledge and experience in computer support design of building and services • knowledge and experience in design of different structural systems • knowledge and experience in design of roads, water, storm water and sewer reticulations • experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation • knowledge of public sector procurement • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

**DUTIES**

: Design civil and structural engineering works in conjunction with other professional disciplines and consulting engineering firms • design new systems to solve practical engineering challenges and improve efficiency and enhance safety • develop tender specifications • undertake project leading and investigations • report on and plan the maintenance of civil and structural engineering works • supervise technical personnel • ensure training and development of staff • implement legal requirements and standards • verify documentation compiled by other professional disciplines • monitor and control expenditure and report on expenditure and service delivery • continuous professional development to keep up with new technologies and procedures • design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that



planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice • approve engineering works according to prescribed norms and standards Human capital development: - ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise • liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**

: Mr H Bouwer Tel (021) 483 5052  
Mr W Gibbs Tel (021) 483 8257

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/165**

: **ENGINEER: MECHANICAL (PRODUCTION) GRADE A, B OR C U2/09/279**

24 month contract appointment

Job purpose: To provide expert mechanical services to ensure effective, efficient and economical Mechanical Engineering solutions and standards that complies to, legislation, regulations and standards for the Directorate: Works Health Facilities

**SALARY**

: An all-inclusive salary package of  
R 345 897 – R 372 636 per annum (Grade A)  
R 393 711 – R 424 146 per annum (Grade B)  
R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

**CENTRE**

: Provincial Public Works Branch, Directorate: Health Facilities, Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to this post is a university degree in Mechanical Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus 3 years post registration experience as well as a drivers license. Competencies: • knowledge and experience in the field of the Hospital Engineering and related services, Clinical Engineering, commissioning and operation of mechanical elements within the hospital environment • knowledge and experience in computer support design of building and services • knowledge and experience in green building design • research and development skills • experience of contract documentation and administration, act/regulations of Occupational Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation • technical report writing skills • knowledge of public sector procurement • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure.

**DUTIES**

: Design and installation of mechanical engineering works in conjunction with other professional disciplines and consulting engineering firms in health facilities • design new systems to solve practical engineering challenges and improve efficiency and enhance safety • develop tender specifications • undertake project leading and investigations • report on and plan the maintenance of mechanical engineering works • supervise technical personnel • ensure training and development of staff • implement legal requirements and standards • verify documentation compiled by other professional disciplines • monitor and control expenditure and report on expenditure and service delivery • continuous professional development to keep up with new technologies and procedures • design new system to solve practical engineering challenges and improve efficiency and enhance safety • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate

new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principals and according to norms and standards and code of practices • approve engineering works according to prescribed norms and standards Human Capital Development • ensure training and development of Technicians, Technologists and Candidate Engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes • administer performance management and development. Office administration and budget planning: • manage resources and prepare and consolidate inputs for the facilitation of resource utilisation • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise • liaise with relevant bodies/councils on engineering -related matters

**ENQUIRIES**

: Mr HG Lyners Tel (021) 483 8936

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/166**

: **ENGINEER: MECHANICAL (PRODUCTION) GRADE A, B OR C U2/09/274**

Job purpose: To provide expert mechanical services to ensure effective, efficient and economical Mechanical Engineering solutions and standards that complies to, legislation, regulations and standards for the Directorate: Works General Provincial Facilities

**SALARY**

: An all-inclusive salary package of R 345 897 – R 372 636 per annum (Grade A)  
R 393 711 – R 424 146 per annum (Grade B)  
R 450 174 – R 530 280 per annum (Grade C), Offer will be based on proven years of experience

**CENTRE**

: Provincial Public Works Branch, Directorate: General Provincial Facilities Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to this post is a university degree in Mechanical Engineering (B Eng/BSc. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus 3 years post registration experience as well as a drivers license. Competencies: • knowledge and experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of office and public transport facilities • knowledge and experience in computer support design of building and services • knowledge and experience in design of different air-conditioning and sewer systems • knowledge and experience in green building design • experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation • technical report writing skills • knowledge of public sector procurement • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

**DUTIES**

: Design and installation of mechanical engineering works in conjunction with other professional disciplines and consulting engineering firms • design new systems to solve practical engineering challenges and improve efficiency and enhance safety • develop tender specifications • undertake project leading and investigations • report on and plan the maintenance of mechanical engineering works • supervise technical personnel • ensure training and development of staff • implement legal requirements and standards • verify documentation compiled by other professional disciplines • monitor and control expenditure and report on expenditure and service delivery • continuous professional development to keep up with new technologies and procedures • design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is

done according to sound engineering principles and according to norms and standards and code of practice • approve engineering works according to prescribed norms and standards Human capital development: - ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise • liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**

: Mr H Bouwer Tel (021) 483 5052

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/167**

: **ARCHITECT (PRODUCTION) - GRADE A, B OR C U2/09/266**

Job purpose: To provide expert architectural services to ensure effective, efficient and economical architectural solutions and standards that comply with legislation, regulations and standards.

**SALARY**

: An all-inclusive salary package of R 298 053 – R 321 087 per annum (Grade A)  
R 340 785 – R 367 125 per annum (Grade B)  
R 387 891 – R 456 921 per annum (Grade C) Offer will be based on proven years of experience.

**CENTRE**

: Provincial Public Works Branch, Directorate: Educational Facilities, Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to this post is a five-year university degree in Architecture plus registration as a Professional Architect with the South African Council for the Architectural Professions plus drivers license and a minimum of three (3) years post graduation experience. Competencies: knowledge and experience in the design of Health, Education, or General (including office space planning) building facilities and related services • experience of contract documentation and administration, act/regulations of OHS, Medical and relevant SANS • knowledge and experience of public sector administration – finance, procurement, personnel and procedures • good verbal and written communication in at least two of the three official languages of the Western Cape Province • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

**DUTIES**

: Responsible for building infrastructure, architectural projects and related services in health, education or general building facilities • provide cost advice • undertake investigations • scrutinise architectural designs and specifications • manage consulting architects by monitoring and controlling projects • manage progress of projects and budget expenditure • co-ordinate in-house professional teams • provide technical advice to client departments Perform architectural activities on state-owned or leased buildings, structures or facilities:- co-ordinate professional teams on all aspects regarding architecture • ensure adherence and compliance to legal, safety and health requirements • provide architectural advice and technical support in the evaluation of solutions • ensure the adoption of technical and quality strategies • develop architectural related policies, methods and practices • provide solution on non-compliance and failure of designs Human capital development: - ensure training and development of technicians, technologists and candidate architects to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice • supervise the architectural work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and

service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on architecture to improve expertise • liaise with relevant bodies/councils on architecture -related matters.

**ENQUIRIES**

: Ms U Kuschke (Works Health) 021 483-5346

Mr W Jassiem (Works General posts) 021 483-5366

Mr A Nieuwoudt (Works Education) Tel (021) 483-2839

**NOTE**

: It may be expected of candidates to undergo a behavioural and/or potential analysis

**POST 16/168**

: **ARCHITECT 6 POSTS (PRODUCTION) GRADE A, B OR C U2/09/267 - 272**

24 months Contract posts

Job purpose: To provide expert architectural services to ensure effective, efficient and economical architectural solutions and standards that comply with legislation, regulations and standards.

**SALARY**

: An all-inclusive salary package of R 298 053 – R 321 087 per annum (Grade A)

R 340 785 – R 367 125 per annum (Grade B)

R 387 891 – R 456 921 per annum (Grade C) Offer will be based on proven years of experience.

**CENTRE**

: Provincial Public Works Branch, Directorate: General Building

Facilities (2 posts), Health Facilities (2 posts) and Education

Facilities (2 posts) Cape Town

**REQUIREMENTS**

: The formal qualification requirement for appointment to this post is a five-year university degree in Architecture plus registration as a Professional Architect with the South African Council for the Architectural Professions, plus driver's license and a minimum of three (3) years post graduation experience. Competencies: knowledge and experience in the design of Health, Education, or General (including office space planning) building facilities and related services • experience of contract documentation and administration, act/regulations of OHS, Medical and relevant SANS • knowledge and experience of public sector administration – finance, procurement, personnel and procedures • good verbal and written communication in at least two of the three official languages of the Western Cape Province • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

**DUTIES**

: Responsible for building infrastructure, architectural projects and related services in health, education or general building facilities • provide cost advice • undertake investigations • scrutinise architectural designs and specifications • manage consulting architects by monitoring and controlling projects • manage progress of projects and budget expenditure • co-ordinate in-house professional teams • provide technical advice to client departments Perform architectural activities on state-owned or leased buildings, structures or facilities:- co-ordinate professional teams on all aspects regarding architecture • ensure adherence and compliance to legal, safety and health requirements • provide architectural advice and technical support in the evaluation of solutions • ensure the adoption of technical and quality strategies • develop architectural related policies, methods and practices • provide solution on non-compliance and failure of designs Human capital development: - ensure training and development of technicians, technologists and candidate architects to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice • supervise the architectural work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on architecture to improve expertise • liaise with relevant bodies/councils on architecture -related matters.

**ENQUIRIES**

: Mr A Nieuwoudt (Education Facilities posts) Tel (021) 483-2839

Mr U Kuschke (Health Facilities posts) Tel (021) 483-5346

		Mr W Jassiem (General Building Facilities) Tel (021) 483-5366
<b><u>NOTE</u></b>	:	It may be expected of candidates to undergo a behavioural and/or potential analysis
<b><u>POST 16/169</u></b>	:	<b><u>QUANTITY SURVEYOR (PRODUCTION) GRADE A, B OR C U2/09/273</u></b> Job purpose: To perform quantity survey work in the development of projects, plans and designs for buildings, structures or facilities.
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R 298 053 – R 321 087 per annum (Grade A) R 340 785 – R 367 125 per annum (Grade B) R 387 891 – R 456 921 per annum (Grade C) Offer will be based on proven years of experience
<b><u>CENTRE</u></b>	:	Provincial Public Works Branch, Directorate: General Provincial Facilities, Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification requirement for appointment to this post is a degree in Quantity Survey or equivalent plus registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor; a valid driver's license; a minimum of 3 years post graduate experience. Competencies: • knowledge of quantity survey principles and methodologies • computer aided engineering applications • knowledge of legal compliance • technical report writing • technical consulting • creating a high performance culture • networking • professional judgment • planning and organisation • conflict management • problem solving and analysis • people management • change management • innovativeness • willingness to travel regularly • experience in programme and project management • knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure
<b><u>DUTIES</u></b>	:	Perform quantity survey activities on buildings, structures and facilities: Co-ordinate professional teams on all aspects regarding quantity survey • ensure adherence to quantity determination standards • provide quantity survey advice and technical support in the evaluation of costs • ensure the adoption of technical and quality strategies • develop quantity survey related policies, methods and strategies • provide solutions on non-compliance on quantity determination • review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel • ensure adherence to the requirements of professional registration Human capital development: - ensure training and development of technicians, technologists and candidate quantity surveyors to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice • supervise the quantity surveying work and processes • administer performance management and development. Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure • report on expenditure and service delivery. Research and development: - continuous professional development to keep up with new technologies and procedures • research/literature studies on quantity surveying to improve expertise • liaise with relevant bodies/councils on quantity survey-related matters
<b><u>ENQUIRIES</u></b>	:	Mr SDJ van der Watt Tel: (021) 483 5446 Mr J Rossouw Tel: (021) 483 5241 Ms E Bosman Tel: (021) 483 5380
<b><u>NOTE</u></b>	:	It may be expected of candidates to undergo a behavioural and/or potential analysis