



DATE OF ISSUE: 07 MAY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 18 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.

AMENDMENTS

- Department of Cooperative Governance and Traditional Affairs:** Please note that the posts of deputy directors-general which were advertised on a three year contract basis in PSVC 10 of 2010 have been changed to a permanent capacity. Applications are therefore invited from candidates who did not apply for the posts due to the three year contract appointment stipulation. A separate application must be submitted for each post which is applied for with a clear indication of the reference number.
- Department of Energy:** Kindly take note that the contact number of the following posts: post 16/08 Deputy Director: Stakeholder Engagements Coordinator, post 16/10 Deputy Director: Knowledge and Project Management as well as post 16/11 Deputy Director: Communication (International Coordination) for Mr N Nkhangele is (012) 444 4610 on Circular 16.
- Department of Justice and Constitutional Development:** The salary for the following postE Scheduler Clerk REF NC/32/10, the centre is MAGISTRATE OFFICE KURUMAN and the salary should be R87 978 - R103 635
- Western Cape Department of Human Settlements:** Kindly note that the of Assistant Director: Administration (Post 17/103), advertised in PSVC 17 of 2010 has been withdrawn.

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DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 18/01 : **ASSISTANT DIRECTOR: DEFENCE PLANNING**
The post is advertised in the DOD, broader Public Service and Media Defence Policy, Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Strategy and Plan) Defence Headquarters

SALARY : R240 318 per annum
CENTRE : Pretoria
REQUIREMENTS : NQF Level 6/7 in management science or strategic studies. A post graduate qualification in Economics and Financial Management/Economics and Public Finance or Public Administration will be a strong recommendation. A minimum practical experience of two (2) years in the development and implementation of Corporate Strategy plans with the appropriate operational or annual performance plan and supporting plans will be an advantage. A practical knowledge of the appropriate monitoring and evaluation systems and processes to promote dynamic strategic planning processes will be essential. Special requirements (skills needed): Good communication, negotiation and writing skills. Understanding of relevant Acts, Regulations and Policies pertaining to strategic planning, monitoring and evaluation of systemic and organizational performance and administration within the public sector. Knowledge of Government wide monitoring and evaluation system design and implementation. Sound understanding of latest developments pertaining to strategic planning, risk management, mobilization, monitoring and control of resources. Lateral thinker with excellent analytical, numerical, report writing, presentation, project and programme management skills with the adequate financial strategic and management competencies. Excellent demonstrable end-user computer skills in Excel, Access, Powerpoint etc. Must be able to function under pressure and tight deadlines. Experience in identification, management and impact assessment of strategic issues at least at Divisional level (Level 2)/branch level in the Public service, is essential. Further, proven experience in policy writing, participation in strategic planning, and reviews at corporate level will be an advantage. Knowledge of the impact of micro/macro and developmental economics on Public Finance legislation and the ensuing corporate strategic plans. Knowledge of the Government-wide Planning Framework, latest developments with regard to integrated planning, long-term planning, risk management and the impact thereof

on the MTSF, MTEF, strategic planning, risk management and the Estimate of National Expenditure. Relevant training in policy, (scenario, outcomes based and financial) planning and strategic management. Must be able to obtain and successfully comply with the security clearance processes of the Department of Defence.

DUTIES

: Ensure continuous alignment of level 2 and corporate strategic plan with the Estimate of National Expenditure. Design and configure the DOD Strategic Planning system and processes in line with the evolving applicable policies and regulatory framework. Compile and issue guidelines and instructions on the content, formats and management of the strategic plans, and the accompanying operational or annual performance plans for the Defence Secretariat and the DOD. Ensure implementation of instruction issued by the Chief of the SANDF, Secretary for Defence and the Minister of Defence in respect of development of internal control as well as monitoring of compliance with applicable regulatory frameworks regarding the strategic planning for the department. Develop the appropriate determination instruments for the evaluation of strategic plans and operational or annual performance plans submitted. Conduct due diligence on submissions made by services and divisions and issue the appropriate determinations. Co-ordinate the content development, approval and tabling of the strategic plan and the accompanying operational or annual performance plans for the DOD. Follow-up on weaknesses and challenges identified by the Services/Divisions in the previous strategic plans, and confirm performance or progress on instructions that may have been issued by the Secretary for Defence, Chief of the SANDF and the Minister of Defence. Act as a nodal point for strategic planning requirements for the Secretary for Defence and the DOD. Liaise and interact with DOD stakeholders on the planning guidelines as may be issued from time to time. Assist in identifying training requirements as well as propose the essential programmes for continuous support to continually improve plans submitted. Liaise with relevant DOD stakeholders including the Presidency, National Treasury and the office of the Auditor-General regarding alignment of strategic plans with evolving frameworks like Government-wide Monitoring and Evaluation Framework as well as the Framework for Managing Performance Information. Develop and manage reliable operational, knowledge and information management systems as well as reliable tracking and early warning systems with regards to the strategic planning function. Conduct trend analysis on the impact of corrective actions implemented with regards to strategic plans submitted and furnish such reports as may be required. Utilize the inputs received through the reporting on the strategic plans and the accompanying operational or annual performance plans submitted. Continually promote alignment of strategic planning with ENE processes, the needs of the stakeholders as well as the applicable Strategic Planning and reporting tools. Contribute to building high performing, results orientated and dependable and innovative team of the Directorate, the Defence Policy, Strategy and Planning Division, the Defence Secretariat and the DOD. Provide the necessary professional advice to the Accounting Officer and Executive Authority on the content of the Accounting Officer's guidelines for MTSF and MTEF and ensure comprehensive coverage of the applicable Government and DOD priorities. In partnership with the Finance Division, organize the Planning and Budget seminars as well as provide inputs to the Departmental Planning, Budgeting Committee, with regards to the technical evaluation of strategic plans and the accompanying operational or annual performance plans submitted. Participate in the Development of the DOD ENE Chapter as well as the MTEC submissions on funding shortages and priorities. Provide the necessary administration, professional support and expert advice to the Accounting Officer to promote economic, effective, efficient, and equitable appropriation of resources within the DOD. Implement strategies aimed at educating and informing stakeholders on the DOD product and services focused on high quality strategic plans that comply with the appropriate legislation.

ENQUIRIES

: Adv N. Ntsaluba, Tel: (012) 355 6309

APPLICATIONS

: Department of Defence, Directorate Human Resource Acquisition, Private Bag X994, Pretoria, 0001 or may be hand delivered to Ms Anele Taljaard, 4th Floor, 218 Visagie Street, General Piet Joubert Building, Pretoria CBD.

CLOSING DATE

: 21 May 2010 (not later than 16:00)

NOTE

: Applicants will be expected to develop a 15 minute presentation as part of the interview. Further the applicant will be expected to comply with the applicable DPSA competence assessment process.

POST 18/02 : **SENIOR MESSENGER 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R51 936 per annum
CENTRE : SA Air Force, AFB Langebaanweg, Langebaan.
REQUIREMENTS : ABET Level 1 – 4. Special requirements (skills needed): Physically healthy. Communication skills. Command and control knowledge. Understanding of the specific environment. Must be able to obtain a confidential security clearance within a year.

DUTIES : Deliver and collect files, documents and mail. Collect and return files to the Registry

ENQUIRIES : Lt P Duntjwa, (022) 706-2520.
APPLICATIONS : Department of Defence, AFB Langebaanweg, Langebaan, 7375.
CLOSING DATE : 7 June 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment /promotion/transfer will promote representivity will receive preference.

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

OTHER POSTS

- POST 18/03** : **DEPUTY DIRECTOR: DEVELOPMENT COMMUNICATION, CAMPAIGNS AND AWARENESS REF NO: AP27/2010**

- SALARY** : Remuneration package of R 448 521 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year Bachelors degree or equivalent qualification in communications/journalism/ public relations or equivalent qualifications plus relevant experience in development communications and/or campaigns. Competencies required: Must have good understanding of development communications principles, sound interpersonal relations, facilitation skills, negotiation skills, project management skills and ability to communicate with stakeholders at all levels, sound knowledge of database coordination and management. Knowledge and skills in formulating and writing reports. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Work well under pressure and in team.
- DUTIES** : The successful candidate will perform the following key functions: manage the development and implementation of environment education and awareness programmes, management and implementation of celebration of key national and international environment days and campaigns that seek to heighten environmental awareness, manage the development and updating of the department's calendar of events, manage the development of concepts, proposals and/or project plans for the Minister and the Deputy Minister's Public Participation Programme, Liaison with GCIS on development communications programmes, manage staff in the sub-directorate.
- ENQUIRIES** : Mr Albi Modise Tel (012) 310 3122
- FOR ATTENTION** : Mr D Masoga
- CLOSING DATE** : 24 May 2010

- POST 18/04** : **ASSISTANT DIRECTOR: REGULATION AND POLICY REF NO: AP20/2010**

- SALARY** : R240 318 per annum (Total salary package of R 295 978 p.a./conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or an equivalent qualification in natural / environmental sciences or law. An appropriate working experience in the field of pollution and waste management. Understanding of the policy and legislative framework governing pollution and waste management and legislative processes. Experience in policy development and/or project management will be an added advantage. Skills required: Negotiation skills, good interpersonal relations, well-developed communication skills, and excellent project management skills. The incumbent must be able to work independently and efficiently under pressure.
- DUTIES** : Support the development of national policies and strategies on pollution and waste management. Support the development of national legislation and regulations on pollution and waste management. Support the development of appropriate norms and standards for all aspects of pollution and waste

management. Encourage provincial environmental departments to draft legislation and regulations that are aligned to national policy. Encourage municipalities to draft by-laws that are aligned to national policy. Assess that domestic legislation supports ratified international agreements. Liaise with line functions in the development of national policies, strategies and legislation on pollution and waste management. Promote public participation in processes for the development of national policies, strategies and legislation on pollution and waste management. Participate in departmental and government forums on law reform and legislative processes.

ENQUIRIES : Ms Khashiwe Masinga Tel: (012) 310-3377
FOR ATTENTION : Mr Dumisani Moyane
CLOSING DATE : 14 May 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 18/05 : **ASSISTANT DIRECTORS: REACTIVE ADMINISTRATIVE ENFORCEMENT 2 POSTS REF NO: AP37/2010**

SALARY : R240 318 per annum (Total Package of R323 686 per annum)
CENTRE : Pretoria
REQUIREMENTS : A law degree or Environmental Management degree or relevant equivalent qualification plus extensive working experience in the relevant field. Investigation best practice, knowledge of environmental policies, legislation, international instruments, civil procedure, criminal procedure, constitutional law and administrative law. Knowledge of the justice system and the integration of law and science. Understanding of the compliance and enforcement management system. Excellent written and verbal communication skills, particularly with regard to drafting of directives, notices and legal correspondence. Legal drafting and investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co operative governance. Strategic, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service orientated approach and ability to work efficiently and effectively under pressure. A meticulous approach and inclination to pay attention to detail. Ability to work independently, or as part of a team. Completion of the Environmental Management Inspectors Course will be an added advantage. A valid driver's license.

DUTIES : Preparation of effective and legally defensible directives, notices and legal correspondence. Assisting in the drafting of enforcement court applications on behalf of the Department, where necessary. Conducting inspections and investigations into reports of non-compliance related to pollution, waste and environmental impact assessment that fall within the mandate of the Department and in accordance with the Directorate's strategic goals for successful and effective enforcement action. Carrying out the function of an Environmental Management Inspector (EMI). Building national administrative enforcement capacity and providing support to provinces and other national departments. Directorate promotion, networking and building relationships.

ENQUIRIES : Mr Grant Walters, Tel. (012) 310 3668
FOR ATTENTION : Mr D Masoga
CLOSING DATE : 24 May 2010

POST 18/06 : **ASSISTANT DIRECTOR: DEVELOPMENT COMMUNICATION, CAMPAIGNS AND AWARENESS AP29/2010**

SALARY : R192 540 per annum (Total package of R 265 715 per annum conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelors degree or equivalent qualification in communications/journalism/ public relations or equivalent qualifications plus relevant experience in development communications and/or campaigns. Competencies required: Must have good understanding of development communications principles and government communications, sound interpersonal relations, facilitation skills, negotiation skills, project management skills and ability to communicate with stakeholders at all levels, sound knowledge of database coordination and management. Knowledge and skills in formulating and writing reports. The successful candidate should also be computer literate (packages

such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Work well under pressure and in team.

DUTIES : The successful candidate will perform the following key functions: coordinate the development and implementation of environment education and awareness programmes, assist in the management and implementation of national and international days and campaigns, assist in the management of the calendar of events , assist branches, provinces and municipalities with the design and implementation of public awareness and outreach programmes and activities, develop proposals and project plan for the Minister and the Deputy Minister's Public Participation Programme in support of development communications' approach that promotes open engagement between government and communities, provide other communications support as required by the Chief Directorate in synch with the Department's Communications Strategy.

ENQUIRIES : Mr Albi Modise Tel (012) 310 3122
FOR ATTENTION : Mr D Masoga
CLOSING DATE : 24 May 2010

POST 18/07 : **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENT AND CO-OPERATION 2 POSTS REF NO: AP31/2010**

SALARY : R192 540 per annum (Total package of R 265 715 per annum conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelors degree or equivalent qualification in communications/public relations or equivalent qualifications plus relevant experience in stakeholder engagement. Competencies required: Must have good understanding of stakeholder and engagement, sound interpersonal relations, facilitation skills, negotiation skills, project management skills and ability to communicate with stakeholders at all levels, sound knowledge of database coordination and management. Knowledge and skills in formulating and writing reports. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Work well under pressure and in team.

DUTIES : The successful candidate will perform the following key functions: coordinate stakeholder empowerment workshops, network with stakeholders and service providers to populate stakeholder database, develop proposals and project plan for stakeholder engagement for the Minister, Deputy Minister and the Director-General to position the department as offering thought leadership, manage assist in the establishment of feedback system and ensure record of stakeholder's inputs and follow-up, disseminate information to stakeholders to ensure collaborations and sharing of information, provide other communications support as required by the Chief Directorate in synch with the Department's Communications Strategy.

ENQUIRIES : Ms K Mokgoko Tel (012) 310 3725
FOR ATTENTION : Mr D Masoga
CLOSING DATE : 24 May 2010

POST 18/08 : **SENIOR COMMUNICATION OFFICER: WEBSITE ADMINISTRATOR REF NO: AP33/2010**

SALARY : R161 970 per annum (Total package of 228 624 p.a. /conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelors degree or equivalent qualification in public relations/journalism or equivalent qualifications plus relevant experience in website maintenance and administration will be required: Must have good understanding and knowledge of websites and intranet administration, sound interpersonal relations, ability to research and analyse information, ability to prepare website write-ups, project planning skills, be able to prepare reports, ability to communicate with branches at all levels, ability to analyses traffic reports, Be able to work under pressure and meet deadlines. Understanding the use of social networking websites. The successful candidate should have a working experience on the following software: Dreamweaver, Photoshop, CuteFTP professional, and knowledge of HTML.

DUTIES : The successful candidate will perform the following key functions: Liaising with the Department's branches in coordinating the upload of information on the intranet and website. Ensuring that information is current on the departmental intranet. Ensuring that the department website is updated with fresh content.

Uploading media statements on the department website using CMS. Uploading the department strategic documents as and when they are made available. Responding to queries received from the website. Designing and editing web pages

ENQUIRIES
FOR ATTENTION
CLOSING DATE

: Mr Kwazi Myeza Tel (012) 310 3204
: Mr D Masoga
: 24 May 2010

DEPARTMENT OF ENERGY

APPLICATIONS : The Director-General, Department Energy, Private Bag X19, Pretoria, 0001 or hand delivered to Travenna Building, corner Mentjies and Schoeman Street, Sunnyside

FOR ATTENTION : Ms E Lethole / Ms M Nchabeleng

CLOSING DATE : 21 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. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

POST 18/09 : **EMPLOYEE WELLNESS PRACTITIONER**

SALARY : R 130 425 per annum,

CENTRE : Pretoria

REQUIREMENTS : A degree in social science/ industrial psychology or relevant degree plus extensive relevant experience in Employee Wellness or related field of work. The incumbent must be willing to travel PLUS the following key competencies: ☐ Knowledge of • Knowledge & understanding of Public Service policies, prescripts, regulations on HIV/ AIDS and employee wellness matters. • Policy analysis and design ☐ Skills • Analytical Skills. • Written and verbal communication skills • Computer Skills • Report writing skills. • Presentation and facilitation skills ☐ Communication • Logical thinker • Objective • Ability to empathize • Ability to work independently or as part of a team ☐ Creativity • Creativity and initiative • Decision making. Recommendation: Drivers license is strongly recommended

DUTIES : Facilitate the implementation of Employee Wellness Programmes intervention within the department • Provide support (first line counselling) and build a support base for incapacitated DoE employees • Conduct awareness workshops and campaigns to promote a conducive working environment within the department • Identify, report and advise on employee trends. Assist with the development of Employee Wellness policies and procedures.

ENQUIRIES : Mr T Segele ☎012 444 4000

**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 : 21 May 2010

NOTES : 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.

OTHERPOST

POST 18/10 : **MANAGER VIDEO UNIT (DEPUTY DIRECTOR)**
Sub Directorate: Video Unit

SALARY : All-inclusive salary package: R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification: An appropriate Bachelor's degree/ diploma and/or equivalent experience in video production. Experience: Extensive production experience (programme planning, scripting, budgeting, editing). Sound management experience in the production environment including personnel management and financial management. Job knowledge: Extensive knowledge of video technology. Sound knowledge video production process and techniques. Competencies required. Ability to do location camerawork and sound. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail. Candidates must submit a show reel of recent work produced.

DUTIES : Plan, initiate and co-ordinate the work of the sub-directorate in consultation with the Director. Provide creative direction and supervise the production of videos. Function as scriptwriter, director and commissioning producer for video programmes. Manage the personnel and resources of the video unit.

ENQUIRIES : Mr A Mohamed, Tel. (012) 314 2325

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** : 2 June 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. Correspondence Will Only Be Entered Into With Short-Listed Applicants

MANAGEMENT ECHELON

- POST 18/11** : **EXECUTIVE OFFICER (CHIEF DIRECTOR LEVEL)**
Branch: Skills Development
Directorate: National Skills Authority
- SALARY** : All inclusive remuneration package of R790 953 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum qualification is a recognized postgraduate degree or equivalent qualification. This must be supported by experience in skills development sector or related research. Candidate must have appropriate management or leadership experience. Good interpersonal, leadership and communication skills, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, change and diversity management. The EO shall be appointed in terms of Section 8.2 (a) of the SDA 97 of 1998 and as amended in 2008.
- DUTIES** : Proving leadership and direction and coordinating all activities of the NSA in accordance with the goals and objectives of the Act in partnership with the DHET. *Implementing the strategic goals and objectives of the NSA with the chair in liaison with the DG of DHET to enable NSA to fulfil its fiduciary function. *Giving direction and leadership toward the achievement of the NSA's mission, strategy, and its annual goals and objectives. *Providing strategic alignment of policies and strategies with all relevant stakeholders. *Overseeing all the projects under the Authority. *Providing and maintaining a public register of policies on skills development made by the Minister. *Managing the Secretariat staff. *Taking responsibility for all Secretariat activities of the Authority and the administrative services. *Ensuring the effective functioning of the NSA, its committees and operations
- ENQUIRIES** : Ms H Moeng 012 312 5477
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Interviewed candidates will be subjected to a competency assessment.

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001, Physical Address: 240 Walker Street, Govan Mbeki House, Corner Troye and Walker Street, Sunnyside, Pretoria
- FOR ATTENTION** : Ms SM Lekganyane
- CLOSING DATE** : 14 May 2010
- NOTE** : Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

OTHER POST

- POST 18/12** : **INFORMATION TECHNOLOGY SERVICE: DESK SUPPORT REF NO: DOHS/58/2010**
Chief Directorate: Information Technology and Systems
Directorate: Information Technology Service Management
Sub-Directorate: Information Technology Client Services
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have:-University Bachelor's degree in IT or University of Technology National Diploma in IT (Compulsory); 2 - 3 years solid practical experience in Service Desk, LAN and Desktop Support preferably in Novell network environment; ITIL v.3 Foundation Certificate; knowledge on GroupWise, Suse Linux Enterprise Desktop v.10, Mozilla Firefox & ZenWorks (added advantage); A+, N+ technical certificates (added advantage); Good Leadership skills; Excellent communication skills (both written and verbal); Good Planning and Organisational skills; Excellent Customer Relations Skills and proven excellent conduct.
- DUTIES** : The appointee will be responsible for: IT Service Desk & First Line Technical Support; Organise Maintenance & Repairs of Equipment; Assigning, Monitoring & Escalation of Calls; Safekeeping of all IT Records & Registers; Perform General IT Administrative Functions; Facilitate Payments of IT Goods & Services.
- ENQUIRIES** : Mr L. Mogotsi (012) 421 1614

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representativity in terms of Disability within the department through the filling of this specific post. Candidates, who's appointment/promotion/transfer will promote the achievement of the Disability targets within the ICD, will receive preference.

- APPLICATIONS** : Independent Complaints Directorate, Private Bag x25, Johannesburg, 2000 or hand delivered at 20th Floor Marble Towers, 208-212 Jeppe Street, JHB
- CLOSING DATE** : 21 May 2010
- FOR ATTENTION** : Ms F Dlakana
- NOTE** : The successful candidate will have to go through security vetting. His/Her character should be beyond reproach. Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by certified copies of qualifications and ID. If you have not been contacted within 3months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.

OTHER POST

- POST 18/13** : **COMPLAINTS RECEPTIONIST**
- SALARY** : R73 584 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Applicants should be in possession of a senior certificate and relevant experience. Preference will be given to persons with good interpersonal communication skills. Computer literacy is essential. Applicants must be willing to work under pressure.
- DUTIES** : Key Competencies include: switchboard duties: screening telephone enquiries as well as handling telephone complaints: attending to complaints in the waiting room: capturing new complaints into the database: capturing case development into the database. Typing of various reports and letters.
- ENQUIRIES** : Adv. N Poopedi @ (011) 2201500

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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.



- APPLICATIONS** : If applying for more than one post, please state the name of the office as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand deliver at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
- CLOSING DATE** : 14 May 2010
- 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. 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 and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Faxed applications 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. People with disabilities are encouraged to apply.

OTHER POST

- POST 18/14** : **SENIOR ADMINISTRATION CLERK, CHILDRENS COURT**
(Contract Posts Ending 31 March 2011)
- SALARY** : R73 584 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRES** : Magistrate Office Galeshewe: REF: NC/48/10
Magistrate Office Hopetown: REF: NC/49/10
- REQUIREMENTS** : Grade 12 or equivalent qualification; A Para-legal Diploma NQF 5 will be an advantage; Experience in Children's Court matters; Skills and Competencies: Basic numeracy and computer literacy; Good communication (written and verbal); Ability to apply the correct processing steps to matters and to 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 public in a professional manner.
- DUTIES** : Perform clerical and Administrative functions relating to children's court such as Protection and Alternative Care Orders, contribution orders and adoptions etc; Open files, issue subpoenas and general administrative duties; Gather information, follow up on files and outstanding cases; Preliminary screen family law and children's courts' disputes; Action the functions regarding Interdicts, Monitoring orders, Cost orders, the review of existing children's court orders, Parental rights and responsibility conflicts and the registration of parental plans by Children's Courts, Lay Forum-hearings and Pre-hearing Conferences; Arrange legal representation by the Legal aid Board; Liaise with the Family Advocates Office, Masters Office, the Judiciary and the Provincial Social Welfare Department.
- ENQUIRIES** : Mr. J. Tope ☎ (053) 839 0060

DEPARTMENT OF MINERAL RESOURCES

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

FOR ATTENTION : Ms M Palare / Mr H Marakalala

CLOSING DATE : 21 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. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

OTHER POSTS

POST 18/15 : **CHIEF MINERAL ECONOMIST**

SALARY : R 378 456 per annum,

CENTRE : Head Office

REQUIREMENTS : An honours degree in Geology, Metallurgy, Geological / Chemical / Mining Engineering and Chemistry or equivalent qualification, with substantial experience in minerals and mining industry. PLUS the following key competencies: • Knowledge of :Advanced knowledge and expertise with respect to South Africa's mineral / mining industry as well as acquaintance with diversified mining and minerals terrains worldwide. • Knowledge of Minerals/Mining Acts and Policies and other related policies • Skills: • Analytical, research, presentation as well as good time management Computer software literacy in e.g. spreadsheet, database, power point and word processing. • Communication: • Sound verbal and written communication ability • Creativity: • Ability to compile, analyse and interpret data. Recommendation: The incumbent will be required to travel both locally and internationally, have capability to work under pressure and, a valid driver's license is essential. Candidate with extensive knowledge and experience of mining, minerals and metals industry may be considered for the Chief Mineral Economist post.

DUTIES : Collect, validate, process and evaluate local and international mineral related economic information, monitor and record daily metal prices as well as regarding exploitation, marketing and utilization of the minerals • Conduct in-depth researches, market analyses and forecast trends in prices and supply and demand patterns and compile advanced mineral economics reports, directories, memoranda and articles of selected minerals Supervise and edit work of mineral economists such as mineral economics reports, directories, memoranda and articles of ferrous commodities and associated information • Handle mineral economic enquiries and render advice on minerals sector/mining, as well as other related matters. Attend to ad hoc tasks and able to attend to queries of advanced nature that adds value towards the achievement of strategic objectives of the Mineral Economics Directorate and the Department of Minerals and Energy • Assist in the promotion of the South Africa's mineral industry through participation in relevant conferences, seminars, forums, workshops, exhibitions, etc. both locally and internationally and, advice management at all levels on mineral economics.

ENQUIRIES : Mr Landi Themba ☎(012) 317 8000

POST 18/16 : **ASSISTANT DIRECTOR: SYSTEMS DEVELOPMENT AND MAINTENANCE**

SALARY : R192 540 per annum,

CENTRE : KwaZulu – Natal (Durban)

REQUIREMENTS : A recognised Degree or National Diploma in Datametrics, Mine Surveying, Mine Engineering, Geology, Geography, Cartography or equivalent with GIS or

electronic mapping as a subject. PLUS the following key competencies:
 ☐ Knowledge of: Geographical Information System, Mine Survey and Geology/Geography, Mine Economics and legal aspects of deeds registry. Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, 50 of 1991, Public Finance Management (Act 1991), The Mineral and Petroleum Titles Registration (Act 24 of 2003). The Public Services (Act 1994) and other previous and current related statutes relevant to mining.
 ☐ Skills: Proven ability to record geo-referenced information, knowledge Geographical Information Systems, Proven ability to verify industry information to be submitted in terms of Mining performance requirements, Communication between governments, business organizations and institutions.
 ☐ Communication: Ability to interact with persons on various levels, sound written and verbal communication
 ☐ Creativity: A creative, assertive and confident approach, ability to analyse problems, recommend innovatively and take corrective actions.

DUTIES : Ensure applications for mining and prospecting rights are geographically – recorded via GIS on a Regional basis (Electronic recording via GIS software). Ensure that information received in terms of prospecting and mining applications does not represent a spatial conflict with other applications previously submitted. Ensure that information received in terms of prospecting and mining application. Comply with the conditions of the MPRDA. Establish maintenance and management of the NMPS within the Regional Office. Identify and correct inconsistencies and operational problems. Assist in the establishment, maintenance and management of information and document tracking procedures pertaining to the MRMS. Ensure that verified statistical and resource information is submitted to the appropriate components of the DME. Provide technical support to users e.g general IT support and user ID maintenance on the MRMS. Produce maps and data of mining and prospecting rights in the process as per the Region

ENQUIRIES : Ms G.N. Mtshali ☎ 031 335 9600 (9643)

POST 18/17 : **MINERAL LAWS ADMINISTRATION OFFICER**

SALARY : R130 425 per annum,
CENTRE : KwaZulu – Natal (Durban)

REQUIREMENTS : A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law coupled with appropriate experience. A valid Code 8 driver’s licence is a must, as the incumbent will conduct field inspections/ attend meeting throughout the region PLUS the following key competencies. ☐ Knowledge of: Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, 50 of 1991, Public Finance Management (Act 1991), The Mineral and Petroleum Titles Registration (Act 24 of 2003). The Public Services (Act 1994) and other previous and current related statutes relevant to mining. ☐ Skills: Ability to interpret the mineral and mining agreements, Legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister /DG/DDG and other Departmental officials. Ability mediate in and resolves conflict situations. Computer literacy.☐ Communication: Excellent verbal and written communication skills Diplomacy and professional conduct.☐ Creativity: Dynamic individual and team player creative and construction manner. Recommendation: A valid driver’s licence.

DUTIES : Process and evaluate applications for prospecting, mining permit, mining rights and other related rights in terms of the Mineral and Petroleum Resources Development (Act 28 of 2002). Compile submissions for the Minister/ Director-General/Deputy Director General for the granting/ refusal of applicable rights. Render advice and assistance to clients and provide information service.

ENQUIRIES : Ms G.N. Mtshali ☎ 031 335 9600 (9643)

POST 18/18 : **SECURITY RISK OFFICER**

SALARY : R 64.410 per annum,
CENTRE : Springbok

REQUIREMENTS : Junior Certificate plus grade E PSIRA registration plus one year in security experience and plus the following key competencies:☐ Knowledge of : Constitution of Republic of South Africa, 1996 (Act 108 of 1996): Criminal Procedure Act, 1997(Act 51 of 1997) as amended: Relevant security legislation,

safety precautions and security registers☐ Skills: Good problem solving skills: Good planning and organising skills☐ Communication: Good communication (written and verbal):Well developed interpersonal relations☐ Creativity: Innovative and creative thinker. Recommendation: Candidate must be at least registered with PSIRA Grade E

DUTIES

: Protect personnel, asset and information: Perform access control (guard, patrol and office security duties) Monitor electronic security systems, report and investigate breaches of security Conduct daily inspection of security, health and safety risk timeously in the building. Proper completion and administration of all relevant security registers (eg OB, Key control registers etc).

ENQUIRIES

: Mr MC Mabena ☎ 012 3178281

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration.

- APPLICATIONS** : E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: RESPONSE HANDLING ReruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag x 752, Pretoria 0001
- CLOSING DATE** : 21 May 2010 applications will not be accepted after the closing date.
- NOTE** : Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. GENERAL: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries: Directed to the specific NPA Business Unit. NOTE: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you cannot get a security clearance, your

appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

- POST 18/19** : **ADVANCED DEPUTY MANAGER (FINANCE): ASSET MANAGEMENT**
(1 year NPA Contract)
- SALARY** : R240 318 per annum plus 37% in lieu of benefits (Level 10)
CENTRE : Finance and Procurement: Fleet and Facilities Management (Pretoria Head Office)
- REQUIREMENTS** : 3 years National Diploma or 3 years Degree. At least 5 years experience in the field of Asset Management. Knowledge of Asset Ware, will be an advantage. Financial experience. Proven training skills. Able to work in a team and independently. Must have advanced excel skills. Report writing skills. Valid driver's license. Able to travel.
- DUTIES** : Ensuring that a dynamic, efficient and effective Asset Management Strategy and System is upheld. Communicating to line management all relevant issues pertaining to Asset Management. Facilitation of training of asset controllers within the NPA. Ensuring verification, stock takes and disposals is in line with the Asset Management Regulations.
- ENQUIRIES** : Mpho Mofokeng -012 845 6019
APPLICATIONS : Email:Recruit1771@npa.gov.za or Fax: 012 843 3828 Ref: Recruit1771
- POST 18/20** : **ADVANCED DEPUTY MANAGER (FINANCE)**
(1 year NPA Contract)
- SALARY** : R240 318.00 per annum plus 37% in lieu of benefits (level 10)
CENTRE : Finance and Procurement: Fleet and Facilities Management (Pretoria Head Office)
- REQUIREMENTS** : 3 years National Diploma or 3 years Degree. At least 5 years experience in the field of Financial Management. Knowledge of Asset Ware will be an advantage. Proven ability to train. Able to work in a team and independently. Must have advanced Excel skills. Report writing skills. Able to travel. Valid driver's license.
- DUTIES** : Assist with monthly reconciliations in Financial Management and Asset Management. Assist in reconciliation of large accounts.
- ENQUIRIES** : Johan Lucas, 012 845 6021
APPLICATIONS : Email:Recruit1772@npa.gov.za or Fax: 012 843 3829 Ref: Recruit1772
- POST 18/21** : **SECRETARY-PMO**
- SALARY** : R130 425.00 per annum (Level 7)
CENTRE : PMO: Pretoria Head Office
REQUIREMENTS : Grade 12, or secretarial Diploma with excellent typing skills. Must be a computer literature with excellent knowledge of Ms word, Powerpoint, knowledge of Ms Project will be an advantage. Good communication skills, good interpersonal skills and above average planning and organizing skills. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure, adhering to strict timeframe. Ability to identify and handle confidential matters.
- DUTIES** : The incumbent's responsibility will be to provide an effective secretarial service and office administration support service to the Executive Manager-PMO. EE Manager mail, the diaries, receives and attends to visitors, create and maintain a filing system. Management of documentation in the office, track documents and collect research data from internet. Handle travel arrangement and general meetings. Provide reception services including call screening, receiving of visitors to the Directorate. Draft correspondence and presentations. Organise meetings, workshops, conferences. Make follow-up on tasks allocated to PMO team by Executive Manager. Collect all reports due to the Executive Manager.
- ENQUIRIES** : Phumzile Shange 012 845-6755
APPLICATIONS : Email:Recruit1769@npa.gov.za or Fax: 012 843 3826 Ref: Recruit1769
- POST 18/22** : **CHIEF ADMINISTRATIVE ASSISTANT: FINANCE (ASSETS)**
(1 year NPA Contract)
- SALARY** : R130 425.00 per annum plus 37% in lieu of benefits (level 7)

CENTRE : Finance and Procurement: Fleet and Facilities Management (Pretoria Head Office)

REQUIREMENTS : 3 years National Diploma or 3 years Degree. Able to work in a team and independently. Excel skills. Good communication Skills. Financial experience. Must be innovative. Able to travel. Valid driver's license.

DUTIES : Capturing Assets on spreadsheets. Calculating the costs of assets on spreadsheets. Communicating to supervisor on all relevant issues pertaining to Asset Management. Perform asset stock take. Assist asset controllers to perform asset verification perform their duties on Asset Management.

ENQUIRIES : Mpho Mofokeng, 012 845 6019

APPLICATIONS : Email:Recruit1770@npa.gov.za or Fax: 012 843 3827 Ref: Recruit1770

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 24 May 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. 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. The OPSC will verify the qualifications and conduct reference checking of the short-listed candidates.

OTHER POST

- POST 18/23** : **ASSISTANT DIRECTOR: MANAGEMENT OF CONFLICTS OF INTEREST REF NO: ASD: MCI**
- SALARY** : R 192 540 per annum (Level 9)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An experienced person with an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 6) in Law, Public Management and Administration or Professional Ethics • Extensive, relevant experience in and knowledge of Public Service and its Regulatory Framework, especially the extent to which it relates to professional ethics • Operational knowledge of MS Office (Word, Excel and Outlook) • Analytical and investigative skills • Experience in report writing • Ability to communicate with stakeholders, both in writing and verbally • A valid driver's license.
- DUTIES** : Key Performance Areas: Assist in administering the process of managing Conflicts of Interest in the Public Service • Monitor compliance to the Financial Disclosure Framework • Administer the Financial Disclosure Framework • Promote the Management of Conflicts of Interest and good governance in the Public Service • Assist in drafting reports emanating from the scrutiny of financial disclosure forms • Provide advice and support to departments on the management of Conflicts of Interest • Research, monitor and evaluate trends with regard to the management of Conflicts of Interest.
- ENQUIRIES** : Mr A Sadiki Telephone: (012) 352 1156

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 21 May 2010
NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Internet <http://www.ruraldevelopment.gov.za>

OTHER POSTS

POST 18/24 : **DEPUTY MANAGER: SUPPLY CHAIN (ACQUISITION) REF NO: S8/3/2010/367)**

SALARY : R240 318 per annum (Level 10)
CENTRE : Shared Service Centre: Western Cape (Mowbray)
REQUIREMENTS : An appropriate three year degree or equivalent qualification in Supply Chain Management/ Public Administration or related field. * Three (3) years relevant experience in the field of Supply Chain Management. * Knowledge of Government Procurement procedures and regulations, Preferential Procurement Policy Framework Act (PPPFA), the Public Finance Management Act (PFMA) and Treasury Regulations. * Ability to capture information accurately and in detail. * Leadership and management skills. * High level of computer literacy. * Excellent writing, planning and organisational skills, strong analytical skills. * Excellent communication skills (written and verbal). * Ability to work to tight deadlines and under pressure. * Willing to work beyond normal working hours and travel, when required. * A valid code 8 driver's licence will be an advantage.

DUTIES : Monitor and ensure compliance with all policies and procedures in Acquisition Management. * Manage Acquisition Unit to ensure that goods, services and assets are procured in accordance with Supply Chain Management prescripts. * Manage advice on and support bid processes and contract management functions. * Provide guidance and support to bid committees and check bid documents for compliance. * Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereon. * Advise on Supply Chain risk controls and fraud prevention. * Serve as member of various bid committees. * Manage secretariat functions and provide advisory services to the Bid Committees. * Provide support to regions/client offices as required. * Monitor compliance with Supply Chain code of conduct. * Monitor the use of resources within the Sub-Directorate. * Liaise with end users and suppliers to facilitate service delivery. * Ensure that BBBEE and Preferential Procurement targets are reached monitored and reported. * Manage subordinates on a daily basis and apply effective performance management standards and processes

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

POST 18/25 : **ACCOUNTING CLERK (PAYABLES AND RECIEVABLES) REF NO: S8/3/2010/366**
 Directorate: Financial Accounting

SALARY : R130 425 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a relevant three year Bachelor's degree/diploma in Public Finance, Accounting or equivalent qualification and relevant accounting experience or Senior Certificate or equivalent qualifications and appropriate experience. * Knowledge and experience in Basic Accounting System (BAS) and payments and journals. * SCOA knowledge and experience. * Knowledge T&S experience will be an added advantage. * Computer skills (Ms Word, Excel). * Written and verbal communications skills. * Knowledge of Treasury Regulations, Public Finance Management Act (PFMA).

DUTIES : Key competencies include: Verify supporting documentation for BAS payments and allocation codes and supporting documents for payments received. * Check and capture Payments and Journals in line with SCOA allocations (all 7 segments). * Daily Document control. * Monthly clearing of Suspense Account. * Daily reconciliation of Payments

ENQUIRIES : Mr X Jonkers Tel (012) 312 8423
APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Comer Jacob Mare and Paul Kruger, Pretoria

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

DEPARTMENT OF SCIENCE AND TECHNOLOGY

- APPLICATIONS** : Please note that all applications must be forwarded to www.dst.gov.za follow the career link or HRHelpdesk@dst.gov.za
- CLOSING DATE** : 25 May 2010
- NOTE** : Applications are invited from all race groups and people with a disability. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA.

OTHER POST

- POST 18/26** : **DEPUTY DIRECTOR: ADVANCED MANUFACTURING**
- SALARY** : R448 521per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Engineering or Natural Sciences/ A post-graduate qualification (as an added advantage). • 3-5 years experience in a Science and Technology intensive environment. • Knowledge of the National Research and Development Strategy, the Ten Year Innovation Plan and the National System of Innovation. • Good knowledge and understanding of government's program in Manufacturing. • Highly analytical with excellent report writing skills. • Project management skills. • Computer literacy. • Willingness to travel nationally and internationally. Competencies: • Excellent English communication skills and interpersonal skills. Applications are invited from all race groups and people with a disability. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA.
- DUTIES** : Functions/ Key Responsibilities: • Promoting research and development within the manufacturing sector through established institutional instruments. • The successful applicant will need to support the development of interventions and programmes that advance South Africa's Manufacturing Industry. • Represent the department in inter-governmental structures that promote the growth and safety compliance of the Manufacturing Industry. • Support the manager with respect to strategic intervention and policy development aimed at promoting growth within the NSI. • Develop and manage contractual arrangements with Implementing Agencies. • Ensure timely response to memos with quality submissions. • Develop and maintain effective communication channels with other government departments and other stakeholders involved in advanced manufacturing

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 21 May 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 18/27** : **SENIOR SECRETARY GRADE III**
Directorate: Child Protection
- SALARY** : R105 645 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and/or a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval. Knowledge of filing systems. Knowledge of provisioning administration prescripts. Competencies needed: Planning and organising skills. Ability to interpret directives. Interpersonal skills. Problem solving skills. Typing skills. Communication (written and verbal) skills. Cost consciousness. MS Office Suite. Knowledge of filing systems. Telephone etiquette. Knowledge of provisioning administration prescripts. Attributes: Friendly. Confident. Accurate. Adaptable. Independent. Ability to work under pressure and to cope with a high workload.
- DUTIES** : Key Responsibilities: Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the diary of the senior manager. Arrange journeys and accommodation and compile and submit subsistence and travel claims. Scan, manage and draft correspondence, documentation, supporting registers and filing. Facilitate inputs for parliamentary questions. Take notes, keep minutes and do typing. Co-ordinate financial inputs as well as human resource management and human resource development matters. Act as Chief User Clerk.
- ENQUIRIES** : Ms MV Ngcobo-Mbere Tel: (012) 312-7948

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : The Acting Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)
- CLOSING DATE** : 24 May 2010
- FOR ATTENTION** : Ms N Sebola
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 18/28** : **SPECIALIST: RESPONSIBLE TOURISM REF NO: NDT84/2010**
- SALARY** : All-inclusive remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package may be structured according to the individual's personal needs within the rules of the structuring of the flexible portion
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in Environmental Management/Urban and Regional Planning or equivalent qualification in an appropriate field related to this position!A post-graduate qualification will serve as an advantage!Experience in facilitation of multi-stakeholder processes!Experience in monitoring and evaluation.!Understanding and working knowledge of the tourism sector (locally, regionally and globally)!Understanding and working knowledge of responsible tourism and sustainable development trends and issues (globally, regionally and locally)!Understanding and working knowledge of the development of sectoral norms and standards!Experience in formulation of tourism sector strategies and action plans!Ability to work under pressure!Communication skills (written and spoken)!Advanced negotiation, presentation and public speaking skills!Ability to develop and interpret policies!Ability to conduct research, gather and analyse information and draft documents!Creativity!Ability to operate specific computer software packages!Ability to control the budget.
- DUTIES** : Conduct research and prepare strategy discussion documents, project proposals and implementation reports. Facilitate stakeholder consultations for the formulation of negotiating positions and reporting on the environment and climate change adaptation programmes. Conduct research to inform stakeholder consultation in the formulation of South African responsible tourism implementation strategies and action plans.. Facilitate arrangements for and conduct multi-stakeholder process for the formulation of South African responsible tourism implementation strategies and action plans. Prepare a South African national responsible tourism strategy and action plan for discussion and adoption by key role-players. Provide and facilitate arrangements for the implementation, monitoring and evaluation of implementation of South African national responsible tourism strategies and action plan and compile reports thereon. Provide and facilitate arrangements for the implementation, monitoring and evaluation of implementation of the South African National Standard for Responsible Tourism. Research and prepare discussion documents to inform South African's positions on responsible and sustainable tourism in the relevant

multilateral institutions, organisations, forums and partnerships. Provide delegation support for and represent the Department at the relevant multilateral institutions, organisations, forums and partnerships related to South Africa's engagement in responsible and sustainable tourism. Support the Department's input on international and regional policy, strategy formulation and regulatory processes related to responsible and sustainable tourism. Report back to stakeholders on the outcomes of such processes and implications thereof. Coordinate reporting on responsible and sustainable tourism and related issues.

ENQUIRIES

Mr B Langalibalele, tel. (012) 310-3830.

OTHER POSTS

POST 18/29

ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING AND EVALUATION REF NO: NDT81/2010

SALARY

R240 318 per annum (total package of R323 686 per annum/conditions apply)

CENTRE

Pretoria

REQUIREMENTS

Appropriate recognised degree/diploma or equivalent qualification in Social, Economic or other Sciences plus experience in organisational performance monitoring and evaluation. Knowledge of and skills in organizational performance monitoring and evaluation. Organisational and co-ordination skills. Communication (written and verbal) and interpersonal skills. Analytical and research skills. Computer literacy (MS Office).

DUTIES

Provide assistance and support for organisational performance monitoring and evaluation co-ordination for the Department and public entities reporting to the Minister of Tourism. Provide assistance and support for governance and oversight support for public entities reporting to the Minister of Tourism. Conduct research to contribute to the continuous improvement of organisational performance management processes for the Department and public entities reporting to the Minister of Tourism. Provide assistance and support in the development and maintenance of an organisational performance management system for the Department based on balanced scorecard. Provide assistance and support in the management of organisational performance management risks.

ENQUIRIES

Mr L Nemuthenga, tel. (012) 310-3009

POST 18/30

ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE PLANNING REF NO: NDT83/2010

SALARY

R240 318 per annum (total package of R323 686 per annum/conditions apply)

CENTRE

Pretoria

REQUIREMENTS

Appropriate recognised degree/diploma or equivalent qualification in Social, Economic or other Sciences plus experience in strategic and operational planning. Knowledge of strategic and operational planning, and policy development and analysis. Organisational and co-ordination skills. Communication (written and verbal) and interpersonal skills. Analytical and research skills. Computer literacy (MS Office).

DUTIES

Provide assistance and support for organisational strategic and business plan development co-ordination for the Department. Provide assistance and support for organisational risk management to ensure attainment of service delivery and optimise opportunities that enhance institutional performance. Conduct research to contribute to continuous improvement of organisational performance planning processes in the Department. Provide assistance and support in the development and maintenance of an organisational performance management system for the Department based on balanced scorecard. Assist in the management of organisational performance management risks.

ENQUIRIES

Mr L Nemuthenga, tel. (012) 310-3009

POST 18/31

SENIOR ADMINISTRATIVE OFFICER: ORGANISATIONAL PERFORMANCE MONITORING AND EVALUATION REF NO: NDT82/2010

SALARY

R161 970 per annum (total package of R233 364 per annum/conditions apply)

CENTRE

Pretoria

REQUIREMENTS

Appropriate recognised degree/diploma or equivalent qualification in Social, Economic or other Sciences plus experience in organisational performance monitoring and evaluation. Knowledge of organisational performance management practices and procedures and administrative processes.

DUTIES

Organisational and co-ordination skills. Communication (written and verbal) and interpersonal skills. Analytical and research skills!Computer literacy (MS Office).
: The successful candidate will be required to provide administrative support to the Organisational Performance Monitoring and Evaluation function within the Organisational Performance Management Sub-directorate under the Directorate: Performance Management, Co-ordination and Stakeholder Relations relating to the following performance areas!
!Organisational performance monitoring and evaluation for the Department and public entities reporting to the Minister of Tourism!
!Governance and oversight support for public entities reporting to the Minister of Tourism!
!Continuous improvement of organisational performance management processes for the Department and public entities reporting to the Minister of Tourism!
!Development and maintenance of an organisational performance management system for the Department based on balanced scorecard!
!Management of organisational performance management risks.

ENQUIRIES

: Mr L Nemuthenga, tel. (012) 310-3009

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 14 May 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

OTHER POSTS

POST 18/32 : **CHIEF DIRECTORS/REGIONAL HEADS 2 POSTS**
 (5-year contract, subject to the signing of a performance agreement)

SALARY : R790 953 per annum (All inclusive salary package)
CENTRE : Kwa-Zulu-Natal/Eastern Cape
REQUIREMENTS : An appropriate, recognised Bachelor's degree or equivalent qualifications. Relevant extensive experience in the water sector and service delivery environments. A good understanding of Government's service delivery initiatives. The ability to interact at both political and administrative level. Good negotiation skills. The ability to manage relationships. Sharp strategic capability. Excellent financial and people management skills. A good understanding of the importance of intergovernmental relations and co-operative governance. Strong leadership ability. Excellent judgement. Proven conflict management skills. Computer literacy. The willingness to travel. Experience in the water sector will be an added advantage.

DUTIES : Provide strategic guidance and leadership in the management of water service and water resources in the province. Drive and champion sector collaboration and implementation of the intergovernmental Relations Act. Drive the implementation of Government's programme of action at regional level. Ensure the alignment of the Department's programmes with Integrated Development Plans and Management in the Province in partnership with all role players. Ensure the provision of support to Local Government and other water management institutions. Manage financial and human resources. Ensure the implementation of the Millennium Development Goals. Monitor compliance with departmental policies, regulations, norms and standards.

ENQUIRIES : Ms T Mbassa, Tel: (012) 336-8723/4
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 18/33 : **PROGRAMME MANAGER**
 (Thee-year performance based contract)
 This position requires a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

SALARY : R652 572 per annum (All inclusive salary package)
CENTRE : Abuja, Nigeria (African Ministers Council on Water Secretariat).
REQUIREMENTS : An appropriate Bachelor's degree in Political Sciences, Public Administration or relevant disciplines. Knowledge of African Ministers Council on Water Secretariat (AMCOW) strategic priorities and AU systems, and guidelines related to the achievement of Management Development Goals (MDG) targets on Water and Sanitation. Knowledge of South African (SA) foreign policy and political dynamics in Africa. Fluency in English and understanding of French as a second language. Excellent diplomatic, protocol negotiation skills, interpersonal, and communication skills. Demonstrated decision-making, problem-solving, and team-player. Ability

to work in teams; good facilitation, interpersonal, communication skills; resourcefulness, attention to details. Ability to work in multi-tasking, under pressure to meet tight deadlines with quality output and results. Dynamic, achievement-focused professional with a high degree of personal commitment. Computer literacy. Official must be prepared to undergo vetting and competency assessment.

DUTIES : Enhance capacity of African Ministers Council on Water Secretariat (AMCOW) Secretariat. Co-ordination of programme activities on monitoring implementation of Water and Sanitation related Management Development Goals (MDGs). Facilitate bilateral / Multilateral cooperation in the Africa, ensuring active participation of all governments, partners, agencies and civil society organizations in facilitating of AMCOW Work Programme. Support in coordinating Ministerial conference, AMCOW Technical Advisory Committee (TAC) and senior officials. Support the AMCOW sub-regional body (Ministerial and Technical level) in the preparation of work plans, fund raising proposals and prepare annual reports. Liaise with the Regional Economic Commissioners (RECs), River and Lake Basin organizations to align their water and sanitation programme to that of AMCOW. Drafting of project proposals for funding. Focal point: Technical Advisory Committee (TAC) President and AMCOW Secretariat.

ENQUIRIES : MS D Twayi, Tel-012 336 7118
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

OTHER POSTS

POST 18/34 : **SENIOR FINANCE OFFICER**
(Three-year performance based contract)

SALARY : R378 456 per annum (All inclusive salary package)
CENTRE : Abuja, Nigeria (African Ministers Council on Water Secretariat)
REQUIREMENTS : An appropriate Master's or equivalent degree in Accounting, Finance, Business Administration or relevant disciplines. This position requires a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. At least five years experience in financial management; highly organised and systems-oriented. Experience and knowledge of donor guideline requirements; Fluency in English and understanding of French as a second language. Excellent diplomatic, interpersonal; and communication skills. Demonstrated decision-making; problem-solving, and team-building ability; Professional qualifications such as Chartered Accountant, Certified Public Accountant; Strong analytical skills and ability to understand and solve complex project management problems; Ability to work in teams; good facilitation, interpersonal, communication skills; resourcefulness, attention to details; Ability to work in multi tasking, under pressure to meet tight deadlines with quality output and results. Dynamic, achievement-focused professional with a high degree of personal commitment; Ability to communicate and write effectively in English or French; Good mastery of standard computer applications (Microsoft office package) with knowledge of accounting packages. Official must be prepared to undergo vetting and competency assessment.

DUTIES : Reporting to the Executive Secretary to develop, implement, and maintain financial management policies, systems, structures, and procedures for accounting within the African Ministers Council on Water (AMCOW) Secretariat. Ensure the smooth day-to-day running of the finance office through supervision and management. Monitor the program-related finance staff including tracking and monitoring of procurements and expenditures, and establishes and maintains an office purchasing, inventory, and requisition system. Compiling of project monthly financial reports for submission to the Relevant partners, Executive Secretary and AMCOW Ministers. Prepare project budget vs. actual reports on a regular monthly basis. Assist project officers in ensuring compliance with AMCOW procurements and field accounting polices and procedures, compliance with organizational Policies, donor agreement and audit requirements. Make sure that financial records and backup documentation is ready for internal and external audits. Works closely with finance team and auditors (external and/or Internal).

ENQUIRIES : MS D Twayi, Tel-012 336 7118

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

FOR ATTENTION : Ms T Bapela

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT HEALTH**

APPLICATIONS : St Elizabeth Hospital, Private Bag x1007, LUSIKSIKI,4820 or hand delivered to St Elizabeth Hospital – Main Street – LUSIKISIKI. Application Enquires : (039) 253 1111 EXT 114

FOR ATTENTION : Mrs RL Jasmin

CLOSING DATE : 21 May 2010

OTHER POSTS

POST 18/35 : **CHIEF OCCUPATIONAL THERAPIST REF NO: COT/STEH/04/003/2010**
Directorate: OR TAMBO

SALARY : R192 540 per annum + 17% RURAL /ISRDS NODES + 10% SCARCE SKILLS

CENTRE : ST Elizabeth Hospital

REQUIREMENTS : Relevant degree in Occupational Therapy. Registration with HPCSA as an Occupational Therapist plus at least five (5) years appropriate experience. Experience in a Public Hospital of similar state facility. Knowledge of National and Provincial Health legislative framework governing rehabilitation and occupational therapy service delivery. Must be computer literate and in possession of a valid driver's license.

DUTIES : Ensure the provision of disease specific rehabilitation and occupational therapy clinical programmes. Participate in effective planning and co-ordination of outreach and in reach programmes within the hospital. Ensure correct and effective implementation of occupational therapy clinical guidelines, policies and procedures within the hospital. Participate in the collection data and information as required within the hospital and provincial rehabilitation services. To contribute to the overall work processes, planning and organizing so that service delivery is maximized. Render appropriate assessment, application and issuing of assistive devices and other functional aids to rehabilitation clients. Participate in multidisciplinary team activities. Co-ordinate timeous and appropriate referrals of rehabilitation clients. Ensure adherence to OHS practises and other related legislative framework. Ability to compile report when needed.

ENQUIRES : Mrs RL Jasmin (039) 2531111 EXT 114

POST 18/36 : **ARTISAN SUPETINTENDENT REF NO: AS/STEH/04/002/2010**
Directorate: OR TAMBO

SALARY : R161 970 per annum

CENTRE : ST Elizabeth Hospital

REQUIREMENTS : An appropriate National Diploma in Electrical/Mechanical Engineering S (Obtained and Accredited S4 level). Heavy Current or N6 Trade Certificate with proof of a completed Apprenticeship and proof of passing an Electrical Trade test in terms of provisions of section 13(2)(h) of the Manpower Training Act of 1981. At least five (5) years experience in Electrical Industry and experience in Hospital environment with Supervisor experience. Working knowledge of OHS act. Good written and verbal communication skills, computer literate. A valid code EB license.

DUTIES : Supervise the maintenance services, electrical repairs and maintenance. Pro active planning and scheduling of preventative maintenance, skills development and training. Supervise the use of workshops equipment, tools and machinery. Monitor contractual work. Manage and control repairs and maintenance in electrical and mechanical environment. Procurement of workshop supplies and materials. Monitoring and supervision of staff, workshop administrative duties. Must be readily available for after hours technical advices and / or assistants. Report directly to ASD: Operations Manager

ENQUIRES : MRS RL JASMIN (039) 2531111 EXT 114

POST 18/37 : **ARTISAN FOREMAN REF NO: AF/STEH/04/2010**
Directorate: OR Tambo

SALARY : R130 425 per annum

CENTRE REQUIREMENTS : ST Elizabeth Hospital
 : Tertiary qualification / N3 Certificate with a completed apprenticeship and proof of passing a Trade Test in terms of the provisions of Section 13 (2)(h) of Manpower Training Act 1981. Qualification in building, plumbing and carpentry shall be an added advantage. Three (3) years appropriate post qualification experience. Computer literacy. Ability to work as a member of a multidisciplinary team. Accurate and hardworking. Ability to use initiative. Good written and verbal communication skills. Willingness to provide 24hr standby skills. Valid driver's license will be an added advantage. Good sound knowledge of OHS.

DUTIES : Execution of maintenance functions and supervision of maintenance. Perform specialized tasks/actions in order to install/maintain/operate systems/goods according to knowledge/skills and standardized instructions. Drawing up of a budget for the workshop section. Supervision of service trainings of as well as advice to skilled and unskilled workers. Ordering of goods for the workshop according to prescribed guidelines. Inspection of work done by private contractors. Draw up of specifications for obtaining quotations and tenders. Liaise with the Engineering Department and Public Works for the needs of the institution. Report on staff progress reviews. (PMDS). Report to Supervisor weekly, monthly and quarterly.

ENQUIRES : MRS RL JASMIN (039) 2531111 EXT 114

POST 18/38 : **HR PRACTITIONER (LABOUR RELATIONS) REF NO: HRPLR/STEH/04/004/2010**
 Directorate: OR TAMBO

SALARY : R130 425 per annum
CENTRE : ST Elizabeth Hospital
REQUIREMENTS : B Degree/Diploma in Human Resource Management with three (3) years proven experience in the field and /or matric with five (5) years in HR management environment specializing in labour relations. Knowledge of public service prescripts, HR Management, Public service legislation, Regulations and policies, LRA, SDA,EEA,BCEA and PFMA. Knowledge of PERSAL and PMDS. Ability to work independently and work under pressure to meet deadlines. Supervisory skills and computer literacy. A valid driver's license.

DUTIES : Facilitate consultative processes regarding employment relations. Administer disciplinary and grievance procedures. Render technical advisory services IRO employment relations. Conduct workshops on departmental policies. Ensure compliance to labour relations. Maintain good employment relations.

ENQUIRES : Mrs RL Jasmin (039) 2531111 EXT 114

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

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

NOTE : Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Identity Document, Highest Educational Qualifications-not copies of certified copies. The reference number must be indicated in the column provided on form Z83, e.g.Reference Number GTN 07/2010). NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications received, applications will not be acknowledged. However, only short-listed applicants will be advised of the outcome of his or her application, in due course. CLOSING DATE FOR ALL APPLICATIONS IS: 2010/05/14

OTHER POSTS

POST 18/39 : **MEDICAL OFFICER GRADE 1, II OR III (ART ROVING/ROLLOUT COMPONENT) 2 POSTS REF NO: UGU-ARTR 1/2010**

SALARY : This inclusive package consist of 70% basic salary and 30% Flexible portion that may be structured in terms of the Applicable rules) Grade I R365 217.00, Grade II R436 656.00 And Grade III R506 757.00 Other Benefits: 22% Rural Allowance

CENTRE : UGU Health District Office (DC 21)

REQUIREMENTS : Grade I requires appropriate qualification plus registration with HPCSA as a Medical Practitioner, Grade II requires appropriate qualification ,registration certificate plus 5 years experience after registration with the HPCSA as a Medical Practitioner. Grade III requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA AS A Medical Practitioner, A valid driver's licence Code EB, Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department, Knowledge, Skills, Training And Competencies Required: Sound clinical knowledge, Knowledge of ART/TB procedure and protocol, Assessment, Analysis and Management Skills, Knowledge of sound ethical medical practice, Good interpersonal skills, Ability to work under pressure

DUTIES : Key Performance Areas: To provide clinical care to patients as part of a multidisciplinary ART roving team, To participate in developing and meeting the strategic objectives of the Antiretroviral roll out programme, Assist with the development, maintaining and upgrading of ART clinical protocols, Ensure the provision of safe ethical and high quality medical care.

ENQUIRIES : Dr OO Olowookorun Tel: (039) 688 3000

APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

FOR ATTENTION : HR Manager

CLOSING DATE : 21 May 2010

POST 18/40 : **MEDICAL OFFICER GRADE 1/2/3 REF NO: SHD-13/14 /2010 2 POSTS**
Component: ART Roving Team

SALARY : Grade 1 R365217 319 PA
Grade 2 R423846 PA
Grade 3 R491892 PA
Other Benefits: Rural Allowance (PSCBC designated)

CENTRE : Sisonke Health District Office (KZN)

REQUIREMENTS : Senior Certificate/Grade 12/ Standard 10 or equivalent qualification Plus; MBCHB Degree Current Registration with HPCSA as a Medical Officer, Proof of renewal of annual registration for 2010 with HPCSA, Valid Code EB Drivers

License (Code 8). Skills: Sound clinical knowledge, Knowledge of ART/TB procedures and protocols, knowledge of sound ethical medical practice, Good interpersonal skills, Ability to work under pressure, Assessment, analysis and Management skills.

DUTIES : Provide clinical care to patients as part of Multi disciplinary ART Roving Team. Participates in developing and meeting the strategic objectives of the Anti retroviral rollout programme. Assist with the development and upgrading of ART clinical protocols. Ensure the provision of safe ethical and high quality medical care.

ENQUIRIES APPLICATIONS : MR BHS MAKHAYE AT 039: 8348206
: Direct your application quoting the relevant reference number to : The District Manager, Sisonke District Health, Office, Private Bag x 502, IXOPO,3276. Hand delivered applications may be submitted to Human Resource Practices Component, Sisonke District Health, Room 30/33 38 Margaret Street, IXOPO.

FOR ATTENTION CLOSING DATE : The Human Resource Manager
: 20 May 2010

POST 18/41 : **DENTIST GRADE 1, 2 & 3 1 POST REF NO: GTN 04/2010**

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

CENTRE REQUIREMENTS : Greytown Hospital
: 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 though knowledge adequate clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anesthetics 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 an 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 APPLICATIONS : Dr M Ndlangisa 033 413 8230
: Human Resource Manager, Greytown Hospital, Private bag x5562, Greytown, 3250

FOR ATTENTION CLOSING DATE : Ms ZP Mkhize Tel: 033 413 9492
: 14 May 2010

POST 18/42 : **MEDICAL OFFICER: GRADE 1, 2 & 3 REF NO: GTN 03/2010 2 POSTS**

SALARY : GRADE 1-R344 100.00; GRADE 2-R436 656.00, GRADE 3 R499 269.00.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 Generalistic 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 : Dr M Ndlngisa 033 413 8230
APPLICATIONS : Human Resource Manager, Greytown Hospital, Private bag x5562, Greytown, 3250
FOR ATTENTION : Ms ZP Mkhize Tel: 033 413 9492
CLOSING DATE : 14 May 2010

POST 18/43 : **PHARMACIST GRADE 1, 2 OR 3 2 POSTS (ART ROLLOUT/ROVING/ROLL-OUT COMPONENT) REF NO: UGU-ARTR 2/2010**

SALARY : All inclusive package –Grade I R302 319.00, Grade II R349 263.00 and Grade III R381 900.00 per annum plus 17% Rural Allowance

CENTRE : UGU Health District Office
REQUIREMENTS : National Diploma/Degree in Pharmacy, PLUS Current registration as a Pharmacist with the SAPC, Copy of proof current renewal of registration (2010) with SAPC, Driver’s licence Code EB. Knowledge, Skills Training and Competencies: Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practice, Supervisory, team building and analysis skills, Appropriate clinical and theoretical knowledge, Professional concern for excellence, Computer literacy, Interpersonal, communication, planning and organizing skills.

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

ENQUIRIES : Mr K Ramasir Tel: 039 688 3000
APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

FOR ATTENTION : HR Manager
CLOSING DATE : 21 May 2010

POST 18/44 : **PHARMACIST GRADE 1/2/3 REF NO: SHD-11/12/2010 2 POSTS**
 Component: Art Roving Team

SALARY : Grade 1 R302 319 PA
 Grade 2 R349263 PA (5 years Experience)
 Grade 3 R381900 PA (13 years Experience)
 Other Benefits: Rural Allowance (PSCBC designated)

CENTRE : Sisonke Health District Office (KZN)
REQUIREMENTS : Senior Certificate/Grade 12/ Standard 10 or equivalent qualification Plus; B Degree/Diploma in Pharmacy Plus; Registration with South African Pharmacy Council; Plus Proof of renewal of registration for 2010 with SAPC; Plus Valid Code EB Drivers License (Code 8) Skills: Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practices, Appropriate theoretical and clinical knowledge Organizational Skills and good communication. Skills: Computer Literacy

DUTIES : Provide high quality pharmaceutical service to patients and health professional within all applicable legislation, Maintain accurate and appropriate record in line with legal and accounting requirements Engage in effective communication with

all stakeholders to ensure that a high quality of service is rendered. Provide outreach services in the community, Provide pharmaceutical services as part of a Multi disciplinary ART roving team

ENQUIRIES : MR BHS MAKHAYE AT 039: 8348206

APPLICATIONS : Direct your application quoting the relevant reference number to : The District Manager, Sisonke District Health, Office, Private Bag x 502, IXOPO,3276. Hand delivered applications may be submitted to Human Resource Practices Component, Sisonke District Health, Room 30/33 38 Margaret Street, IXOPO.

FOR ATTENTION : The Human Resource Manager

CLOSING DATE : 20 May 2010

POST 18/45 : **PHARMACIST GRADE 1 2 3 REF NO: GTN 07/2010 2 POSTS**

SALARY : Grade 1- R302 319 pa
Grade 2- R349 263 pa {5 years experience}
Grade 3- R381 900 p.a {13 years experience}
Package includes: This inclusive salary package consisting of 70% basic salary and a 30% flexible portion that may be structured in Terms of the applicable rules. Other benefits Plus 17% rural allowance on the basic salary.

CENTRE : Greytown Hospital

REQUIREMENTS : National diploma / degree in pharmacy plus. Registration certificate as a pharmacist with South African pharmacy council plus. Current registration or registration certificate as a pharmacist with proof of renewal of registration for 2010 with SAPC.

DUTIES : Sound knowledge of relevant legislations, policies, acts and delegations pertaining to pharmacy including the essential drug list (EDL), standard treatment guidelines (STG) and District health systems. Professional concern for excellence. Appropriate theoretical and clinical knowledge. Good communication, problem solving, organizational and interpersonal skills. Provide high quality pharmaceutical services to patients and health professionals with all applicable legislation. Manage the control and distribution of medication to clinics, in patients and out-patients. Engage in effective communication to ensure that a high quality of service is rendered. Exercise control over expenditure by ensuring non-wastage of pharmaceuticals and other resources.

ENQUIRIES : Ms B Naidoo, 033 413 8230

APPLICATIONS : The Human Resource Manager, Greytown Hospital, P.O Box 5562, Greytown, 3250

CLOSING DATE : 14 May 2010

POST 18/46 : **PHARMACIST GRADE 1, 2, 3 {ARV ROLL-OUT} 1 POST REF NO: GTN 08/2010**

SALARY : Grade 1- R302 319 pa
Grade 2- R349 263 pa {5 years experience}
Grade 3- R381 900 p.a {13 years experience}
Package includes: An all inclusive salary package consisting of 70% basic salary and a 30% flexible portion that may be structured in terms of the applicable rules. Other benefits: Plus 17% rural allowance on the basic salary.

CENTRE : Greytown Hospital

REQUIREMENTS : National diploma / degree in Pharmacy .Registration certificate as a pharmacist with South African Pharmacy Council. Current registration or proof of renewal of registration for 2010 with SAPC.Sound knowledge of relevant legislations, policies, acts and delegations pertaining to pharmacy including the essential drug list. (EDL), standard treatment guidelines (STG) and District health systems. Professional concern for excellence .Appropriate theoretical and clinical knowledge. Knowledge and experience in management of ARV drugs and patients, submission of statistics and related co-infections with regards to HIV and AIDS. Good communication, problem solving, organizational and interpersonal skills.

DUTIES : Provide high quality pharmaceutical services to patients and health professionals with all applicable legislation. Manage the Control and distribution of medication to clinics, in patients and out-patients. Engage in effective communication to ensure that a high quality of service is rendered .Exercise control over expenditure by ensuring non-wastage of pharmaceuticals and other resources. Provide statistical information as per legislative requirements for the ARV Roll – out Programme.

ENQUIRIES : Ms B. Naaido: 033 413 9419
APPLICATIONS : Human Resource Manager, Greytown Hospital, Private Bag X 5562, Greytown, 3250
CLOSING DATE : 14 May 2010

POST 18/47 : **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: GTN 09/2010**

SALARY : R205 563 per annum Other benefit: 13TH Cheque. Medical Aid (optional).Housing Allowance (employee must meet prescribed requirements).Rural allowance 12% Basic Salary

CENTRE : Greytown Hospital
REQUIREMENTS : A Bachelor's Degree /National Diploma in the field of Health Science. Plus 3-5 years Supervisory experience. Current SANC receipt. One year involvement in Quality Improvement and Health and Safety issues in a hospital involvement, valid drivers licence: Working knowledge of health policies and current Public Service related Legislation. High level of interpersonal relationship. High level of verbal and written communication. Presentation and facilitation skills. Ability to liaise with management. Assertiveness and diplomatic, Computer literacy in Microsoft package (Work processing and Spreadsheet).Problem solving. Practical experience in Quality.

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

ENQUIRIES : Mrs C.N Sosibo: 033 4139 410
APPLICATIONS : Human Resource Manager, Greytown Hospital, Private Bag X 5562, Greytown, 3250
CLOSING DATE : 14 May 2010

POST 18/48 : **PRINCIPAL DIETICIAN 1 POST REF/NO: GTN 05/2010**

SALARY : R161 970 per annum plus 13th 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 : Human Resource Manager, Greytown Hospital, Private bag x5562, Greytown, 3250

FOR ATTENTION : Ms ZP Mkhize TEL: 033 413 9492
CLOSING DATE : 14 May 2010

POST 18/49 : **DIETICIAN (LEVEL 6) (ARV ROVING/ROLL-OUT COMPONENT) REF NO: UGU-ARTR-4/2010 2 POSTS**

SALARY : R105 645.00 Per Annum, Plus 13th Cheque, Scarce Skills & Rural Allowance, Medical Aid (Optional) Homeowner's Allowance (The Employee Must Meet The Prescribed Requirements)

CENTRE : UGU Health District Office

REQUIREMENTS : B.Sc. Dietetics (3year degree) plus Postgraduate Diploma in Hospital Dietetics or, B.Sc. Dietetics (4yeardegree) or B.Sc. Human Nutrition (3year degree) + 1 year Post Graduate Diploma in Human Nutrition, Registration with HPCSA as a Dietician, a Nutritionist + Proof of current registration (2010) registration, Valid Code EB driver's licence, Knowledge, Skills Training and Competences: Sound knowledge of Therapeutic Dietetics, implications and implementations Nutritional analysis and assessment, Counseling skills, Knowledge of nutrition management for people with HIV/AIDS and TB, Computer literacy (Microsoft Application), Ability to plan and organize resources, Excellent interpersonal skills, Communication and training skills Team building and motivation, Report writing, Micronutrients malnutrition control, Policies, procedures and protocols of the department

DUTIES : Key Performance Areas: To execute all Dietetics/Nutrition management duties, functions and responsibilities to the best of ability and within all applicable legislation. Maintain clinical competence by ensuring that scientific principles of Dietetics are implemented, Facilitate the implementation of the ARV programme and comprehensive management of HIV/AIDS and TB in a cost effective and appropriate manner as part of multidisciplinary ART roving team. Provide nutrition training, education and advocacy, Provide customer and complete patient records, To offer guidance to Dietetic Interns, Organizing and hosting Awareness Campaigns e.g. HPH, Assisting with the Dietetic Department's administrative and necessary support. Monitoring of stock, stock control of patients' supplements and feeds, Quality improvement projects, Household food security

ENQUIRIES : Ms N Moodley 039 688 3000

APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

FOR ATTENTION : HR Manager

CLOSING DATE : 21 May 2010

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer. Female persons and people with disabilities are encouraged to apply.

APPLICATIONS : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.

FOR ATTENTION : Mrs P Singh

CLOSING DATE : 20 May 2010

NOTE : Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/ adherence with the advertisement appointment requirements plus a certified copy of the ID and driver's licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Recommended employees shall be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the set date of the interviews or they may be disqualified. Should you not be advised by this office within three (03) months of the closing date of this

advert, kindly consider that your application was not successful. The filling of posts will be guided by the Departmental Employment Equity targets.

OTHER POSTS

- POST 18/50** : **DISTRICT MANAGER REF NO: SR 06/2010**
(Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply)
- SALARY** : R378 456 per annum (Salary level 11)
CENTRE : UGU (Port Shepstone) District Office
REQUIREMENTS : An accredited three year Degree or National Diploma plus appropriate relevant experience inclusive of supervisory experience. A qualification in Built Environment will be an added advantage. Computer literacy. A valid Drivers licence (minimum Code B).
- DUTIES** : Manage Works Inspector services and projects. Construct, adapt and maintain physical facilities. Manage financial administration and general administration support services. Manage implementation of policies, procedures and resources of the District. Liaise with consultant professionals, client Departments and stakeholders. Conduct inspections of new and existing works according to plans and inspections and/ or confirm to prescribed standards. Analyse compilations of, inter alia, plans and specifications, bills of quantities and contractual stipulations with regard to new maintenance and other works in terms of quality control and cost savings. Advise on the use of new and existing technical systems, techniques, material equipment and components. Manage the resources of the District Office. Knowledge, Skills And Competencies: Expert knowledge of administration policies and practices. Undertaking of transformation. Project and financial management Knowledge of procurement processes. Customer care, stakeholder, people management and problem solving skills.
- ENQUIRIES** : Mr G Mitchell Tel No. (033) 355 7154
- POST 18/51** : **CONTROL WORKS INSPECTOR: STRUCTURAL 2 POSTS**
Kindly note that the post at the Ugu District office is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply
- SALARY** : R240 318 per annum (Salary level 10)
CENTRE : Ugu (Port Shepstone) District Office (1 Post) Sisonke (Kokstad) District Office (1 Post)
Ref No: Ugu District Office : Ref No: SR 07 / 2010
Sisonke District Office: Ref No: SR 08 / 2010
- REQUIREMENTS** : An accredited three year Degree or National Diploma in the Built Environment plus appropriate relevant experience. A valid Driver's licence (minimum code B). Computer literacy.
- DUTIES** : Manage physical inspection on sites. Manage construction and maintenance on projects. Manage and oversee the work of contractors. Manage the implementation of policies. Manage the resources of the component. Provide reports. Recommendations : Project Management and Financial Management skills, Sound communication skills.
- ENQUIRIES** : Mr G Mitchell Tel No. (033) 355 7154
- POST 18/52** : **WORKS INSPECTOR: FACILITIES MANAGEMENT 3 POSTS**
- SALARY** : R192 540 (Salary level 9)
CENTRE : Umgungundlovu (Pietermaritzburg District Office (1 Post) Ref No: (SR 09 / 2010)
Ugu (Post Shepstone) District Office (1 Post) Ref No: (SR 10 /2010)
Sisonke (Kokstad) District Office (1 Post) Ref No: (SR 11 /2010)
- REQUIREMENTS** : An accredited three year National Diploma or Degree in the relevant built disciplines with proven relevant experience in building related projects. Computer Literacy. A valid Driver's licence (Minimum code B).
- DUTIES** : Undertake conditional surveys of buildings. Prepare an estimate of costs. Prepare cyclical maintenance plans as per property life cycle. Prepare user and custodian asset management plans in line with GIAMA. Ensure that vacant sites are secured from vandalism and illegal occupation. Undertake life-cycle analysis of all fixed plant. Submit timeous reports to the Regional Office. Recommendation:

- Candidates should display good project management, communication (written and verbal), liaison and decision making skills.
- ENQUIRIES** : uMgungundlovu District Office: Mr G Mitchell: 033 355 7100
Ugu District Office: Mr LM Ntaka : 039 6822316
Sisonke District Office : Mr BC Ntseleman : 039 7275778
- POST 18/53** : **PERSONAL ASSISTANT IN THE OFFICE OF THE REGIONAL MANAGER:
SOUTHERN REGION REF NO: SR 12/2010**
- SALARY** : R130 425 per annum (Salary level 7)
CENTRE : Southern Regional Office, Pietermaritzburg
REQUIREMENTS : Matric or Grade 12 qualification plus a Secretarial Diploma or equivalent qualification. Extensive appropriate experience. Computer Literacy (MS Word, Excel, Powerpoint). Note: Candidates are to attach originally certified copies of the Matric Certificate / Grade 12 Qualification and the Secretarial Diploma or equivalent and proof of competence in MS Word, Excel and Powerpoint. Computer tests may further be conducted to prove competency.
- DUTIES** : Provide a secretarial, receptionist and administrative support service to the Regional Manager. Manage electronic information and records within the office. Implement systems to manage tasks delegated by the Regional Manager. Support the Manager in the administration of the budget for the Regional manager's office. Skills, Knowledge And Competencies: Candidates must display the following skills; Excellent verbal and written communication skills including telephone etiquette, sound organisational, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of the relevant legislation / policies / prescripts and procedures. Candidates must display an ability to manage confidential documents
- ENQUIRIES** : Mr Q Makaluza (033-8971422)

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Street, Pietermaritzburg 3200
- FOR ATTENTION** : Mrs SC Magwaza
- CLOSING DATE** : 30 May 2010
- NOTE** : 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 qualification certificates including Matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *Recommended Candidates will be subjected to security screening prior employment.

MANAGEMENT ECHELON

- POST 18/54** : **SENIOR GENERAL MANAGER: FISCAL RESOURCE MANAGEMENT 1 POST
REF NO: KZNPT 10/05**
Applicants who applied when the advert was first sent out, are not encouraged to re-apply.
- SALARY** : A remuneration package of R 976 317 per annum.
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : An appropriate post-graduate degree in Economics, Commerce, Public Finance or equivalent qualifications. Preference will be given to candidates who possess a Master's degree in Economics. Applicants must have at least six (6) year's experience or more at a senior management level. Preference will be given to those with experience in public sector financial management.
- DUTIES** : To determine and evaluate the economic parameters and socio-economic imperatives to inform provincial and local resource allocation. To ensure effective and equitable financial resource allocation for provincial and local government. To ensure optimal and sustainable revenue generation and collection by provincial departments and municipalities. To ensure efficient budget management and accurate financial reporting for provincial and local government. To ensure efficient infrastructure planning, financing and management in the province. To provide regular policy advice on provincial government interventions.

ENQUIRIES
NOTE

- : Mr Magagula, Tel No (033) 897 4307
- : African Females, African Males and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF 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.

CLOSING DATE : 03 June 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. Suitable candidates will be subject to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, references, criminal records, financial/assets record and security vetting). Appointment in Senior Management positions is subjected to the signing of a contract and a performance agreement. All appointments (Public Service) will be 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 18/55 : **SENIOR MANAGER: ADMINISTRATIVE SUPPORT REF. 181/10 HOD'S OFFICE**
 Re-Advertisement

SALARY : R652 572 per annum. (all inclusive) Salary Level: 13
CENTRE : Head Office – Polokwane
REQUIREMENTS : An appropriate Bachelor Degree or equivalent qualifications with RQV 13.*Extensive knowledge of multilateral economic agreements, statistical analysis and research growth and development strategies.*Good leadership and strategic thinking.*Ability to work in a multi – skilled team as well as to gather and analyze information.*Ability to work under pressure, irregular hours and take expert advice.*At least 3 years of experience in the area of Management.*Extensive knowledge of the Department of Education's Legal Framework and applicable regulations.*Experience, knowledge and skills in Project Management and Project software applications.*Advanced Computer Literacy with knowledge on spreadsheets and databases.*Financial Management skills.

DUTIES : Key Performance Areas: *Provide administrative support services to the HOD.*Ensure that all implementation of resolutions and reports are in progress.*Ensure that follow up are made on the implementation of relevant decisions.*Organize the HOD's management meetings, attendance of HOD meetings and departmental Executive Management Meetings.*Oversee coordination of meetings chaired by the HOD.*Management of HOD's staff.*Management of HOD's Budget.

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.

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.

NOTE : The successful candidates will be subjected to a competency assessment.

POST 18/56 : **SENIOR MANAGER: SENIOR PHASE (GRADE 7 – 9) REF. 182/10**
 Chief Directorate: General Education & Training [GET]

SALARY : R652 572 per annum (all inclusive) Salary Level: 13

- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : *A relevant three-year Bachelor’s degree or equivalent qualification coupled with a teacher’s qualification (REQV 13) and a minimum of seven years of actual classroom teaching experience. *At least 3 years experience in a management position in the Education Sector.*A relevant post-graduate degree in the field of Education will be an added advantage.*In-depth Knowledge of education policies and programmes.*Experience in developing training programmes for educators and curriculum advisors.*Thorough knowledge of the National Curriculum Statement Grades R-12, OBE and Assessment Processes and Procedures. *Ability to develop Policies, Programmes, Monitoring, Evaluation and Support Instruments and Intervention strategies to improve Learner Performance.*Ability to develop Curriculum Advisory Services Programmes.*Financial and Project Management skills.*Computer literacy (Windows, MS Office applications, e-mail and internet).
- DUTIES** : Key Performance Areas: The incumbent will be expected to: *Provide leadership and management in the Senior Phase Directorate.*Manage the development and implementation of policies and programmes in the Senior Phase.*Ensure that there is articulation between the Senior Phase and other phases of schooling.*Develop mechanisms and processes to strengthen assessment in the Senior Phase.*Develop strategies to improve learner performance in all the Learning Areas except Maths, Science and Technology for Grades 7-9.*Develop training programmes and strategies for curriculum advisors to monitor and support schools effectively.*Develop Continuous Professional Development programmes for educators and school management teams to improve classroom practice.*Develop monitoring tools and ensure that schools are monitored and supported effectively.
- 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.
- 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.
- NOTE** : The successful candidates will be subjected to a competency assessment.

OTHER POSTS

- POST 18/57** : **CHIEF EDUCATION SPECIALIST: LEARNER ATTAINMENT STRATEGY: GET REF NO: 183/10**
Directorate: General Education & Training [GET]
- SALARY** : R 477 150 per annum (all inclusive) Salary Level: 12
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : *A relevant three-year Bachelor’s degree or equivalent qualification coupled with a teacher’s qualification (REQV 13) and a minimum of seven years of actual classroom teaching experience. *A relevant post-graduate degree in the field will be an added advantage.*Ability to interpret policies.*Ability to develop intervention strategies to improve learner performance in schools.*Ability to monitor and evaluate policy and programme implementation and provide advice to relevant sections.*Thorough knowledge of the National Curriculum Statement (NCS) Grades R – 12 (General) and Outcomes-Based Education (OBE). *Ability to manage finances and develop plans.*Ability to coordinate programmes and strategies at all levels.*Analytical, report writing, organization, problem solving and decision-making skills.*Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint.
- DUTIES** : Key Performance Areas: The incumbent will be expected to: *Develop Learner attainment strategies and plans for GET Schools in line with the National Strategy on Learner Attainment.*Monitor, evaluate and coordinate implementation of strategies and provide support to districts, circuits and schools and advice to relevant sections within the system.*Develop instruments in collaboration with relevant directorates to monitor policy implementation in schools.*Develop and manage the Learner Attainment Strategy finances Conduct action research and analyse data in order to inform decision-making and classroom practice.*Generate Learner Attainment reports for both National and Provincial Education Departments.
- 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.

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.

POST 18/58 : **DEPUTY MANAGER: NATIONAL SCHOOL NUTRITION PROGRAMME[NSNP] REF. 185/10**
Directorate: Special Projects

SALARY : R240 318 per annum Salary Level: 10
CENTRE : Head Office - Polokwane
REQUIREMENTS : *An appropriate three year degree/diploma or equivalent qualifications with RVQ 13.*Project management knowledge skills.*Good communication skills.*Computer literacy.*Experience in working with a nutrition programme will be an added advantage.*Basic financial management.*A valid driver's licence.

DUTIES : Key Performance Areas: *Manage, administer and control the NSNP conditional grant.*Monitor NSNP systems, including payments.*Collect and distribute information to districts, circuits and schools.*Write reports and implement policies.

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.

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.

POST 18/59 : **DEPUTY MANAGER: PERFORMANCE MANAGEMENT SYSTEM REF. 186/10**
Directorate: Human Resource Utilization & Capacity Development

SALARY : R240 318 per annum Salary Level: 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : *An appropriate Bachelor's degree in Human Resource Management or Public Management or an equivalent qualification with REQV 13 in a related field.*Knowledge of the Performance Management System.*A clear understanding of the statutory framework regulating PMS is a requisite.

DUTIES : Key Performance Areas: *Ensure the implementation of PMS in the department.*Build adequate capacity on PMS in the entire department.*Conduct research.*Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval.*Liaise with statutory organizations and stakeholders regarding PMS implementation in the province.*Manage the performance of employees within the division.

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.

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.

POST 18/60 : **DEPUTY MANAGER: PERSONNEL PROVISIONING REF. 187/10**
Directorate: Human Resource Management [Public Service]

SALARY : R240 318 per annum Salary Level: 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : *An appropriate tertiary qualification in Human Resource Management or related qualification plus extensive experience in provisioning environment.*Good planning management, organizational and problem solving.*Good knowledge of the general human resource procedures and practices.*Extensive knowledge of the PERSAL system.*Through knowledge and ability to interpret and advise on government policies and other directives related to human resource management in government.

DUTIES : Key Performance Areas: *Manage transfers and secondments.*Manage exceptional reports for PERSAL system.*Manage the implementation of job evaluation results.*Manage statistics of the department.

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.

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.

<u>POST 18/61</u>	:	<u>OCCUPATIONAL HEALTH PRACTITIONER: REF. 184/10</u> Directorate: Employee Health And Wellness
<u>SALARY</u>	:	R161 971 per annum Salary Level: 8
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	*The incumbent should have a Diploma or Degree in Office Administration or any equivalent qualification. *To have a minimum experience of three years in the administration field.*Experience of working in conditions of service in government department will be an added advantage.*Drivers' license is a necessity for employment.
<u>DUTIES</u>	:	Key Performance Areas: *Capture data, develop submissions for payments, facilitate payments to the Compensation Commissioner, service providers and victims.*Record keeping and communication with all stakeholders on IODs.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	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.
<u>POST 18/62</u>	:	<u>STATE ACCOUNTANT: NATIONAL SCHOOL NUTRITION PROGRAMME REF. 188/10</u> Directorate: Special Projects
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	*An appropriate three year degree/diploma or equivalent qualification in commercial subjects.*Ability to draw and analyze budget and cash flows. *Financial management skills.*Computer skills.*A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: *Capture payments.*Ability to write financial information reports.*Draw estimate of expenditure.*Assist with the managing of funding of NSNP.*Check and validate invoices for payments. Verify the information supplied by the suppliers.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	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.
<u>POST 18/63</u>	:	<u>PERSONAL ASSISTANT 4 POSTS</u> Senior General Manager: District Co-Ordination And Special Projects [Ref. 189/10] Senior Manager: Senior Phase (Grade 7-9) [Ref. 190/10] Senior Manager: Abet [Ref. 191/10] Senior Manager: Grade R [Ref. 192/10]
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	*Senior certificate/equivalent.*Extensive relevant experience.*Excellent communication skills both verbal and written.*Computer literary in Ms Word, Ms Excel, PowerPoint.*Excellent administrative skills (Planning, organizing and co-ordination).*Be prepared to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: *Act as personal assistant to General Manager/Senior Manager.*Execute administrative and logistical duties rendered by the said office.*Dairy management as well as co-ordination of all activities falling under the said office.*Handling of correspondences and other office records, co-ordinate logistics arrangement, organizing meetings and workshops.*Manage and prioritize official activities in the said office.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	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.
<u>POST 18/64</u>	:	<u>PERSONNEL PRACTITIONER CONDITIONS OF SERVICE REF.193/10</u>
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7

<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Appropriate REQV13 qualifications with 3 years relevant experience. *Knowledge of relevant prescripts.*Good communication skills.*Knowledge of PERSAL system.*Interpersonal skills.*Good planning and organizing skills.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: *Deal with conditions of service, amongst others leave matters.*Housing subsidies and pension matters.*Medical scheme and insurance matters.
<u>ENQUIRIES</u>	:	should be directed to: Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/65</u>	:	<u>PERSONNEL PRACTITIONER PERSONNEL PROVISIONING [PUBLIC SERVICE] REF.194/10</u>
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Appropriate REQV13 qualifications with 3 years relevant experience. *Knowledge of relevant prescripts.*Good communication skills.*Knowledge of PERSAL system.*Interpersonal skills.*Good planning and organizing skills.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: *Handle recommendations for appointments.*Prepare and quality assure submissions on appointments.*Process recognition of higher qualifications.*Supervise the unit work.*Ensure proper record-keeping and co-ordinate compilation of reports.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/66</u>	:	<u>PERSONNEL PRACTITIONER PERSONNEL PROVISIONING CS EDUCATORS REF.195/10</u>
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Appropriate REQV13 qualifications with 3 years relevant experience. *Knowledge of relevant prescripts.*Good communication skills.*Knowledge of PERSAL system.*Interpersonal skills.*Good planning and organizing skills.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: *Handle appointments, retirements, transfers, salary adjustment and general enquiries.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/67</u>	:	<u>PERSONNEL PRACTITIONER ESTABLISHMENT CONTROL CS EDUCATORS REF.196/10</u>
<u>SALARY</u>	:	R130 426 per annum Salary Level: 7
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Appropriate REQV13 qualifications with 3 years relevant experience. *Knowledge of relevant prescripts.*Good communication skills.*Knowledge of PERSAL system.*Interpersonal skills.*Good planning and organizing skills.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: *Able to update and maintain establishment records.*Administer and control the establishment of the schools falling under the district.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737

POST 18/68 : **PERSONNEL PRACTITIONER PERFORMANCE MANAGEMENT SYSTEM**
REF NO: 197/10

SALARY : R130 426 per annum Salary Level: 7
CENTRE : Greater Sekhukhune District
REQUIREMENTS : *Appropriate REQV13 qualifications with 3 years relevant experience.
*Knowledge of relevant prescripts.*Good communication skills.*Knowledge of PERSAL system.*Interpersonal skills.*Good planning and organizing skills.*Computer literacy.

DUTIES : Key Performance Areas: *Facilitation of the system.*Monitor of the contracting.*Review and evaluation of Performance instrument.*Monitoring awarding of pay progression and performance bonuses to qualifying employees.

ENQUIRIES : Mr Masimini M.J. Tel: 015 – 6332800/2853
APPLICATIONS : NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737

POST 18/69 : **STATE ACCOUNTANT: EXPENDITURE 2 POSTS FINANCE REF NO: 198/10**
199/10

SALARY : R130 426 per annum Salary Level: 7
CENTRE : Greater Sekhukhune District
REQUIREMENTS : *Grade 12 and post grade 12 qualification serve as an advantage.*Minimum of three year experience in finance related matters.*Ability to work under pressure and meet deadline.*Knowledge of PFMA, Treasury Regulations, BAS & FINEST system. *Financial reporting Skills, Presentation and communication skills.
*Problem solving and decision making skills, Management skills and good interpersonal relations.

DUTIES : Key Performance Areas: *Creation of orders on Bas system.*Capturing of ECD claims and invoices for service providers.*Transferring Norms and Standards allocation.*Compiling of expenditure reports.*Filling of paid claims.*Attend to rejected payments and audit queries.

ENQUIRIES : Mr Masimini M.J. Tel: 015 – 6332800/2853
APPLICATIONS : NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737

POST 18/70 : **DATA TYPIST [CAPTURER] 32 POSTS REF NO: 216/10-248/10**
Directorate: Examination

SALARY : R73 584 per annum Salary Level: 4
CENTRE : Head Office – Polokwane
REQUIREMENTS : *Senior Certificate or National Senior Certificate (Grade 12/ N3) or equivalent.
*Computer literacy. *At least 1 year experience in a data capturing environment.
Competencies: *Ability to read and type at least two of the following languages: English, Afrikaans, Sotho languages, Nguni languages, Tshivenda, Xitsonga.*Computer skills with specific reference to spreadsheets and word processors.*Ability to communicate with people and work with clients.*Commitment to work extended hours and over weekends and holidays.

DUTIES : Key Performance Areas: *Capturing examination related data: entry forms, verification forms, internal and external marks, certification and promotion schedules.*Filing and retrieval of examination records: entry forms, mark sheets, schedules, scripts and certificates.*Other examination-related activities: Packaging of Assessment Instruments, typing of Assessment Instruments, and others as may be delegated from time to time.

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.
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.

POST 18/71 : **REGISTRY CLERK 6 POSTS REF NO: 200/10 – 205/10**

SALARY : R62 095 per annum Salary Level: 3
CENTRE : Greater Sekhukhune District

<u>REQUIREMENTS</u>	:	*Grade 12 certificate or equivalent qualification.*Good writing skills.*Computer literacy with emphasis on MS Word, MS Power Point and MS Excel.*Good communication Skills.*Interpersonal relation.*Knowledge of best practice model.
<u>DUTIES</u>	:	Key Performance Areas: *Registry services including filing, postage and distribution of mail, foliorisation of correspondence in the files.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/72</u>	:	<u>PERSONNEL OFFICER: PERSONNEL PROVISIONING 3 POSTS HRM CS EDUCATORS REF. 206/10 RM PUBLIC SERVICE REF. 207/10 – 208/10</u>
<u>SALARY</u>	:	R62 095 per annum Salary Level: 3
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Grade 12 certificate or equivalent qualification.*Computer literacy.*Knowledge of HR process.*Communication skills.*Problem solving skills.
<u>DUTIES</u>	:	Key Performance Areas: *Handle appointments, transfers, salary adjustments and general adjustments.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/73</u>	:	<u>PERSONNEL OFFICER: 3 POSTS PERFORMANCE MANAGEMENT SYSTEM REF NO: 209/10 – 211/10</u>
<u>SALARY</u>	:	R62 095 per annum Salary Level: 3
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Grade 12 certificate or equivalent qualification.*Computer literacy.*Knowledge of administration processes.*Basic understanding of the HR function.
<u>DUTIES</u>	:	Key Performance Areas: *Implementation of the Performance Management System including creation and administration of database on compiled PMS reports, payments of Performance Bonuses and Pay Progression on PERSAL system to qualifying employees. *Filing of PMS reports and quality assurance of submitted PMS reports.*Receiving incoming and sending outgoing mail.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/74</u>	:	<u>PERSONNEL OFFICER: 3 POSTS CONDITIONS OF SERVICE –CS EDUCATORS [REF. 212/10] CONDITIONS OF SERVICE –PUBLIC SERVICE REF NO: 213/10 – 214/10</u>
<u>SALARY</u>	:	R62 095 per annum Salary Level: 3
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*Grade 12 certificate or equivalent qualification.*Computer literacy.*Knowledge of administration processes.*Basic understanding of the HR function.
<u>DUTIES</u>	:	Key Performance Areas: *Implementation of conditions of service amongst others capturing of leave, pensions and housing benefits and long service awards.*Updating of personnel information on PERSAL system and files.
<u>ENQUIRIES</u>	:	Mr Masimini M.J. Tel: 015 – 6332800/2853
<u>APPLICATIONS</u>	:	NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737
<u>POST 18/75</u>	:	<u>PERSONNEL OFFICER: ESTABLISHMENT CONTROL REF NO: 215/10</u>
<u>SALARY</u>	:	R62 095 per annum Salary Level: 3
<u>CENTRE</u>	:	Greater Sekhukhune District
<u>REQUIREMENTS</u>	:	*A minimum of Grade 12 certificate.*Good writing and communication skill.*Post school qualifications or previous experience will be an added advantage. *Computer literacy with knowledge of Power Point, MS Word and Excel.
<u>DUTIES</u>	:	Key Performance Areas: *Update and maintain establishment records.*Administer and control the school establishment.

ENQUIRIES
APPLICATIONS

- : Mr Masimini M.J. Tel: 015 – 6332800/2853
- : NB: Applications for Greater Sekhukhune District should be submitted to the respective District Office whose address is as follows: The District Senior Manager, Greater Sekhukhune District Private Bag X 70, LEBOWAKGOMO 0737

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disability are encouraged to apply.

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: The Head of Department: Department of Transport Safety and Liaison, Southey Chambers Building, Southey Street, Private Bag X1368, Kimberley, 8300.
- FOR ATTENTION** : Ms G Botha.
- CLOSING DATE** : 14 May 2010
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications; identity document and a comprehensive CV. Faxed applications will not be considered. The successful candidates will have to undergo security vetting. Candidates who have not been contacted within one month after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidate only.

OTHER POSTS

- POST 18/76** : **CHIEF PROVINCIAL INSPECTOR REF: S4.1.1/ 04/ 01**
Directorate: Traffic Management
- SALARY** : R192 540 – R232 590 per annum (Level 9)
- CENTRE** : Olifantshoek
- REQUIREMENTS** : Applicants must be in possession of a relevant tertiary qualification (3 year diploma / Degree or equivalent), a minimum of 3-5 years supervisor experience (Principle Provincial Inspector level) and 7-10 years working experience in the traffic law enforcement field is the minimum requirements for appointment to this position. An Unendorsed Code A and EC drivers license are also essential. In addition to the abovementioned requirements applicants will also be required to have knowledge, training and mentoring skills. Knowledge of administrative, personal and labour related legislation, work procedures and programmes. Sound knowledge of administrative of Road Traffic Act, 93 of 1996, National Land Transportation Act 1977. Knowledge of budget and expenditure control. In terms of the PMFA. Organisational skills to organize the activities and staff under his/her control in such a manner that organizational goals are achieved in the most effective way. Good verbal and written communication skills to communicate effectively with his/her co-workers and public as well as ensuring manner with regard to progress and processes. Analytical and independent thinking skills to determine the most effective and efficient work procedures and methods required to achieve economic/district/regional departmental goals. Computer literacy.
- DUTIES** : The successful candidate's duties amongst others will include: Maintaining committed goal directed enforcement and traffic management. Complete and update environmental analysis to ensure that is used as baseline for planning. Ensure effective and efficient Leadership. Co-ordinate stakeholders with order state departments and law Enforcement Agencies Acts, Policies of the Department are implemented and adhere to. Management of Service Delivery Improvement. Ensure that prescribe Acts, Policies of Department are implemented and adhere to. Management of Human Resources Develop and implemented in service training program and monitor formal needs of the unit. Financial Management, monitor monthly expenditure and inspect reports from the province. Ensure effective and efficient Asset Management, manage asset as per inventories of station and vehicle cost for station. On acceptance of the post the official shall enter into performance agreement with his/her manager.
- ENQUIRIES** : Mr.Nkululeko Nqumashe / Mr.Batsile Marekwa Tel: (053) 830 4904 or (053) 839 1795

POST 18/77 : **SENIOR ACCOUNTING CLERK (PAYMENTS) REF: S4.1.1. / 04/ 02**
 Directorate: Financial Management Services

SALARY : R87 978 – R103 635 per annum (Level 5)

CENTRE : Kimberley

REQUIREMENTS : Grade 12 certificate/ NQF level 4, 1 to 2 years Experience in Financial Accounting in government finance, Experience/ knowledge of Basic Accounting System and SCOA. Knowledge of the PFMA and Treasury Regulations. Competencies: Good communications skills and interpersonal relations,team work, Accuracy, Computer literate and job knowledge, financially literate.

DUTIES : Processing of all payments and journals on BAS system, safe keeping of all financial records, Liaising with service providers and other stakeholders, handling of all payments queries, maintaining and effective and efficient system of filling and retrieving financial documentations are in accordance with the relevant and application legislation, ensuring that payments are allocated to cost centre.

ENQUIRIES : Mr. Thabiso Monyane / Mr.Batsile MarekwaTel: 053 – 839 1714 or 053 – 839 1795

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

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

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

MANAGEMENT ECHELON

POST 18/78 : **HEAD: MEDICAL PHYSICS**

SALARY : Remuneration package: R 652 572 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory, Cape Town

REQUIREMENTS : Minimum educational qualification: A Master's Degree in Physics. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Physicist. Competencies (Knowledge/skills): Excellent management and administration skills. Excellent knowledge of all South African legislation regarding the medical application of ionising radiation. An academic background and an active research interest. Ability to maintain effective communication with all referring Specialists/Radiation therapists/Medical Physicists at other hospitals/Heads of Departments and Divisions. Experience: Appropriate experience in Medical Physics and management. Recommendation: A PhD Degree.

DUTIES : Key result areas/outputs: Render Medical Physics Service, managing and participating in dosimetry, quality assurance and radiation protection functions of Medical Physics in the Departments of Radiation Oncology, Nuclear Medicine and Diagnostic Radiography. Managing and participating in the teaching programme, the research and development programme and administration of the Medical Physics Department. Managing all staff matters and supervise all administrative needs of under- and postgraduate teaching and training programmes/ responsibilities.

ENQUIRIES : Professor RP Abratt, tel no, (021) 404-4263/4265

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 28 May 2010

OTHER POSTS

POST 18/79 : **ADMINISTRATION CLERK (REGISTRY)**
Directorate: Supply Chain Management

SALARY : R 87 978 per annum

CENTRE : Head Office, Western Cape Medical Supplies Centre

REQUIREMENTS : Minimum education qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in a Registry environment. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Knowledge of franking and postage. Knowledge of Treasury regulations pertaining to registry. Knowledge of the registry manual. Knowledge of the National Archives and Record Service Act.

DUTIES : Key result areas/outputs: Managing all outgoing mail. Manage the receipt and distribution of incoming mail/documents. Control access of records and documents. Record-keeping and disposal of documents.

ENQUIRIES : Mrs R Hopley, tel. no. (021) 483-2475

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 28 May 2010

DEPARTMENT OF LOCAL GOVERNMENT

In accordance with the Employment Equity plan of the Department of Local Government it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment and therefore applications from all race groups are invited.

- APPLICATIONS** : Applications must be forwarded to: The Director: Human Resource Management and Administration, Department of Local Government, Private Bag X9083, Cape Town 8000 or 27 Wale Street, Cape Town 8000
- FOR ATTENTION NOTE** : Ms N Cleophas
- : PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will result in the application not being considered (also applicable to internal candidates). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

MANAGEMENT ECHELON

- POST 18/80** : **DIRECTOR: MUNICIPAL GOVERNANCE REF NO: LG015/10**
- SALARY** : All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
- REQUIREMENTS** : Formal qualification requirement: Applications are invited from persons in possession of a B. degree with a minimum of 3 years proven managerial experience. A valid Code B driver's license is a further job requirement. A law degree would be a recommendation. Specific qualifying criteria: • Thorough knowledge of the application of the Constitution and legislation pertaining to local government • Proven experience in the interpretation of the law • Ability to conceptualise new legislation with regard to local government • Ability to make sound inputs to draft provincial and national legislation pertaining to local government • A thorough understanding of the political dispensation in the Province of the Western Cape • Understanding of the role of provinces as it relates to municipalities • Experience in matters relating to municipal governance
- DUTIES** : Key performance areas: • provide support to the Department and municipalities to ensure good governance • manage preventative and investigative actions relating to anti-corruption • manage the administration of councillor affairs • manage the process of inputs into and development of provincial and national legislation relating to local government • ensure effective management of human and financial resources • ensure effective, efficient and transparent management of all risks under his/her control • provide strategic support to the Chief Director, Head of Department and Minister.
- ENQUIRIES** : Dr H Fast at telephone number (021) 483-4999
- POST 18/81** : **DIRECTOR: POLICY AND STRATEGY SUPPORT REFERENCE NUMBER: LG014/10**
- SALARY** : All-inclusive flexible remuneration package of R 652 572 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
- REQUIREMENTS** : Formal qualification requirement: Applications are invited from persons in possession of a B. degree with a minimum of 3 years proven managerial

experience. A valid Code B driver's license is a further job requirement. A postgraduate qualification in the humanities / social sciences would be a recommendation. Specific qualifying criteria: • experience in public sector strategic planning and reporting processes • proven understanding of local government planning and budgeting processes and intergovernmental relations • experience in assessing public sector performance (national, provincial, and / or local) • understanding of the current local government environment, with specific reference to the Western Cape • experience in conducting research, analysing policies, and preparing policy inputs • excellent written and verbal communication

DUTIES

: Key performance areas: • provide strategic planning support to the Head of Department, including the compilation of the annual performance plan and annual report • co-ordinate policy development processes in respect of local government • conduct research related to local government • monitor and evaluate departmental performance • ensure effective management of human and financial resources • ensure effective, efficient and transparent management of all risks under his/her control • provide strategic support to the Head of Department and Minister.

ENQUIRIES

: Dr H Fast at telephone number (021) 483-4999