



DATE OF ISSUE: 14 MAY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 19 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE, FORESTRY AND FISHERIES	A	03 – 06
ENERGY	B	07 – 12
ENVIRONMENTAL AFFAIRS	C	13 – 14
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)	D	15
HOME AFFAIRS	E	16 – 24
HUMAN SETTLEMENTS	F	25 – 27
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	28 – 35
MINERALS RESOURCES	H	36 – 37
OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)	I	38
RURAL DEVELOPMENT AND LAND REFORM	J	39 – 44
SOCIAL DEVELOPMENT	K	45 – 47
THE PRESIDENCY	L	48
TOURISM	M	49 – 52
WATER AFFAIRS	N	53 – 63

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	O	64 – 74
KWAZULU-NATAL	P	75 – 87
LIMPOPO	Q	88 – 95
WESTERN CAPE	R	96 - 101

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: Phone (012) 811 9909/10 or (012) 811 1900/1.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 28 May 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

- POST 19/01** : **DEPUTY DIRECTOR REF 97/2010**
Directorate: Water Use and Irrigation Development
- SALARY** : All inclusive package of R378 456 per annum
- CENTRE** : Silverton (Pretoria)
- REQUIREMENTS** : Applicants should be in possession of a Bachelor's degree or National diploma preferably in Agriculture, Natural Sciences or Environmental Sciences (you are required to furnish a credit certificate and/or statement of results) with extensive experience in Project Management and Irrigation. Computer literacy (MS Office software) and excellent communication skills. Must be in possession of a valid Code EB driver's licence.
- DUTIES** : The incumbent will be responsible to manage the Sub-directorate: Water Management. Manage the provision of technical and scientific advice on water resource management (including quality and quantity) and irrigation matters. Develop and provide guidelines, norms and standards for water use and irrigation. Manage the implementation of plans on water use and irrigation development. Provide advice on water use and irrigation development matters. Facilitate the establishment of agricultural water management institutions. Liaise with stakeholders. Facilitate and participate in water irrigation forums.
- ENQUIRIES** : Ms M.J. Gabriel, Tel. 012 846 8569
- NOTE** : All short-listed candidates will be subjected to a pre-interview test.
- POST 19/02** : **ICT PROJECT MANAGER: OPERATIONS REF 100/2010**
Directorate: Information and Communication Technology
- SALARY** : All inclusive package of R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National diploma in IT or degree in Computer Science or Informatics. A qualification and experience in Project Management will serve as an advantage. Must have relevant experience in the

- ICT environment. Knowledge of ITIL. A valid driver's licence. The applicant must be prepared to travel.
- DUTIES** : The incumbent's responsibility will be to monitor departmental ICT environment and strategy, conduct research to provide solutions to the DAFF, PDA's and other national departments as well as provide maintenance, implementation and integration. Provide requirements and specifications/business cases for procurement of ICT related goods and services. Ensure that ICT Operating Infrastructure is an operational environment for the DAFF and DAFF stakeholders. Manage resources such as policies, processes, equipment, and a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver ICT solutions (Servers and Backup of electronic information on servers). Ensure quality control and service delivery in accordance with internal standards, requirements and specifications. Formulate work breakdown structures and schedule ICT projects. Manage and control ICT major projects running during implementation. Plan, control and co-ordinate Government initiatives related to DAFF. Manage change control, knowledge management and Master Information Systems Plan. Monitor and evaluate contracts and ICT procurement. Assess customer needs and ensure integration of customer needs. Manage mentorship programme of any trainee/mentee that is appointed at ICT. Policy development and Service Improvement Plan development.
- ENQUIRIES** : Ms B.G. Molathegi, Tel. 012 319 6195
- NOTE** : Applicants must be prepared to undertake appropriate competency tests with regard to this post as well as be available for an interview as determined by the Department. This position is subject to job rotation and enrichment, the incumbent must be able to learn quickly and be trained continually.
- POST 19/03** : **MONITORING AND EVALUATION OFFICER 3 POSTS REF 99/2010**
Directorate: Monitoring and Evaluation
- SALARY** : R240 318 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a relevant National diploma or degree OR Grade 12 certificate plus extensive experience working with performance data in the sector (DAFF). Must have relevant experience in the field of monitoring and evaluation, project and programme management and information systems for monitoring and evaluation. Experience in working with data in the sector (agriculture, forestry and fisheries) and working with electronic business information systems, including programming systems for generating automated reports. The ability to train and support users of IT systems on monitoring and evaluation tools and processes. Good communication, report writing, organisational and decision making skills. A valid driver's licence. Computer literate (MS Office software).
- DUTIES** : The incumbent will be responsible to plan the design and application of monitoring and evaluation data management systems. Support, guide, advise and assist PDA's and SOE's on the application of electronic data management systems. Manage electronic inputs into the monitoring and evaluation reporting system. Support and plan the collation and verification of projects' performance information in the sector (agriculture, forestry and fisheries). Manage the development of models within data systems. Interact with system developers for generic problems and solutions. Advise and liaise with clients on monitoring and evaluation principles and activities.
- ENQUIRIES** : Mr R.D. Phuthi, Tel. 012 319 7618
- POST 19/04** : **ASSISTANT DIRECTOR REF 94/2010**
Directorate: Agricultural Information Services
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's degree in Journalism. Extensive experience in the Journalism or Media field. Ability to develop and implement media strategies. Computer literacy and a valid driver's licence. Good communication and interpersonal skills. Planning and organising skills. Knowledge of applicable legislation and public service prescripts. Knowledge of the Public Finance Management Act. Team management and leadership skills. Ability to work under pressure and travel extensively.

- DUTIES** : The incumbent will be responsible for the agricultural news service. Manage, supervise and provide guidance to subordinates regarding writing of articles, radio programmes and related services. Manage the printing and distribution of the DAFF newsletters. Manage the placement of advertorials in the media. Monitor/evaluate output of staff members. Assessment/interviews with staff members. Responsible for staff training and development. Participate in departmental projects in relation to communication objectives. Liaison with and/or guidance to DAFF directorates. Responsible for the division's procurement and budget matters.
- ENQUIRIES** : Ms R. Tlhabane, Tel. 012 319 7165
- POST 19/05** : **ASSISTANT DIRECTOR: IRRIGATION SCHEMES 6 POSTS REF 98/2010**
Directorate: Water Use and Irrigation Development
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum
: Silverton (Pretoria)
: Applicants should be in possession of a Bachelor's degree or National diploma preferably in Agriculture, Natural Sciences or Environmental Sciences (you are required to furnish a credit certificate and/or statement of results) with extensive experience in Project Management and Irrigation. Computer literacy (MS Office software) and excellent communication skills. Must be in possession of a valid Code EB driver's licence.
- DUTIES** : The incumbent will be responsible to provide technical and scientific advice on water and irrigation matters. Develop guidelines, norms and standards for water use and irrigation development. Conduct investigations and implement plans on water use and irrigation development. Develop best practices for effective use of irrigation water. Conduct research on water use and irrigation development. Provide advice on water use and irrigation development matters. Liaise with stakeholders. Supervise staff. Provide guidelines, norms and standards for water use and irrigation.
- ENQUIRIES** : Ms P. Mofokeng, Tel. 012 846 8564
: Mr J. Potgieter, Tel. 012 846 8579
- NOTE** : All short-listed candidates will be subjected to a pre-interview test.
- POST 19/06** : **AGRICULTURAL ECONOMIST: POST DISASTER RECOVERY AND REHABILITATION REF 91/2010**
Directorate: Agricultural Disaster Management
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum
: Pretoria
: Applicants should be in possession of a B.Sc. degree in Agricultural Economics as well as appropriate experience in applied economic analysis. Knowledge and experience in the use of methodologies and computer programmes in economic analysis are essential and further experience in disaster risk management. A valid driver's licence is a pre-requisite. Computer literacy (MS Office software).
- DUTIES** : The incumbent's responsibility will be to participate on behalf of DAFF in the National, Regional and International Disaster Management Forums. Liaison with various stakeholders involved in Agricultural Risk and Disaster Management. Develop, implement, and evaluate disaster assistance schemes. Monitor the impact that disasters have on sustainable development in the sector. Analyse, evaluate and verify data during and after disasters have occurred. Advice DAFF Management with regard to Post Disaster Recovery and Rehabilitation issues.
- ENQUIRIES** : Mr B. Kgakatsi, Tel. 012 319 7955/6
- POST 19/07** : **SENIOR ACCOUNTING CLERK GRADE I REF 96/2010**
Directorate: Budget and Reporting
- SALARY CENTRE REQUIREMENTS** : R87 978 per annum
: Pretoria
: Applicants should be in possession of a Grade 12 Certificate with Accounting as a passed subject [Accounting as a passed subject in the process of obtaining a National diploma or degree will also be accepted] (you are required to furnish a credit certificate and/or statement of results). Computer literacy (MS Word and Excel). Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations. Knowledge and experience in the Basic

Accounting System (BAS) and PERSAL. Good interpersonal and communication skills (both written and verbal). Problem solving skills, ability to meet deadlines and acceptance of responsibilities.

DUTIES

: The incumbent will be responsible for the reconciliation of the Standard Bank accounts with the Paymaster General Account. Communication with commercial banks to obtain information with regard to unidentified transactions. Re-call of erroneous EBT payments. Request authorisation number from National Treasury for cheque payments (=> R2,000.00). Distribution of PERSAL and BAS cheques. Follow-up and clearing of ACBEF70 transactions. Cancellation and re-issuing of cheques. Batch control.

ENQUIRIES

: Ms B.L. van Greunen, Tel. 012 319 6727

NOTE

: Short-listed candidates will be subjected to a skills/knowledge test.

DEPARTMENT OF ENERGY

APPLICATIONS : The Director-General, Department of Energy, Private Bag X 19, Pretoria,0001, Trevenna Building, corner Mentjies and Schoeman Street, Sunnyside.

FOR ATTENTION : Ms LM Nchabeleng / Ms E Lethole

CLOSING DATE : 28 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. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

POST 19/08 : **ENERGY OFFICER: NUCLEAR TECHNOLOGY DEVELOPMENT**

SALARY : R240 318 per annum, Level 10

CENTRE : Head Office, Pretoria

REQUIREMENTS : Degree in Natural Sciences coupled relevant experience in the nuclear sector PLUS the following key competencies: Knowledge of: Knowledge of the overview of the nuclear sector. Understanding of the nuclear research programme. A thorough understanding of the effects of different legislation. Research, collection of information and report writing. Department of Energy and other Government in general on issues related to nuclear research. Government Processes and policy development ☐ Skills; Problem solving skills. Computer literacy excellent (MS Office 2003/2007) Report writing and formulation skills. Presentation skills. Basic research skills. Analytical skills ☐ Personal Attributes: Ability to work without constant supervision. Ability to work within a structure. Ability to work under pressure. A valid code EB driver's license ☐ Work Environment: Attending meetings, workshops and conferences : Complex documentation: Working additional hours: Using a computer for extended times

DUTIES : KRA's: Identify needs and priorities for research. Initiate, coordinate, monitor and/or promote Research: Assist with providing input on international research programmes: Assist with the assessment of international research results for possible: implementation in South Africa

ENQUIRIES : Ms Nolitha Mpoza ☎012 444 4057

NOTE : An Honours Degree will be an added advantage.

POST 19/09 : **ASSISTANT DIRECTOR: EFFICIENCY PROMOTION X2**

SALARY : R240 318 per annum, Level 10

CENTRE : Pretoria

REQUIREMENTS : An appropriate B-Degree/National Diploma in Management Services/ Organisation and Work Study (Public Service/Office) coupled with a minimum of three years appropriate experience or an Certificate in Organisation and Work Study coupled with extensive experience. PLUS the following key competencies ☐ Knowledge of • Understanding and knowledge of policies, prescripts, regulations, work study techniques, job evaluation and job descriptions and specifications • Have knowledge and understanding of Project Management • knowledge of Government and Departmental policies and procedures ☐ Skills • Report writing • Analytical • Problem solving • Organising, coordinating and planning skills, Project management • Basic research skills • Interpersonal relations skills • Project Management and Facilitation skills. ☐ Communication: • Good communicator (both written and verbal) • Assertive and be a good listener ☐ Creativity • Creative • Ability to work independently and under pressure.

DUTIES : Plan, co-ordinate and carry out complex work study investigations on a project basis and make recommendations • Develop, review and advise on job

descriptions and specifications • Conduct job analysis and job evaluation in the Department • Co-ordinate processes of and do the design/redesign of departmental forms • Map processes in order to optimise work procedures and methods • Develop/Review policies and guidelines with respect to the organisational structure, job evaluation, etc. • Supervise, train and develop staff.

ENQUIRIES :

POST 19/10 :

ASSISTANT DIRECTOR: TRANSPORT AND FACILITIES MANAGEMENT

SALARY :

R240 318 per annum, Level 10

CENTRE :

Pretoria

REQUIREMENTS :

National Diploma: Transport Management or equivalent qualifications plus relevant experience and a valid unendorsed code B (08) driver licence PLUS the following key competencies: ☐ Knowledge of: • Fleet Management, policies and prescripts • Facilities Management (Office accommodation) • Facilities policies and prescripts • Public Financial Management Act • ☐ Skills: • Excellent verbal / written communication skills • Presentation / Training skills • Problem solving skills • Advanced computer skills • Numeracy and Management skills ☐ Communication: • Good verbal skills (Training and presentations) • Good writing skills (Submissions, letters, minutes) • ☐ Creativity: • Innovative thinking • Provide solutions that are not prescribed

DUTIES :

Oversee the provision of sufficient and reliable vehicle transport & Facilities
Oversee compliance with administration and management processes • Assist with development and implementation of processes, prescripts, policies • Advice, train users on relevant departmental strategies, prescripts, policies • Serve as proxy for departmental vehicles, and compile management reports

ENQUIRIES :

Ms. M. Masanabo ☎ 012-444 4388

NOTE :

Need to travel country wide when required

POST 19/11 :

COMMUNICATION OFFICER: ELECTRONIC PUBLICATION

SALARY :

R192 540 per annum, Level 09

CENTRE :

Head Office

REQUIREMENTS :

A Relevant Bachelors Degree or equivalent qualification coupled with relevant experience in the communication environment PLUS the following key competencies: ☐ Knowledge of • Understanding of DOE policies , functions, programmes, and also to be able to articulate and communicate its mission , vision, values and legislative mandate. Web Site Maintenance • Databases and websites. Graphic Manipulation. Understanding of new media technologies and tools • Policy Development. Projects/programmes in DOE ☐ Skills • organising and Co-ordination. Problem solving and analysis. Facilitation and implementation interpersonal ☐ Communication • Good verbal and written communication • Ability to communicate at all levels • Friendly, approachable and helpful ☐ Creativity: • Creative and innovative thinker • Commitment to Service Delivery • Highly confidential. Recommendation: A Bachelor's Degree in Communication / Journalism will be an added advantage.

DUTIES :

Chair the Website content committee to identify the need for electronic publications, collect information for publication and update information. • Draft / compile content for electronic and printed publications. Collaborate with editorial assistants on editing and translation of content. • Collaborate with the communication Officer (printed Publications) on content being published in problem solving and analysis problem solving and analysis problem solving and analysis both printed and electronic format • Collaborate with information Technology (IT) on technical IT issues such as • Information security. Website structure and templates.

ENQUIRIES :

Mr N Khangale ☎ 012 444 4610

POST 19/12 :

ASSISTANT DIRECTOR: RECORDS MANAGEMENT

SALARY :

R192 540 per annum, Level 9

CENTRE :

Head Office, Pretoria

REQUIREMENTS :

National Diploma or Degree in Records Management/Information science qualifications plus relevant experience and a valid unendorsed code B (08) driver

licence. PLUS the following key competencies: ☐ Knowledge of: • Records Management policies and prescripts • Electronic Communication and Transaction Act • National Archives and Records Service Act • Public Financial Management Act • Promotion of Access to information ☐ Skills • Excellent verbal / written communication skills • Presentation / Training skills • Problem solving skills • Advanced computer skills • Numeracy and Management skills ☐ Communication: • Good verbal skills (Training and presentations) • Good writing skills (Submissions, letters, minutes) ☐ Creativity: • Innovative thinking • Provide solutions that are not prescribed Recommendation/Note: Need to travel country wide when required

DUTIES : Manage the Departmental filing system. • Manage Postal and Support services • Assist with development and implementation of processes, prescripts, policies • Advice, train users on relevant partmental strategies, prescripts, policies Manage archiving and disposal of documents, provide training to the regions

ENQUIRIES : Ms. M. Masanabo ☎ 012-3178080

POST 19/13 : **SENIOR HELPDESK ADMINISTRATOR**

SALARY : R 192 540 per annum, Level 9
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Information Technology or equivalent qualification (Microsoft Certified Systems Engineer (MCSE) will be added advantage), with relevant experience. Plus the following competencies: Knowledge and Experience in: * MS Office 2000 / 2003/ 2007 * MS Windows 2000 Pro / XP / 7 * Remote administration * IT equipment installations * Program installation and troubleshooting * LAN / WAN knowledge; * Helpdesk environments * General People Management * Access Call Logging system knowledge ☐ Communication: • Good verbal and written communication • Ability to communicate at all levels Skills: * Must be able to work on a technical hardware / software level * Must be able to work under pressure * Skills transfer,* Helpdesk systems * Stress Management * Interpersonal ☐ Competencies: * Ability to work under pressure * Pro-active in problem resolution * Self motivated * Must be able to improvise (analytical) * Leadership qualities * Listening * Patience with irate users * Team oriented

DUTIES : Ensure effective management of helpdesk calls including oversee, log and closed calls.* Oversee first, second and third line support activities.* Oversee and provide technical support for the configuration, installation, repair, and replacement of computers, printers and telephones. Support Transversal systems used at DME such as Persal, BAS, Logis etc. * Do quality checking on helpdesk operation. * Supervise and develop staff

ENQUIRIES : Pateka Maka ☎ 012 444 4357

POST 19/14 : **PERSONNEL PRACTITIONER**

SALARY : R161 970 per annum, Level 08
CENTRE : Pretoria (Trevena Campus)
REQUIREMENTS : A Degree / National Diploma in Human Resource Management or equivalent. qualification coupled with relevant experience in an HR Management environment PLUS the following key competencies ☐ Knowledge of • Public Service Act (1994) as amended • Public Service Regulations 2001 • Basic Conditions of Employment Act • Employment Equity Act • Labour Relations Act • Persal • Employee Performance Management and Development System • Incentive Policy Framework • DPSA Regulations and Directives Directives • Batho Pele Principles • Policy Development process ☐ Skills • Project Management • Communication • Numeric • Presentation • Reporting • Analytical • Planning and Organizing • Problem solving skills ☐ Communication: • Good communicator at all levels (both written and verbal) • Receptive to ideas, suggestions and be a good listener ☐ Creativity • Creative and innovative thinker • Ability to coordinate activities and work under pressure. Recommendation: Experience in Policy development will serve as an added advantage. Candidates will also be subjected to an assessment test.

DUTIES : Implement and ensure adherence to human resource policies and programmes pertaining to recruitment, selection and placement as well as conditions of service

(leave, housing, medical aid, long service awards, allowances, overtime, injury on duty, resettlement, transfers to other Government Departments, secondments to and from other Government Departments and SOE's, termination of service and pension matters) and PMDS for the Department • Provide advice and services to line function and top management on conditions of services matters, Provisioning and Employment Equity matters • Provide statistics on EE to management (posters EE committee) • Write reports and submissions on all HR and related matters including the annual EE report to the Department of Labour • Give inputs for policy development and review • Ensure the Financial Disclosure of SMS is finalised annually and captured on persal • Analyse and formulate recommendations to top management on exit interview questionnaire contents • Participate in the incapacity committee and compile requests for temporary incapacity leave to labour relations • Coordinate all HR activities like workshops, presentations, LMC meetings etc • Deliver an effective HRM service on all facets of administrative procedures and practices • Implement PMDS related decisions on PERSAL (performance bonuses, notches, probations, upgrades, etc.). Ensure optimal utilization of PMDS systems and achievement of results • Attend to queries and grievances arising from recruitment and selection as well as conditions of service and PMDS and offer advice that will lead to prompt resolution thereof • Do presentations at Induction and annual workshop on recruitment and selection as well as conditions of service and PMDS.

ENQUIRIES :

Mr W Mbalane ☎(012) 444 4346

POST 19/15 :

PRINCIPAL PERSONNEL OFFICER

SALARY :

R130 425 per annum, Level 7

CENTRE :

Pretoria

REQUIREMENTS :

A Senior Certificate and sufficient experience in Recruitment, Selection and Placement as well as Conditions of Service matters or a formal HR qualification with some experience in Recruitment, Selection and Placement as well as Conditions of Service matters. PLUS the following key competencies:
☑ Knowledge of: • Public Service Regulations • Financial Manual • PSCBC resolutions and HR Legislation ☑ Skills: • Computer skills (MS/Suite and Persal) • Supervisory skills • Sound interpersonal relations • The ability to interpret HR prescripts and apply them • Organizing skills (Ability to work under pressure with several different issues simultaneously). • Numeracy skills • The ability to identify urgent and/ or important matters • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients ☑ Communication: • Good verbal and written communications skills ☑ Creativity: • Must be an innovative thinker and be able to express the creativity.

DUTIES :

Approve and supervise appointment, promotions, transfers and translations in rank as well as all Conditions of Service (Terminations of Service, Leave, Medical Aid, Housing, Pension, Injury on Duty, resettlement issues, overtime, transfers to other departments) and utilise Persal • Administer and process casual/contract workers salaries and extension of contract • Submit statistics to the Chief Personnel Officer on appointments, transfers, promotions, translation in ranks, leave, housing, pension, injury on duty, resettlement issues, overtime, allowances, transfers to other Departments and termination of services • Give advice to clients on all Recruitment, selection and Placement as well as Conditions of Service matters • Give inputs for the development of policies

ENQUIRIES :

Ms Jo-Dene vd Westhuizen ☎012 444 4349

NOTE :

An HR Qualification will serve as an added advantage. Knowledge of Salary Structuring for Senior Management will be a recommendation. The candidates will also be subjected to computer/typing and calculation test during the interview.

POST 19/16 :

HELPDESK ADMINISTRATOR

SALARY :

R130 425 per annum, Level 7

CENTRE :

Pretoria

REQUIREMENTS :

National Diploma in Information Technology or A+ Training with a pass for the A+ International exam with relevant Desktop & Helpdesk experience (driver's licence will an advantage) PLUS the following key competencies: ☑ Knowledge of • Microsoft products such MS Office 2007, Windows 2000/3/XP/7, Basic

Networking, Access Call logging system; Remote Control of desktops; SMS (Systems Management Server); Desktop Support and installation of hardware components including data and voice points installation and troubleshooting; 3Com products, LAN or WAN basic knowledge ☒ Skills: An MCSE will be an added advantage; Telephone Etiquette & Troubleshooting skills critical; Problem solving; interpersonal skills; team orientated; Listening • Team orientated • Proactive ☒ Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different levels within the department ☒ Creativity: Ability to work under pressure. Should be willing to work overtime when required and travel

DUTIES : Configure and troubleshoot computer desktops, laptops and printers • Travel to Regional offices to provide desktop support • Provide 2nd line support to all DoE users requiring desktop support • Answer of Helpdesk telephones and managing own calls on Heat as per team OLA (Operational Level Agreement) • Attend to 2nd line support calls assigned on Heat • Configure, Install, repair, and arrange replacement of computers • Liaise with external hardware suppliers on hardware replacement issues • Handle movement of IT Hardware between Head Office and Regional Offices • Provide remote desktop support to regional and Head Office users

ENQUIRIES : Pateka Maka ☎ 012 444 4357

POST 19/17 : **ADMINISTRATION OFFICER**

SALARY : R130 425 per annum, Level 7
CENTRE : Cape Town
REQUIREMENTS : Grade 12 with 5 years administrative experience in the public service or parliament and a valid code 08 driver's licence and minimum 3 years driving experience. PLUS the following key competencies: ☒ Knowledge of • Good understanding of Government & parliamentary activities. • Good working knowledge of procedures to ensure the motor vehicle is maintained properly, log books etc. • Functioning of the office of the Director General and the Minister's offices. • Knowledge of the Government procurement processes. ☒ Skills • Good interpersonal skills • Computer skills • Driving skills • Time management or skills ☒ Communication : • Ability to handle clients from all backgrounds ☒ Creativity • Ability to work long and irregular hours, and under Pressure with minimum supervision

DUTIES : Attend relevant Parliamentary Committee meetings and maintain a record of commitments raised at committee level that will impact on the Department. • Accompany the Parliamentary Committees on oversight visits. • Render professional & efficient administrative support service to the Director General • Transport the Director General and employees in the office of the Director - General • Accompany the Director General on certain visits as and when required. • Perform any other job-related duty as requested by the Executive Head of Office.

ENQUIRIES : Ms Nonhlanhla Ndebele ☎ 012 444 4181

POST 19/18 : **STATE ACCOUNTANT: TRAVEL AND SUBSISTENCE**

SALARY : R130 425 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : A Degree/National Diploma in Finance or Accounting with relevant experience. Must be computer literate and able to work under pressure PLUS the following key competencies: ☒ Knowledge of: • Bas and Persal. • PFMA and Treasury Regulations ☒ Skills • interpersonal skills and analytical skills.☒ Communication: • Good verbal and written communication.☒ Creativity: • problem solving skills, innovative

DUTIES : Authorize transactions on Bas and Persal systems. • Supervision and staff development. • Review workflow and performance of travel Management section (S & T). • Compile reconciliations and management reports. • Clear suspense accounts.

ENQUIRIES : Ms Phumla Dingiswayo ☎ 012- 317 8189

POST 19/19 : **SENIOR ACCOUNTING CLERK: GENERAL EXPENDITURE**

SALARY : R105 645 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificates with Accounting or Mathematics as passed subjects with 2 years working experience in Finance environment (A Degree/National Diploma in Finance/ Accounting/Auditing will be added advantage) PLUS the following key competencies: ☑ Knowledge of: • Bas and Persal. • PFMA, Treasury Regulations and other relevant Legislation ☑ Skills: • interpersonal skills, analytical skills and computer Literacy ☑ Communication: • Good verbal and written communication. ☑ Creativity • problem solving skills, innovative

DUTIES : KRA's: • Invoice Matching • Capturing • Account Reconciliation • Posting and compilation of Monthly Reports • Handle enquiries and keep clients informed

ENQUIRIES : Ms Phumla Dingiswayo ☎ 012- 4444 067

POST 19/20 : **ADMINISTRATION CLERK: DISTRIBUTION**

SALARY : R87 978 per annum, Level: 5
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate with relevant SCM /administrative experience. PLUS the following key competences: ☑ Knowledge of • Supply Chain Management • Public Finance Management Act • Treasury Regulations • Preferential Procurement Policy Framework Act • LOGIS ☑ Skills: • Computer Literacy • Good verbal and Written Communications • Maths ☑ Communication : • Telephone etiquette • Self-driven • Self confident ☑ Creativity: • Prioritising of tasks • Record keeping • Ability to work under pressure

DUTIES : Receive goods from suppliers • Capture receipt vouchers on LOGIS Prepare payment requests • Verify items (quantity and type) issued from store • Capture Issue Vouchers on LOGIS • Administer 0-9 File

ENQUIRIES : Adriana Pretorius ☎012 444 4183

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Oceans & Coasts, P.O. Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.
- FOR ATTENTION NOTE** : Human Resources Management
- : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and original certified copies of qualifications, ID copies and other relevant documents in order to be considered, Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. 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 19/21** : **LEGAL ADMINISTRATIVE OFFICER: LEGAL SERVICES (MR 5) REF NO: OC 02/2010**
- SALARY** : Minimum R172 761 – Maximum R428 154 per annum (Salary notch/package to be determined according to relevant experience)
- CENTRE REQUIREMENTS** : Waterfront – Cape Town
- : Minimum: An LLB degree and at least eight 8 years postgraduate experience in one or more of the following: administrative law, constitutional law, international law, environmental law, law of contract and delict, principles of interpretation of statutes, and criminal law and procedure. Possession of analytical thinking and research skills; excellent legal writing skills, and verbal communication skills; and Added advantages: Litigation experience.
- DUTIES** : The incumbent will be required to manage litigation matters, vet court pleadings and liaise with the State Attorney and counsel; comment on Bills, regulations, policies, permits, notices and draft vet agreements. Draft legal opinions on interpretation and questions of law. Draft well reasoned administrative decisions in compliance with the Promotion of Administrative Justice Act. Draft records of decision for appeals. Provide legal support at meetings. The incumbent will report to a Senior Legal Advisor, and will be expected to be able to work independently with minimal supervision and produce high quality work within required time frames.
- ENQUIRIES** : Adv. Nicolette De Kock Tel – 021 819 2427
- CLOSING DATE** : 31 May 2010
- NOTE** : Shortlisted candidates will be subjected to screening and security vetting to determine suitability of employment.
- POST 19/22** : **OFFICE ADMINISTRATOR OFFICE OF THE DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: (OC 01/2010)**
- SALARY** : R105 645 per annum (Total package R160 283per annum)
- CENTRE** : Waterfront, Cape Town
- REQUIREMENTS** : Qualifications: A matric pass (Senior Certificate/ Grade 12) is a minimum required. Knowledge: Computer literacy, especially a good command in use of Microsoft Word, PowerPoint and Microsoft Outlook/Novell Groupwise. A basic understanding of government's procurement context including economic empowerment. Exposure to or experience on any document management system (whether electronic or manual). A clearly demonstrable ability to compile meeting minutes, basic correspondence and other documents independently is a key function of this post. Reception experience is also necessary Skills: Applicants should be able to type and format documents (At least in Word and PowerPoint)

and be must demonstrate basic numeracy. The Office requires a person who has initiative ('self-starter'), sound organizing and planning skills. Good interpersonal and communication skills are essential. Exposure to running of meetings will also be considered. Good telephone etiquette is an additional requirement.

DUTIES : The appointed candidate shall render secretarial, administrative, logistical and monitoring support to the Office of the Director: Administration and Coordination (MCM), by undertaking secretarial, document management, logistical, office budget management, communication and receptionist functions in the said office. These shall, for example, entail compilation of minutes, management of the Director's diary, keeping of an up-to-date document management system in accordance with the existing electronic system within the Department, arrangement of the Directors travel arrangements, identifying of budget needs for the Office as well as undertaking the procedure necessary to procure goods for the office of the Director, as well as undertake receptionist and other required communication functions in the office.

ENQUIRIES : Mr. C.S. Mangcu TEL: (021) 819 2414

CLOSING DATE : 24 May 2010

NOTE : Short-listed candidates may be subjected to screening and security vetting to determine their suitability for the post or employment.

POST 19/23 : **SENIOR HANDYMAN (OC 03/2010)**

SALARY : R 87 978 per annum (Total package of R 138 847 per annum)

CENTRE : Paarden Eiland

REQUIREMENTS : Minimum: a Jnr. Certificate (Grade 10/Std 8), basic knowledge of procurement and occupational safety procedures. The incumbent must be able to work in a team and under pressure. Experience in the operation of oil spill response equipment would be an advantage. Good interpersonal, verbal and written communication skills are essential. The candidate must have a valid driver's license (Code B) and be willing to travel extensively.

DUTIES : Provide technical support to maintain the Department's capacity for oil and chemical spill response. Specific duties include maintenance and minor repairs on equipment; mobilisation and operation of equipment during oil and chemical spill incidents; providing assistance in the planning and implementation of exercises; providing assistance in the maintenance of a directory of resources and a database of incidents; and assisting in the assessment of new techniques, equipment and products.

ENQUIRIES : Dr. Y. Peterson Tel: 021 – 819 2450

CLOSING DATE : 24 May 2010

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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** : 28 May 2010
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.

OTHER POST

- POST 19/24** : **ASSISTANT DIRECTOR**
Directorate: Research
- SALARY** : Commencing salary: R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: An appropriate post graduate degree or equivalent qualification. Experience: Extensive experience in the field of research and communication. Understanding of and experience in all processes applicable to quantitative, qualitative and desk research. Experience of using computer software packages and other electronic sources applicable in research field. General managerial and administrative experience. Job Knowledge: Well versed in all aspects related to communication research processes and techniques. Good knowledge and understanding of both quantitative and qualitative research. Good general knowledge and interest in current and government affairs. Competencies required: Research conceptualization. Data analysis, interpretation, report writing and presentation. Proficient in both verbal and written communication. Ability to work independently.
- DUTIES** : Assist with development and establishment of the use of research to enhance effectiveness of government communication, the planning of research projects and provisioning of hands-on guidance to clients in the day to day research projects. Provide a research advice and support service to GCIS and clients in terms of communication research. Analyse and interpret research results, prepare research reports and presentation. Work as part of a team in the Research Directorate and GCIS project teams.
- ENQUIRIES** : Mr TG Mukwevho, tel. (012) 314 2192

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Walthloo, Silverton, for attention: Mr J Modipa. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 28 May 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation, Numerical skills.

MANAGEMENT ECHELON

- POST 19/25** : **HEAD: COUNTER CORRUPTION AND SECURITY SERVICES (DDG LEVEL)**
REF NO: HRMC: K1/10/1
Branch: Counter Corruption and Security Services
- SALARY** : An all inclusive salary package of R976 317 per annum, structured as follows: Basic salary -60% of package, State contribution to the Government Employee Pension Fund - 13% of basic salary. Remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 15)
- CENTRE REQUIREMENTS** : Head Office: Walthloo, Pretoria
A postgraduate degree in Business and/or Security Management or Public Administration or an NQF level 7 equivalent with extensive experience in Counter Corruption and security management field or business management related field. Five years experience in a senior management position. Knowledge of the Constitution of South Africa. Knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Minimum Information Security Standard (MISS). Understand the PFMA and Treasury Regulations. A valid driver's licence and willingness to travel are essential.

- DUTIES** : The successful candidate will be responsible for the following specific tasks: Coordinate the development, monitor and review strategic plans for the Branch in line with the departmental strategic objectives. Provide strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Counter Corruption and Security. Promote effective management of counter corruption as a strategic enabler. Liaise with the Accounting Officer on matters that have strategic and financial implications. Establish partnership with all DHA Branches, external stakeholders, international stakeholders and other spheres of government in relation to counter corruption and security strategic matters. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention initiatives within the department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure the effective management of the vetting process within the department. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit. Ensure effective capacity management within the branch to ensure sustained service delivery through appropriate recruitment, selection, training and development of counter corruption and security experts in the Business Unit. Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch. Represent the Branch and DHA at strategic, management and other government forums.
- ENQUIRIES** : Mr W D Hlongwane, Tel: 012-810 8606
- POST 19/26** : **SENIOR SPECIALIST: INVESTIGATION REF NO: HRMC K1/10/2**
Branch: Counter Corruption and Security Services
- SALARY** : An all-inclusive salary package of R790 953 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 14)
- CENTRE REQUIREMENTS** : Head Office: Waltloo, Pretoria
An appropriate three year degree in Management or an NQF level 6 equivalent with extensive experience in security investigations and security management field. A postgraduate degree in the relevant field would be an advantage. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Minimum Information Security Standard (MISS), Public Service Act, Public Finance Management Act, all relevant departmental, human resources frameworks and other public service acts, regulations and prescripts. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Responsible for strategic guidance and expert advice in terms of Investigations. Responsible for strategic decision making and risk management in terms of Investigations. Monitor and report the performance of the unit against the objectives of the DHA Strategic Plan. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Chief Directorate. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or breaches of security. Ensure the development of preventative and investigations strategies or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention and investigations initiatives within the department. Ensure the effective management of the investigations process within the department. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit. Ensure effective and compliant implementation of performance management within the unit. Ensure good governance within the unit in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, audit requirements, DHA policies and procedures within the unit

ENQUIRIES : Mr W D Hlongwane, Tel: 012-810 8606

POST 19/27 : **SPECIALIST: PREVENTION REF NO: HRMC K1/10/3**
Branch: Counter Corruption and Security Services

SALARY : An all-inclusive salary package of R652 572 per annum, structured as follows:
Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 13)

CENTRE REQUIREMENTS : Head Office: Waltloo, Pretoria
: An appropriate degree/diploma in Security or an NQF level 6 equivalent is required with extensive experience in security management and/or investigation management environment. Experience in working with highly sensitive confidential information. Knowledge and experience in investigations and case analysis, Prevention and Combating of Corrupt Activities Act, Basic Conditions of Employment Act, Public Service Act, Home Affairs legislation and policy and procedures , policy development and government protocol, Minimum Information Security Standard (MISS), (PFMA) Public Finance Management Act and Treasury Regulations, as well as Protected Disclosures Act. Strategic capability and leadership, Service delivery innovation, Client orientation and customer focus, People management and empowerment, Financial management, Honesty and integrity, Program and project management, Change management, Communication as well as Knowledge management. Problem solving and analysis, Business report writing, Influencing and networking, Conflict resolution and management, as well as Crime information management. A valid driver's licence and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks:
Develop the business plan for the directorate and ensure effective implementation, prioritisation and resource planning. Oversee the effective implementation of processes and systems enhancement initiatives within the Directorate: Prevention. Ensure the effective implementation of vetting measures (including vetting policies, procedures and standards) across the department. Effectively manage the performance of the directorate against agreed business requirements and targets. Coordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time, quality and budget. Compile operational plans aligned to business requirements to ensure effective strategy execution. Recommend and implement performance improvement initiatives. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policies and other communication that impact on the operation of the business unit. Ensure effective maintenance of prevention information systems and statistical databases.

ENQUIRIES : Mr W D Hlongwane, Tel: 012-810 8606

POST 19/28 : **SPECIALIST: INFORMATION SECURITY REF NO: HRMC K1/10/4**
Branch: Counter Corruption and Security Services

SALARY : An all-inclusive salary package of R652 572 per annum, structured as follows:
Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 13)

CENTRE REQUIREMENTS : Head Office: Waltloo, Pretoria
: A National Diploma/ Degree in information security or a security related qualification or an NQF level 6 equivalent is required with extensive experience in an information security management environment. Knowledge of the Public Service Regulations Act, Public Finance Management Act, the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of Security related legislation and regulations. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of investigation methodology and asset protection operations. Knowledge of Control of Access to Public Premises and Vehicle Act, National Key Points Act, as well as

		Firearms Control Act, 2000. A valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following specific tasks: Co-ordinate the development, implementation and administration of high-level security policies, practices, standards and programmes. Co-ordinate the development and execution of effective security awareness programmes. Facilitate and direct the timely dissemination of security information. Co-ordinate the assessment of computer systems security risks (investigate and develop contingency plans by undertaking risk assessment). Ensure the effective implementation of security measures (including security related policies, procedures and standards) across the department. Develop identified policies and procedures in conjunction with the policy and strategy unit. Effectively manage the performance of the directorate against agreed business requirements and targets. Coordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time, quality and budget. Create and build partnerships with various internal stakeholders in order to enhance service delivery. Ensure the effective integration of current information security practices within DHA. Ensure continuous re-engineering of information security approaches, processes and procedures. Ensure that breaches of security with regard to information security are investigated and corrective measures are implemented. Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives. Ensure appropriate technical knowledge, capabilities and skills of staff within the directorate.
<u>ENQUIRIES</u>	:	Mr W D Hlongwane, Tel: 012-810 8606
<u>POST 19/29</u>	:	<u>SPECIALIST: VETTING, REF NO: HRMC K1/10/5</u> Branch: Counter Corruption and Security Services
<u>SALARY</u>	:	An all-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 13)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Waltloo, Pretoria
	:	A relevant tertiary qualification in Law or Vetting or Security Management or Public Management and Administration or an NQF level 6 equivalent is required. Experience in a vetting and security investigations environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, the South African Constitution, Minimum Information Security standards (MISS), National Intelligence Strategy Act, Protection of Information Act, Criminal Procedure Act of 1977 as amended, vetting and security legislation including National Key Point Act. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following specific tasks: Provide strategic advice and guidance on vetting measures and best practice aspects and matters. Oversee the effective implementation of processes and systems enhancement initiatives within the vetting unit. Ensure the effective implementation of vetting measures (including vetting policies, procedures and standards) across the Department. Develop identified policies and procedures in conjunction with the policy and strategy of the unit. Effectively manage the performance of the directorate against agreed business requirements and targets. Ensure adequate availability of trained vetting officers to address vetting compliance. Identify and implement mitigation measures of vetting risks and threats to DHA. Ensure the effective integration of current vetting practices within DHA. Compile operational plans aligned to business requirements to ensure effective strategy execution. Ensure appropriate technical knowledge, capabilities and skills of staff within the directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate.
<u>ENQUIRIES</u>	:	Mr W D Hlongwane, Tel: 012-810 8606
<u>POST 19/30</u>	:	<u>DIRECTOR: DEPORTATION, REF NO: HRMC K1/10/6</u> Directorate: Deportation

- SALARY** : An all-inclusive salary package of R652 572 per annum, structured as follows:
Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 13)
- CENTRE REQUIREMENTS** : Head Office: Waltloo, Pretoria
: An appropriate three year diploma/degree in Public Administration or International Relations or an NQF level 6 equivalent is required with extensive experience in Immigration, Law Enforcement or Public Administration environment. Experience in a management position. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the Identification Act, Public Service Act and Regulations, Public Finance Management Act, the South African Constitution. Computer literacy. A Valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks:
Manage and implement strategic objectives and innovation within the directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Provide advice and guidance on matters relating to deportation of illegal foreigners. Oversee the effective implementation of processes and systems enhancement initiatives. Ensure operational efficiency and service delivery improvement within the directorate. Ensure effective and efficient service delivery within the unit. Coordinate and manage relevant projects within the unit to ensure that projects are implemented to best practice standards, time, quality and budget (special cases in terms of escorting of illegal foreigners). Ensure the enforcement of and compliance with the Immigration Act and Refugee Act. Ensure that complaints and enquiries from the call centre are effectively and timeously resolved and that feedback is provided to customers. Ensure that the process for deportation is humane, consistent and timely executed. Effectively manage and regulate the holding facilities and ensure service provider compliance and delivery. Ensure the effective handling of special deportation cases (minors, sick, etc.). Liaise with SAPS and Correctional Services regarding the status and management of illegal foreigners convicted of criminal activities. Ensure the effective administration of all illegal foreigners e.g. capturing of details (including fingerprints), issuing of bar coded cards, stop list, visa withdrawal, etc. Liaise with Embassies to ensure due process in confirming citizenship and facilitating travel documentation. Ensure reporting on occupancy, duration of stay, status of each deportee, frequency of deportation, capacity planning and compliance to the Immigration Act. Ensure effective planning, organising and finalising of all logistical matters relating to the deportation of foreigners. Administer the budget and monitor that expenditure is in line with financial requirements and the unit's objectives. Manage the implementation of compliant performance management within the unit. Establish and manage relationships with all relevant stakeholders.
- ENQUIRIES** : Mr W D Hlongwane, Tel: 012-810 8606

OTHER POSTS

- POST 19/31** : **DEPUTY DIRECTOR: DEPORTATION CO-ORDINATION, REF NO: HRMC K1/10/7**
Directorate: Deportation
- SALARY** : An all-inclusive salary package of R 448 521 per annum (Level 12)
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A National Diploma in Public Management and Administration, or an NQF level 6 equivalent is required and/ or Grade 12 certificate with extensive experience in operations management or immigration environment. Experience in an enforcement environment would be an added advantage, as would experience in a supervisory position. Knowledge of relevant departmental legislations and prescripts. Knowledge of the Immigration Act, Refugee Act, Public Service Act, Public Finance Management Act (PFMA) and Treasury regulations, Knowledge of the South African Constitution as well as Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. Advanced computer literacy in Ms Word, Excel and PowerPoint. Willingness to work extended hours. A Valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks:
Ensure effective service delivery to internal and external requirements. Ensure the

effective coordination of various deportation functions and services. Monitor the performance of the sub-directorate against Service Level Agreements. Review quality management reports and take corrective action where required. Develop quality assurance and data quality strategies and actions. Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela holding facility. Liaise with Department of Correctional Services regarding convicted foreign nationals. Investigate special deportation cases. Provide effective administration and statistics for appeal relating to stop lists and visa withdrawals. Ensure efficient and effective application and utilisation of resources within sub-directorate. Manage leave, performance, talent and other Human Resources administration requirements within the unit. Build and maintain an effective team to ensure the processing/administering of all deportation functions. Review and ensure effective capacity planning. Ensure accurate financial management and reporting. Provide input into the budget for the unit and monitor budget and present to Head of Deportations for approval and review. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Provide advice and guidance to personnel on immigration matters.

ENQUIRIES : Mr W D Hlongwane, Tel: 012-810 8606

POST 19/32 : **DEPUTY SPECIALIST: SECURITY SYSTEM, REF NO: HRMC K1/10/8**
Branch: Counter Corruption and Security Services

SALARY : An all-inclusive salary package of R 448 521 per annum (Level 12)
CENTRE : Head Office: Waltloo, Pretoria
REQUIREMENTS : An appropriate three year degree in information systems or an NQF level 6 equivalent is required with extensive experience in the information systems management field. Knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and understanding of the Protection of Information Act and Promotion of Access to Information Act. Sound knowledge of Minimum Information Security Standards (MISS), The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act as well as the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A Valid driver's licence and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks: Provide advice and guidance on security technology and systems aspects and matters. Ensure alignment of security technology and systems operations' strategy with the overall Counter-Corruption and Security and DHA strategy. Ensure the effective alignment in the implementation of project initiatives. Assist in the development of identified policies and procedures in conjunction with the policy and strategy of the sub-directorate. Develop security technology and systems operations processes for the sub-directorate. Co-ordinate and manage relevant projects in conjunction with Special Operations within the Department to ensure that projects are implemented to best practice security technology and systems operations standards. Manage the control of servers, desktops, power management of all hardware devices to ensure that all security technology and systems infrastructure is suitable for the storage and management of data. Monitor the performance, availability, response, trends and error rates of all servers and desktops, resolve and escalate issues. Ensure collaboration with network management, production and overall infrastructure management to ensure service delivery. Ensure the effective management and maintenance of the security technology and systems, desktops, software, input and output devices. Administer the budget and monitor that expenditure is in line with financial requirements and the sub-directorate's objectives. Ensure appropriate technical knowledge, capabilities and skills of staff within the sub-directorate. Provide input

to Counter-Corruption and Security Services governance in the development of governance processes, frameworks and procedures and ensure effective implementation thereof within the sub-directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the sub-directorate.

ENQUIRIES : Mr W D Hlongwane, Tel: 012-810 8606

POST 19/33 : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION 3 POSTS, REF NO: HRMC K1/10/9**

Chief Directorate: Legal Services

(Please note that these positions are being re-advertised, and persons who applied previously are encouraged to re-apply if still interested)

SALARY : Basic salary of R242 253 – R588 816 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)

CENTRE : Head Office: Waltloo, Pretoria

REQUIREMENTS : LLB Degree or four years recognised qualifications plus 8 years relevant legal experience. Practical experience in drafting of legal opinions and legislation is strongly recommended. Admission as an Attorney or Advocate (recommended). Knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Public Finance Management Act and relevant departmental legislation will be an added advantage. Advanced Computer Literacy in Ms Word, Excel and PowerPoint. Valid driver's licence and willingness to travel are essential. The successful candidates must have Conceptual and Analytical Thinking skills, Numeracy and Driving Skills, Written and Verbal communication skills, Interpretation and Policy Interpretation Skills, Legal Court and Presentation Skills, Problem Solving and strong Analytical skills, Financial and Project Management Skills, Planning and Organising skills, Research Methodology and Diplomacy skills and Time Management skills.

DUTIES : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensuring a legal support service in litigation matters, which include issuing instructions to the State Attorney. Attendance of Consultations with the State Attorney and Counsels on litigation matters involving the Department. Inform and advise the Department on court orders and monitor the implementation thereof. Advising the Department on trends that could lead to litigation against the Department, and rendering professional legal representation in all litigation matters affecting the Department. Participate in supply chain Management proceedings and procedures involving the Department.

ENQUIRIES : Mr KS Mogotsi, Tel No (012) 810 8476

POST 19/34 : **SENIOR LEGAL ADMINISTRATION OFFICER: DRAFTING 5 POSTS, REF NO: HRMC K1/10/10**

Chief Directorate: Legal Services, Directorate: Drafting

(Please note that these positions are being re-advertised, and persons who applied previously are encouraged to re-apply if still interested)

SALARY : Basic salary of R242 253 – R588 816 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)

CENTRE : Head Office: Waltloo, Pretoria

REQUIREMENTS : LLB Degree or four years recognised qualifications plus 8 years relevant legal experience. Admission as an Attorney or Advocate (recommended). Practical and extensive experience in drafting of primary and secondary legislation, legal opinions, Memoranda of Understanding and International Agreements. Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act and of the relevant departmental legislation will be an added advantage. Computer Literacy in Ms Word, Excel and PowerPoint. A Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Numeracy and Legal Writing Skills, Written and Verbal communication Skills, Interpretation and Policy Interpretation Skills, Presentation Skills, Problem Solving and Strong Analytical Skills, Financial and Project Management Skills, Planning and Organising Skills, Research

Methodology and Diplomacy Skills, Time Management Skills, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Providing legal opinions, including legal opinions on requests received in terms of the Promotion of Access to Information Act on information held by the Department. The drafting of new, and amending of existing legislation administered by the Department. Seeing Bills through the legislative drafting and parliamentary process, and the drafting of legal documents on behalf of the Department (i.e. Bills, Regulations, Cabinet Memoranda etc). Assisting in the drafting/scrutiny and finalisation of International Agreements and Memoranda of Understanding.

ENQUIRIES : Adv Tsietsi Sebelemetja, Tel No. (012) 810 8032

POST 19/35 : **ASSISTANT DIRECTOR: INVESTIGATIONS 2 POSTS REF NO: HRMC K1/10/11,**
Branch: Counter Corruption and Security Services

SALARY CENTRE REQUIREMENTS : Basic salary of R240 318 per annum, Level 10
Head Office, Watloo, Pretoria
A recognized tertiary qualification in Finance Management and Administration or NQF level 6 equivalents is required with extensive experience in Finance investigation and/or operations management. Intense knowledge of Public Finance Management and Administration. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. A valid driver's licence and willingness to travel are essential

DUTIES : The successful candidate will be responsible for the Following specific tasks: Coordinate various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Support the monitoring of all investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Support the development of quality assurance and data quality strategies and actions regarding investigations. Coordinate and manage the investigation processes of special cases. Liaise with Office of the Auditor General, SAPS, NIA and SITA on investigations. Ensure adherence to policy and legislation regarding investigations. Manage the turn-around times of all investigations. Manage leave, performance, talent and other Human Resources administration requirements within the unit. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

ENQUIRIES : Mr W D Hlongwane, Tel No: (012) 810 8606

POST 19/36 : **LEGAL ADMINISTRATION OFFICER, REF NO: K1/10/12**
Chief Directorate: Legal Services, Directorate: Drafting
(Please note that this post is being re-advertised, and persons who applied previously are encouraged to re-apply if still interested)

SALARY : Basic salary of R100 494 – R470 970 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)

CENTRE REQUIREMENTS : Head Office, Waltloo, Pretoria
LLB Degree or four years recognised qualifications. Admission as an Attorney or Advocate (recommended) with appropriate relevant experience, knowledge of legislative drafting process for primary and secondary legislation, extensive experience in drafting of legal opinions, International Agreements and Memoranda of Understanding. Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, knowledge of the relevant departmental

legislation will be an added advantage. Computer literacy in Ms Word, Excel and PowerPoint. Willingness to work extended hours. A Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Good Interpersonal and intellectual relations, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Legal Writing Skills and Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Providing legal opinions on a variety of matters pertaining to the Department, providing legal opinions on requests received in terms of the Promotion of Access to Information Act to access information held by the Department, The drafting of new and amending of existing, legislation administered by the Department. Seeing the Bills through the legislative drafting and parliamentary processes and, the drafting of legal documents on behalf of the Department (i.e. Bills, Regulations, Cabinet Memorandum, etc), Assisting in the drafting/ finalisation of international Agreements and Memoranda of Understanding.

ENQUIRIES

: Adv Tsietsi Sebelemetja, Tel No (012) 810 8032

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: dhs@Humancommunications.co.za or Hand-deliver at 3 Autumn Road, Rivonia, 2128

FOR ATTENTION : Human Communications

CLOSING DATE : 21 May 2010

NOTE : The successful candidate will be required to sign an employment contract and an annual performance agreement; Applications must be accompanied by Z83 and a recent updated comprehensive CV as well as certified copies of all qualification(s); All sections of the application form Z83 must be completed in full and not "refer to CV"; Candidates will be required to undergo a pre-interview test If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful; Failure to submit the requested documents will result in your application not being considered; The Department of Human Settlements is an equal opportunity, affirmative action employer. The candidature of persons whose transfer /promotion /appointment will promote representivity will receive preference.

MANAGEMENT ECHELON

POST 19/37 : **DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/61/2010**

SALARY : R976 317 per annum (all inclusive package per annum)

CENTRE : Pretoria

REQUIREMENTS : Applicants are invited from suitably qualified and skilled persons for the above mentioned senior position in the Department of Human Settlements. Applicants should have a graduate degree in either Development Studies, Economics, Financial Management, Accounting a sound knowledge of the Public Finance Management Act, 1999, Public Service Act, 1994 and a fair understanding of the Municipal Finance Management Act, 2003. Knowledge of the Department's mandate and its relationship with International, National, Provincial, Business and other stakeholders. Knowledge and understanding of Corporate Governance issues, Risk Management and systems development and control.

DUTIES : The successful applicant will be expected to – Ensure compliance with Treasury Regulations and reporting requirements in terms of PFMA and DoRA. Ensure disbursement of the housing grant to provinces and monitor and report on spending. Ensure sound financial management systems and financial discipline in the Department. Develop and maintain financial systems for monitoring budget and expenditure control in the Department. Support the Accounting Officer in terms of the responsibilities as outlined in the PFMA. Ensure effective financial accountability over housing institutions. Provide advice on the management of the Guarantee Fund and other resources from external donors. Provide strategic leadership, direction and overall management of the Finance Branch.

ENQUIRIES : Ms Y Mbane (012-421 1359)

CLOSING DATE : 21 May 2010

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

POST 19/38 : **COMPLIANCE MONITORING SPECIALIST REF NO: DOHS/65/2010**
(National Sanitation Programme Unit)
3 year Contract

SALARY : R805 188 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of an Appropriate Post Graduate Degree in financial management. 6 Years Financial management and Compliance Monitoring experience. A valid driver's licence.

DUTIES : The incumbent will be responsible to adhere and Monitor compliance with the treasury regulations and Division of Revenue Act (DORA) conditions. Prepare financial reports on Rural Household Infrastructure Programme (RHIP) status and

compliance. Strengthen monitoring and evaluation capacity within the project environment. Advise on the programme in terms of the objectives and deliverables that are aligned to the budget of RHIP. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Programme. Facilitate the implementation of national norms and standards where applicable. Manage the financial and provisioning administration functions of the Programme

ENQUIRIES : Ms T Mpotulo (012) 336 - 8811
CLOSING DATE : 21 May 2010
NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

POST 19/39 : **PROGRAMME IMPLEMENTATION SPECIALIST 3 POSTS REF NO: DOHS/64/2010**
National Sanitation Programme Unit
3 year Contract

SALARY : R805 188 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Post Graduate Degree in Social Science. A valid driver's licence and 6 years senior management experience.

DUTIES : The incumbent will be responsible to develop and Implement Rural Household Infrastructure Programme (RHIP), Strategy and Plan. Consolidate municipal plans to ensure the implementation of water and sanitation projects. Manage and monitor RHI available budget and cash flow projections. Adopt appropriate project management principles and procedures to ensure a uniform level of equality and methodology for all projects. Identify and recommend specific interventions to improve RHIP delivery. Provide contract management services to ensure proper roll out of RHIP.

ENQUIRIES : Ms T Mpotulo (012) 336 - 8811
CLOSING DATE : 21 May 2010
NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

OTHER POSTS

POST 19/40 : **PROJECT ADMINISTRATOR 5 POSTS REF NO: DOHS/66/2010**
National Sanitation Programme Unit
3 year Contract

SALARY : R329 235 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a 3 Year Degree or equivalent qualification. At least 6 years experience in project, programme or portfolio management. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to ensure that project teams adhere to timelines and project scope. Analyse the project status reports. Develop project database. Co-ordinate and control the flow of work and resources between team members according to an integrated project management plan. Provide support in the development and review of contracts, programmes and services. Administer paper work/documentation services associated with contracts, programmes and projects. To provide auxiliary support to the project administrator in the execution of the Rural Household Infrastructure Programme (RHIP) Provide administrative support in the execution of the programme. Assist in the arranging of meetings and workshops for project teams and between contractors and project managers and all stakeholders. Prepare and submit payment claims for service providers. Assist with procedures for the timely and cost effective purchasing of all equipment, material and services.

ENQUIRIES : Ms T Mpotulo (012) 336 - 8811
NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

POST 19/41 : **STATE ACCOUNTANT (SALARIES) REF NO: DOHS/54/2010**
Sub-directorate: Financial Support
Please be informed this is a re-advertisement of the post which was advertised incorrectly in Circular no. 16 with a wrong job title of Senior State Accountant. Applicants who previously applied must re-apply. Any inconvenience caused is regretted.

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have Grade 12 certificate with at least 5 years relevant working experience; Good interpersonal skills and communication (both written and verbal); The ability to work under pressure; Computer Literacy (Microsoft Office); The following will serve as a recommendation: knowledge, understanding and interpretation of Treasury Regulations, Public Finance Management Act, Delegations, Basic Accounting System (BAS), Persal, thorough knowledge of Financial Accounting skills: Accuracy.

DUTIES : The appointee will be responsible for: Salary Administration Tax and IRP 5 reconciliations (monthly and annually) Checking of salary related payments and journals, subsistence and transport advances and claims; Give training to subordinates in section; Clearing of salary related suspense accounts including monthly reconciliations Ensure proper record keeping.

ENQUIRIES : Mrs M van der Merwe tel. (012) 421-1320.
APPLICATIONS : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001

FOR ATTENTION : Ms M Lekganyane
CLOSING DATE : 04 June 2010

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

OTHER POSTS

POST 19/42 : **DEPUTY DIRECTOR: TRUST ACCOUNTING REF NO: 10/127/ISM**

SALARY : R378 456 – R445 805 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria

: Appropriate Degree or three years Diploma in Information Technology; Three years relevant IT management experience of which includes Project Management and/or System Development Lifecycle Management. The following would serve as recommendation: Experience of Trust Accounting System; IT/IS experience; IT Project Management experience. Knowledge of System Development Lifecycle. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy; Project Management and Management skills; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Vendor/Supplier Contract and Service Level Management skills; System development life cycle skills.

DUTIES : Maintain good relations with business users across the Department and understand the business requirements for new systems and/or enhancements to existing systems; Manage project and service request requirements across branches and provide guidance on user requirements; Project Management of Systems Development Project as per SDLC; Management of overall project plan/strategy and ensure compliance with processes and methodologies to be followed in the execution of projects; Scope, Time, Cost and Quality Management; Service Level Management of Vendor/Supplier and project team management; Perform effective project initiation, planning and execution by utilizing and ensuring compliance accepted methodologies, processes and tools; Manage project initiation, planning, executing and controlling phases by compiling and obtaining approval of documents per phase; Secure a committed project team with the assistance of the project sponsor, line management and communicated with all stakeholders throughout project lifecycle; Manage JAD sessions and quality assurance of systems; Assume overall responsibility for the financial management of projects including budget management; Manage and monitor project by tracking milestones and deliverable against project schedule; Manage all project issues and incidents; Use the change management system to manage changes to the project scope and plan; Manage project risks; Produce regular status reports for management; Escalate issues when senior management action is required; Produce project completion reports.

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

: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development,

Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
31 May 2010

CLOSING DATE :

POST 19/43 :

DEPUTY DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: 10/126/ISM

SALARY :

R378 456 – R445 805 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :

National Office, Pretoria

REQUIREMENTS :

Relevant three year tertiary qualification (Diploma/Degree) Three years appropriate experience including three year management experience Three years technical experience. The following would serve as recommendation: Knowledge of the resource management, Public Service Act and Regulations; Public Finance Management Act and the Integrated Justice Systems. Knowledge of systems design, strategic planning, policy formulation and project management; Proven ability to execute high-level decisions and providing feedback; Knowledge of data warehousing; Skills and Competencies: Effective communication and presentation skills; Computer literacy; Project Management and Management skills; Interpersonal relations, leadership and team building; Analytical thinking skills; Ability to work independently and under pressure; Vendor/Supplier Contract and Service Level Management skills; System development life cycle skills. DUTIES: The management of the data warehouse; Controlling of the degree to which the application meets the departmental/user needs Management of services levels agreements; Establish chief user groups; Control the degree of access to MIS. Collect and collate knowledge management, content management and information systems.

ENQUIRIES :

Ms M Patrick ☎(012) 315 1119

APPLICATIONS :

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

CLOSING DATE :

31 May 2010

POST 19/44 :

COURT MANAGER 4 POSTS REF NO: 12/10/LMP

SALARY :

R192 540- R 232- 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :

Magistrate Sekhukhune (1), Magistrate Praktiseer (1), Magistrate Louis Trichardt (1) And Magistrate Giyani (1).

REQUIREMENTS :

Three (3) Year Qualification In Administration And/ Or Diploma Service Management (Knife Level 5) Plus The Module On Case Flow Management Or Relevant Equivalent Qualification; Three Years Managerial Or Supervisory Experience; A Valid Be Driver's License; Computer Literacy. The Following Will Serve As Strong Recommendations: Knowledge And Experience In Office And District Administration, Knowledge Of Financial Management And The Puma. Skills And Competencies: Strong Leadership And Management Capabilities; Strategic Capabilities; Good Communication (Verbal And Written)

DUTIES :

Co-Ordinate And Manage The Financial And Human Resources Of The Office; Co-Ordinate And Manage Risk And Security In The Court; Manage The Strategic And Business Planning Processes; Manage The Facility, Physical Resources, Information And Communication Related To Courts; Implement The Departmental Policies At The Courts; Compile And Analyze Court Statistics To Show Performance And Trends; Support Case Flow Management At The Court; Compile Annual Performance And Statutory Reports To The Relevant Users; Develop And Implement Customer Service Improvement Strategies; Lead And Manage The Transformation Of The Office; Manage The Projects Intended To Improve Court Management; Manage The Communication And Relations With The Internal And External Stakeholders; Manage Service Level Agreements;

ENQUIRIES :

Mrs. Kotze E. ☎ 015 287 2025

APPLICATIONS :

Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private

Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 31 MAY 2010

POST 19/45 : **IT CO-ORDINATOR REF NO: 13/10/LMP**

SALARY : R 192 539 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo

REQUIREMENTS : A relevant three years post metric qualification in Information Technology, and/or Grade 12 plus relevant IT certification with training / project management modules and a minimum of three years appropriate experience Two years experience in LAN Support service; At least one year End-User training; Project and Systems management; Experience in network administration, help-desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of the user training manuals, guidelines and procedures and drafting of budget; Knowledge / experience in evaluation of End—User training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; A valid driver's license (Minimum of Code 8).Skills and Competencies: Project and system management Above average communication skills; Good Interpersonal relation straining and Presentation skills; Problem solving and Analysis; Planning and organizing; Customer service orientation,

DUTIES : Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Develop training manual/ material on new and existing applications Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end-user on LAN Support; Liaise with contracted service providers at the regions; Compile provincial reports on the IT system usage and Project Status reports;

ENQUIRIES : Mrs. Kotze E. ☎ 015 287 2025

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

CLOSING DATE : 31 May 2010

POST 19/46 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 14/10/LMP**

SALARY : R192 539 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Regional Office: Limpopo.

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualifications: Three years experience in an HR environment; Thorough knowledge of the prescripts applicable to Human Resources Management; Brief knowledge of employee relations; Valid driver's license. Skills and competencies: Computer literacy (MS Office);Good communication (verbal and written);Good interpersonal relations; Research skills; Strong analytical skills and assertiveness; Ability to work under pressure and be self motivated; Accuracy and attention to detail

DUTIES : Receive requests to advertise posts; Organize advertising, interviewing and selection processes for recruitment; Receive and record job vacancy information; Prepare shortlists of candidates for referral to clients; Provide supervisory function on recruitment and selection processes; Answer enquiries from clients and applicants about the recruitment and selection services and provide information on advertised posts; Ensure the development of applicant's profile; Liaise and organize with service providers to conduct competency assessments on candidates; Managing establishments of various offices in the Region; Facilitate the creation of posts; Continually review recruitment and selection policy to ensure effectiveness of selection techniques and recruitment programs; Monitor Employment Equity Crane and employer retention of Staff

ENQUIRIES : Mrs. Kotze E ☎ 015 287 2025

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private

Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

- CLOSING DATE** : 31 May 2010
- POST 19/47** : **COURT MANAGER 2 POSTS REF NO: 68/10EC**
- SALARY** : R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Lusikisiki (1); Magistrate, Cala (1).
- REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management or equivalent qualification. 5-year's managerial or supervisory experience. A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
- DUTIES** : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreement.
- ENQUIRIES** : Ms U Nqatha ☎ 043 702 7181
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- CLOSING DATE** : 17 May 2010
- NOTE** : Please note: A separate application must be completed for every posts applied for.
- POST 19/48** : **ADMINISTRATIVE OFFICER 4 POSTS REF NO: 15/10/LMP**
- SALARY** : R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Tshitale (1), Magistrate Bochum (1), Magistrate Ellisras (1) And Magistrate Nebo (1).
- REQUIREMENTS** : Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.
- DUTIES** : Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section(MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
- ENQUIRIES** : Mrs. Kotze E ☎ 015 287 2025
- APPLICATIONS** : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 31 May 2010

POST 19/49 : **ASSISTANT STATE ATTORNEY (LP-3 – LP-4) REF NO: 10/128/SA**

SALARY : R152 685 – R 437 184. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

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

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

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

CLOSING DATE : 24 May 2010

POST 19/50 : **MAINTENANCE INVESTIGATOR. REF NO: 16/09/LMP**

SALARY : R130 426 – R153 636 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Magistrate Namakgale (1).
An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; excellent communication (verbal and written). Ability to work with the public in a professional and empathetic manner; and Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple languages; manage time effectively and develop good facilitation skills; think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries.

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

ENQUIRIES APPLICATIONS : Mrs. Kotze E ☎ 015 287 2025
Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 31 May 2010

POST 19/51 : **SENIOR COURT INTERPRETER 2 POSTS REF NO: 17/10/LMP**

SALARY : R130 426 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Naphuno (1) And Magistrate Giyani (1)
Grade 12 or equivalent qualification plus five (5) years experience in court interpreting; Tertiary qualification will be an advantage; Applicants will be subjected to a language test: A valid drivers license will be an added advantage: Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona will be an added advantage: Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations;

Accuracy and attention to detail. Please Note: Applicants with disabilities are encouraged to apply DUTIES: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES : Mr Nxumalo LT ☎ 015 287 2080
APPLICATIONS : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 31 May 2010

POST 19/52 : **STATE ACCOUNTANT: CALL CENTRE REF NO: 10/131/CFO**

SALARY : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree in Finance or equivalent qualifications; t least one year experience in a BAS/transaction processing environment; Advanced knowledge of Basic Accounting System (BAS); Knowledge of call centre environment would be an advantage. Skills and Competencies: Computer literacy (MS Office and Excel,) Good communication (written and verbal) skills; Ability to work under pressure and be self-motivated. DUTIES: Register calls and do a preliminary assessment of enquiries; Provide information, allocate enquiries to the responsible section and ensure feedback; Provide BAS users with transaction processing support for receipts' journals and payments; Assist users with the requesting and interpretation of BAS reports

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

CLOSING DATE : 31 May 2010

POST 19/53 : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS REF NO: 18/09/LMP**

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

CENTRE : Regional Office, Limpopo
REQUIREMENTS : Grade 12 or equivalent recognized qualification; Two years relevant experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing skills; Accuracy and attention to detail. DUTIES: Administer all Service Benefit Functions; Capture applications for leave on Persil System; Audit Leave Files; Amend leaves on Persil System; Respond to enquiries of clients, both verbal and written; Assist clients with regard to Service Benefit processes; Compile statistics.

ENQUIRIES : Mrs. Kotze E ☎ 015 287 2025
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 31 May 2010

POST 19/54 : **COURT INTERPRETER 5 POSTS REF NO:19/09/LMP**

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

CENTRE : Magistrate Mhala(1), Magistrate Polokwane(1), Magistrate Mankweng(1), Magistrate Sekhukhune(1) And Magistrate Mokerong(1).
REQUIREMENTS : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will serve

as an added advantage: Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage: Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. DUTIES: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

- ENQUIRIES APPLICATIONS** : Mr Nxumalo LT ☎ 015 287 2080
 : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 31 May 2010
- POST 19/55** : **SECRETARY REF NO: 10/132/SA**
- SALARY** : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Bloemfontein
 : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; Knowledge of Financial Supply chain management and/or Human Resources administration procedure and processes; Knowledge of procedure and processes applied in Office Management Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.
- DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remain up to date with regards to prescripts/policies and procedures application to the work terrain to ensure effective support to the manager; =Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager
- ENQUIRIES APPLICATIONS** : Mr. N Mabula ☎(012) 357 8747
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 31 May 2010
- POST 19/56** : **LIBRARY ASSISTANT REFERENCE: 10/129/LAS**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office Of The Chief State Law Adviser: Cape Town
 : Grade 12 or equivalent qualification; One year working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills. DUTIES: Keep library statistics on a

daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index bills and local journals; Bind and circulate Government Gazettes Handle library inquiries; Place publications back on the shelves; Assist with library stock taking.

ENQUIRIES
APPLICATIONS

: Mr T Ramudzwagi ☎ (012) 315 1351
: Quoting the relevant reference number, direct your application to: Postal address:
Human Resources: Department of Justice and Constitutional Development,
Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First
Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE

: 31 May 2010

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 : 28 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 19/57 : **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENTS COORDINATOR**
1 Year Contract
Please note that this is a re-advertisement and candidates who applied previously need to re-apply.

SALARY : R240 318-R 283 080 per annum, Level: 10
CENTRE : Pretoria / Cape Town
REQUIREMENTS : A relevant Degree/ National Diploma with extensive relevant experience (strong emphasis on communications and public relations) PLUS the following key competencies ☐ Knowledge of: • Public service policies, prescripts and regulations • Intergovernmental relations framework act • Public Financial Management Act (2005 • Batho Pele principles ☐ Skills: • Computer skills • Analytical skills • Basic research skills • Problem solving skills • Project management skills • Organising, coordinating and planning skills ☐ Communication • Report writing skills • Good communication skills ☐ Creativity: Decision making • Creative and initiative

DUTIES : Developing, maintain and implement the departmental policies and strategies for external • Draft the department interaction programme with it's stakeholders • Liaise with stakeholder • Represent the department at relevant stakeholder and Intergovernmental forums • Follow –up and report on decision and resolution taken at Stakeholder and Intergovernmental forums.

ENQUIRIES : Mr Ngwanabanna Maleka ☎(012) 317 8698

POST 19/58 : **ASSISTANT DIRECTOR (MIS): OCCUPATIONAL HEALTH**

SALARY : R240 318 per annum, Level: 10
CENTRE : Head Office Pretoria
REQUIREMENTS : An appropriate tertiary qualification in occupational health or occupational hygiene with extensive mining/ industry experience PLUS the following key competencies:☐ Knowledge of • Information Management • Mine health and Safety Sector • Public Service legislation, policies and procedures • Strategic Planning processes • Software applications and system hardware requirements • Internet and website applications • Statistics ☐ Skills: • Report writing • Ability to analyse data • Problem solving • Numeracy • Management skills ☐ Communication: • Communication skills (verbal and writing) • Presentation and facilitation skills

DUTIES : Oversee/ monitor the submission of mine health data and the capturing thereof • Follow up on exception reports and irregular data • Generation of reports • Identify and report mine health trends • Assist and advice with submission and interpretation of information • Manage the implementation of system changes • Assist with development of policies and procedures • Supervise and develop staff.

NOTE : Must be in possession of a valid driver's licence and willing to travel frequently
ENQUIRIES : Mr. NP Matumba ☎ 012-317 8130

POST 19/59 : **SENIOR SECURITY RISK OFFICER**

SALARY : R 87 978 per annum, Level 5

CENTRE : Polokwane

REQUIREMENTS : Junior Certificate or equivalent plus grade B PSIRA registration plus three years in security of which one must be at supervisory level 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 Electronic systems
- ☐ Skills:Basic Computer skills: Good problem solving skills: Good planning and organizing
- ☐ Communication: Good communication (written and verbal):Well developed interpersonal relations
- ☐ Creativity: Innovative and creative thinker

DUTIES : Supervise security risk officers • 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).

NOTE : Candidate must be at least registered with PSIRA Grade B

ENQUIRIES : Mr MC Mabena ☎ 012 317 8281

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.

<u>APPLICATIONS</u>	:	Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
<u>FOR ATTENTION</u>	:	Ms A West
<u>CLOSING DATE</u>	:	07 June 2010
<u>NOTE</u>	:	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

<u>POST 19/60</u>	:	<u>STATE ADMINISTRATION OFFICER: MONITORING AND EVALUATION BRANCH</u>
<u>SALARY</u>	:	R130 425 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Public Management or Social Sciences (NQF level 6) • Research and analytical skills • Project management skills • Good interpersonal skills and ability to handle pressure • Good verbal and written communications skills • Creative, motivated, self-driven, energetic and result oriented • Good organiser • Able to work independently and as part of a team • Developed computer literacy skills (MS Word, MS Excel PowerPoint and Outlook) • A driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Contribute to project description and methodology to be used during the execution of projects • Assist with research, monitoring and evaluation in areas of implementation of public policy, adherence to Constitutional principles and public administration practices • Assist with project administration (arranging workshops/roundtable discussions, obtaining quotations, taking notes and proof reading reports) • Assist with distribution of questionnaires, filing of responses, data capturing, analysis and drafting of reports • Source and file required information material (literature) • Assist with tracking of the implementation of the recommendations of the PSC.
<u>ENQUIRIES</u>	:	Ms A Seabi Tel: (012) 352 1028

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.

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>

MANAGEMENT ECHELON

POST 19/61 : **SENIOR MANAGER: FINANCIAL AND OPERATIONAL AUDIT REF NO S8/3/2010/377)**
Chief Directorate: Internal Audit

SALARY : R652 572 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : A relevant degree or equivalent qualification. * Post graduate training in the financial and operational audit field will be an advantage. * Minimum of 12 years credible and applicable experience (financial management, financial accounting, auditing), of which at least 6 should have been in the financial and operational audit field. * Minimum of 4 years managerial experience, 2 of which are in senior management. * Member of Institute of Internal Auditors. * Knowledge of the Standards of the Institute of Internal Auditors; Risk based Financial and Operational Audit methodologies and procedures. * Knowledge of, and experience in Generally Accepted Accounting Principles (GAAP) and Generally Recognised Accounting Practice (GRAP). * Knowledge of, and experience in the legislative requirements in the Public Sector including the Public Finance Management Act (PFMA) and Treasury Regulations. * Written and verbal communication skills. * Interviewing skills. * Analytical and problem solving ability. * Staff and interpersonal skills. * Project management skills. * Computer skills. * Business process analysis skills. * Risk and Control assessment skills.

DUTIES : * Establish/improve and manage the financial and operational audit directorate responsible for performing financial and operational audits in the national, provincial and regional offices of the Department to achieve the operational objectives of the chief directorate on an ongoing basis. * Compile and oversee the compilation of the 3-year strategic rolling and annual financial and operational audit plans for approval by the Chief Audit Executive. * Manage the execution of the annual financial and operational audit plan projects according to the deliverables and timelines defined on the approved financial and operational audit projects' planning memorandums. * Manage outsourced and co-sourced financial and operational audit projects according to the deliverables and timelines defined on the approved SLA project plans and audit projects' planning memorandums. * Report on the progress and deliverables of the financial and operational annual audit plan monthly to the Chief Audit Executive and prepare quarterly progress reports for the audit committee. * Oversee the implementation of management action plans on all financial and operational audit reports by performing quarterly

progress follow-up and manage the execution of follow-up audits on all financial and operational audit projects. * Manage human, logistical and financial resources allocated to the Directorate: Financial and Operational Audit

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.

CLOSING DATE FOR ATTENTION : 28 May 2010

NOTE : Human Resource Management

Appointment is subject to the signing of a performance agreement and a positive security clearance. Candidates will also be tested by means of case studies as part of the evaluation process

OTHER POSTS

POST 19/62 : **PROJECT COORDINATOR (TENURE REFORM) REF NO: S8/3/2010/375**

SALARY : R240 318 per annum, Level 10

CENTRE : Provincial Land Reform Office: Western Cape (Beaufort West District Office)

REQUIREMENTS : Bachelor's degree or equivalent qualification and work experience in a land reform/rural development/legal context. * Extensive experience of rural development/land reform / Extension of Security of Tenure Act (ESTA). * Computer literacy and report writing. * Experience in/knowledge of project planning / management will be a strong recommendation. * A valid driver's license will be a strong recommendation. * Ability to communicate in the languages of the region would be an advantage.

DUTIES : Identify potential projects within area of responsibility. * Ensure that individual or group applicants are fully informed of land reform policy and options available. * Inform potential or existing beneficiaries of support services available. * Produce project identification reports. * Ensure the effective implementation of project procedures within relevant policy and programme guidelines. * Plan for the viability and sustainability of individual projects. * Ensure accuracy and accessibility of project documentation and records. * Ensure the delivery of agreed projects within deadlines. * Submit accurate recording of financial information and recommendation for project expenditure within approved budget. * Verify project-related expenditure. * Ensure the relevant role-player/stakeholders are fully informed of project support requirements. * Ensure that formal agreements/memoranda of understanding are established to secure post-transfer support to beneficiaries. * Inform owners/occupiers about the rights, obligations and options in terms of Extension of Security of Tenure Act (ESTA). * Facilitate resolution of disputes. * Facilitate access to legal representation for affected occupiers. * Identify and track cases where tenure projects would be feasible in terms of long-term security. * Promote the transfer of rights of residence to occupiers. * Investigate Section 9(3) cases in terms of ESTA. * Submit reports to court on request from Department of Justice. * Create and maintain a database to ensure the availability and accessibility of accurate data. * Provide technical assistance to planners and senior planners. * Act as District Manager in the absence of the Project Coordinator

ENQUIRIES : Ms L Brown Tel: (044) 874 1839

APPLICAITONS : 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

CLOSING DATE : 28 May 2010

POST 19/63 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: S8/3/2010/379**
Directorate: Management Advisory and Support Service

SALARY : R161 970 per annum, Level 8

CENTRE : Pretoria

REQUIREMENTS : Diploma in Management Services/ Organisation and Work Study or a relevant Diploma and a Certificate in Management Services/ Organisation and Work Study. * Minimum one year working experience in Organisational Design and Development (Work Study), Job Evaluation, and Business Process Management.

* Working knowledge in People and Project Management, Change Management Processes and Strategic Planning. * Skills required in Client Orientation, Problem solving skills, Communication and Interpersonal skills, Organisational Design skills, Report writing skills, Presentation and facilitation skills, Influencing/negotiation skills, Analytical skills, Project Management skills. * Computer literacy (Ms Word, Ms Excel, VISIO, ORGPLUS). * Certificate in Job Evaluation and a valid driver's license will be an advantage. * Willingness to travel.

DUTIES : Provide business process management services. * Provide organisation design and establishment services. * Provide change management services. * Provide job evaluation services. * Develop job profiles/descriptions. * Update organisational structures * Facilitate the implementation of organisational design and development strategies. * Conduct organisational design and establishment investigations

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
CLOSING DATE : 28 May 2010
NOTE : Short-listed candidates might be required to write a competency test

POST 19/64 : **CHIEF HUMAN CAPITAL OFFICER REF NO: S8/3/2010/381**
 Directorate: Human Resource Management

SALARY : R161 970 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate tertiary qualification or equivalent qualification or a Senior Certificate plus extensive appropriate experience in Human Resource Management especially Performance Management. * Successful completion of PERSAL administration. * Sound knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Collective Agreements and Performance Management System. * Computer literacy in MS Word and MS Excel. * Good written and verbal communication skills. * Good interpersonal and strong supervisory skills and leadership qualities. * Ability to work independently and under pressure. * Ability to resolve/ manage conflict. * Strong management profile demonstrating assertiveness and decisiveness.

DUTIES : Provide specialized support with the implementation of Performance Management System and Policies * Ensure proper dissemination of information on these policies to departmental staff through workshops and ensure that they are well informed of current issues related to policies. * Approval of transactions of PERSAL. * Supervision of staff. * Compilation of performance management reports/statistics * Provide advice and support to all staff pertaining to probations. Administrate the Departmental performance and probations database. * Provide secretarial support during Moderating Committee Meeting for levels 1-12

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
CLOSING DATE : 28 May 2010

POST 19/65 : **PRINCIPAL HUMAN CAPITAL OFFICER REF NO: S8/3/2010/380**
 Directorate: Human Resource Management

SALARY : R130 425 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : * The successful candidate must be in possession of a National Senior certificate plus three years' practical experience related to the duties within the Human Resource environment together with the successful completion of the PERSAL Personnel Administration Course. * Hands-on knowledge in Human Resource Administration dealing, with Appointments, Transfers, Promotions. * Computer literacy. * Hands-on experience and knowledge of the PERSAL functions, proven written and verbal communication skills. * Good interpersonal relations and strong supervisory skills. * In depth knowledge of the relevant prescripts and legislations.

DUTIES : The incumbent's responsibility will be to render professional human resource administrative services and advise line functionaries, senior managers and staff. * Promote human resource management and improve service delivery. * Process prescriptive and directive intensive human resource administrative matters, such as appointments, promotions and transfers. * Provide human resource management information support (e.g. PERSAL). * Administer Performance Management of staff

ENQUIRIES APPLICATIONS : Ms N Mtini Tel: (012) 312 8526
: 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

CLOSING DATE : 28 May 2010

NOTE : African, Indian and Coloured females and Coloured, White males are encouraged to apply

POST 19/66 : **OFFICE ASSISTANT REF NO: S8/3/2010/373**
Office of the Chief Director: Social Organisation And Mobilisation: Social, Technical, Rural Livelihoods And Institutional Facilitation Branch

SALARY CENTRE REQUIREMENTS : R130 425 per annum, Level 7
: Pretoria
: A National Senior Certificate and Secretarial Diploma or have at least four years appropriate experience in secretarial and administrative support environment. * Planning, organizing and problem solving skills *Good telephone etiquette, interpersonal relations and organizational skills. * Good written and verbal communication skills. * Ability to perform under pressure and adhere to strict timeframes. * Ability to take initiative and work independently. * Ability to identify and handle confidential matters. * Must have a sense of responsibility and passion for work. * Ability to organize workshops, meetings and travel logistics. * Knowledge of Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook and Internet coupled with sound typing skills. * Filing skills and ability to keep record of flow of documents. * The successful candidate must have the following attributes: Dedicated, hard working, solution and service oriented, confident, accurate, efficient and well disciplined. * The ability to work under pressure, take on challenging responsibilities, work irregular hours, maintain confidentiality and provide services and products of professional quality. * Be action orientated and have the ability to organise an office environment, have good interpersonal / human relations skills and possess the ability to communicate freely and easily with other employees, the general public and various other clients. The candidates may be required to write a test.

DUTIES : Manage the Chief Director's (CD) diary and coordinate other office activities. * Manage all incoming and outgoing correspondence. * Manage and maintain a well updated filing system for the Office. * Co-ordinate and prepare for meetings, workshops including typing of necessary documents. * Assist in monitoring the budget. *Receive the CD's visitors, including receiving telephones as well as attending accurately and timeously to messages. * Make travel and accommodation arrangements and also prepare subsistence and travel claims for the CD. * Handle confidential documents and information. * Operate standard office equipment (Fax, photocopy machine and telephone). * Type correspondence such as reports, submissions, memorandums and letters. * Perform all general secretarial and administrative tasks such as taking minutes and arranging/serving refreshments. * Render other administrative duties as may be required

ENQUIRIES APPLICATIONS : Ms N Mokwena Tel: (012) 312 8226
: 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 CLOSING DATE : Human Resource Management
: 28 May 2010

POST 19/67 : **SENIOR ACCOUNTING CLERK (FINANCIAL SYSTEMS) REF NO: S8/3/2010/382**
 Directorate: Management Accounting

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

REQUIREMENTS : The successful candidate must be in possession of a National Senior Certificate with one year experience. * The following will serve as recommendations: * Knowledge Public Finance Management Act Knowledge of BAS and LOGIS and SAFETYNET. * Good written and verbal communication. * Computer Literacy. * Accounting experience, as well as good interpersonal relations. * Should have the ability to work under-pressure and willing to work after hours.

DUTIES : Receive and register entity maintenance forms of all RDLR office. * Capture/Update entity forms on BAS and LOGIS. * Capture supplier banking details on SAFETYNET. * Verify company registration number on CIPRO and VAT number on SARS. Prepare reports for the Supervisor. * Communicate with offices on all processed entities. * File and safeguard all processed entities. * Handle queries of entities

ENQUIRIES APPLICATIONS : Ms L Small Tel: (012) 312 8315
 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.

CLOSING DATE FOR ATTENTION : 28 May 2010
 Human Resource Management

POST 19/68 : **SENIOR PROVISIONING CLERK REF NO: S8/3/2010/383**
 Directorate: Supply Chain Management

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

REQUIREMENTS : A National Senior Certificate with 2 years working experience in Supply Chain Management (Transit/Payments). * General knowledge of policies relating to Supply Chain Management, PFMA and treasury Regulation. * Computer literacy. * Knowledge of Logis System is recommended.

DUTIES : The successful candidates will be responsible for all administrative functions relating to Supply Chain Management which includes the following. Receive, record, distribute and capturing of invoices on mainframe (Logis System). * Making follow ups on 0-9 file. * Compile statistics of all orders placed

ENQUIRIES APPLICATIONS : P Makofane Tel (012) 312 9567
 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 CLOSING DATE : Human Resource Management
 28 May 2010

POST 19/69 : **ACCOUNTING CLERK: PAYABLES AND RECIEVABLES REF NO: S8/3/2010/366**
 Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R87 978 per annum, Level 5
 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

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.

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	11 June 2010
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

MANAGEMENT ECHELON

<u>POST 19/70</u>	:	<u>CHIEF DIRECTOR: STRATEGY, PLANNING, DEVELOPMENT AND RISK MANAGEMENT</u> Branch: Chief Operations Office
<u>SALARY</u>	:	R790 953 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> A Bachelor's degree or equivalent qualification in the strategic management related field PLUS extensive experience in strategy development. <input type="checkbox"/> A Masters Degree will be an added advantage. <input type="checkbox"/> Knowledge and understanding of governance issues in the public sector. <input type="checkbox"/> Knowledge and understanding of government reporting requirements. <input type="checkbox"/> Knowledge and understanding of sector strategic management frameworks. <input type="checkbox"/> Knowledge and experience in diversity and gender management. <input type="checkbox"/> Knowledge and understanding of Social Development Programmes will be an added advantage. Competencies needed: <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Computer literate. <input type="checkbox"/> Strategic management skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> People management and empowerment skills. <input type="checkbox"/> Facilitation skills. Financial management skills. Attributes: <input type="checkbox"/> Good interpersonal relationship. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Gender expert.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Oversee the development and implementation of the Department's strategic plan. <input type="checkbox"/> Oversee the development and mainstreaming of gender policies. <input type="checkbox"/> Develop and drive long-term strategies and initiatives together with stakeholders and partners throughout the Department. <input type="checkbox"/> Oversee the development and maintenance of business improvement processes that would support the department's mission, vision, goals and objectives. <input type="checkbox"/> Provide guidance to the Senior Management in the development of operational plans. <input type="checkbox"/> Ensure efficient and optimal organizational performance and use of resources. <input type="checkbox"/> Develop and maintain a risk management strategy. <input type="checkbox"/> Establish, implement, monitor, evaluate and review customer relationship management mechanism for the Department. A small percentage of the duties attached to this post may be changed due to the Departmental re-alignment.
<u>ENQUIRIES</u>	:	Mr V Madonsela <u>Tel:</u> (012) 312-7647

POST 19/71 : **DIRECTOR: HUMAN RESOURCE ORGANISATIONAL STRATEGY, DESIGN AND PLANNING**
 Chief Directorate: Human Capital Management

SALARY : R652 572 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : Pretoria
 : An appropriate Bachelors Degree or equivalent qualification plus proven experience in business models, organisational design, development services and change management. Knowledge and experience in business process mapping. Knowledge of:- Job Evaluation and Public Service Regulatory Framework, Talent management, Transformation methodologies, Organisational business models and drivers, Organisational structure design, HR Planning, Job descriptions and analysis, OD principles and techniques and Management principles. Knowledge and ability to design customised processes and programmes At least five years operational experience and two years middle management experience. Competencies needed: Computer literate (MS-Project, Organisational Structure Software such as Org Plus, MS Office). Complex Problem solving skills. Planning and organising skills. Analytical skills. Presentation skills. Communication (written and verbal) skills. Facilitation skills. People management and empowerment. Client orientation and customer focus skills. Policy development skills. Project Management skills. Monitoring, evaluation and analysis skills. Strategic management skills. Financial management skills. Attributes: Ability to work in a matrix environment. Good interpersonal relations. Innovative and creative. Ability to work under pressure. Cultural sensitivity. Assertiveness. Approachability. Drive/energy Attention to detail.

DUTIES : Key Responsibilities: Manage the resources of the Directorate. Manage the development of and implementation of HR strategies (i.e. EE plan, HR Plan and Retention Strategy). Manage human resource information and knowledge. Provide organisational design and development services. Manage the provisioning and allocation of posts. Coordinate the implementation of change management.

ENQUIRIES : Mr E Webster Tel: (012) 312-7809

OTHER POST

POST 19/72 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HR PLANNING**
 Directorate: Human Resource Organisational Strategy, Design and Planning

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

CENTRE REQUIREMENTS : Pretoria
 : An Appropriate Bachelors Degree or equivalent qualification plus in-depth experience in Organisational design, Job evaluation and HR Planning. Knowledge of:- Job evaluation training (EQUATE), Public Service Regulatory Framework, Management principles, Organisational business models and drivers, Job descriptions analysis, HR Planning, Organisational structure design and OD principles and techniques. Knowledge of business process mapping and change management will be an added advantage. At least five years operational experience. Competencies needed: Ability to design customised processes and programmes. Project management skills. People management skills. Communication (written, verbal and presentation) skills. Monitoring, evaluation and analysis skills. Problem-solving skills. Policy development skills. Job analysis skills. Interpersonal relations. Computer literacy (MS Project, organisational structure software such as Org Plus, MS Office). Attributes: Ability to work in a team. Innovative and creative. Ability to work under pressure. Assertiveness. Approachability. Self-starter and confident. Accurate and an eye for detail.

DUTIES : Key Responsibilities: Manage the resources of the Subdirectorate: Organisational Design and HR Planning. Assess human resource demand, supply and financial constraints. Develop an HR Plan and report on progress.

□Manage and monitor the provisioning and allocation of posts. □Develop an attraction and retention programme. □Design and maintain organizational structures and the post establishment of the Department. □Coordinate and facilitate the job evaluation function.

ENQUIRIES

: Mr E Webster Tel: (012) 312-7504

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to 535 Proes Street.

FOR ATTENTION : Ms M Makgae

CLOSING DATE : 28 May 2010

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

OTHER POSTS

POST 19/73 : **ADMINISTRATIVE OFFICER**
Branch: Communication

SALARY : R130 425 package per annum

CENTRE : Pretoria

REQUIREMENTS : The ideal candidate will be in possession of a relevant Bachelor's degree or National Diploma and extensive experience in office administration. The successful candidate will have excellent financial management, report writing, communication and minute taking skills.

DUTIES : The incumbent will be responsible for the administration of the speechwriting unit, manage speech roaster and compile reports. Keep record of completed application for travel/catering and conferences. Receives invoices for applications and ensure that payments have been authorized. Attend meetings and takes minutes. Compile monthly reports. Ensure that disabled people are considered in activities taking place in the office. Arrange bookings for flights, accommodation and other logistics.

POST 19/74 : **SENIOR SECRETARY**
Directorate: Private Office of the Deputy President

SALARY : R130 425 per annum

CENTRE : Pretoria

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

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

ENQUIRIES : Onele Ludidi 012 300 5290

DEPARTMENT OF TOURISM

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

APPLICATIONS : The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)

FOR ATTENTION : Mr G Ntshane

CLOSING DATE : 31 May 2010

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

MANAGEMENT ECHELON

POST 19/75 : **DIRECTOR: ADMINISTRATION: OFFICE OF THE DIRECTOR-GENERAL REF NO: NDT87/2010**

SALARY : Remuneration package of R652 572 per annum (Level 13). The inclusive remuneration package consists of a basis salary, the state's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must sign a performance agreement with the Department.

CENTRE : Pretoria

REQUIREMENTS : A recognised tertiary qualification or extensive relevant experience in the rendering of executive support services in a similar environment ; Proven management experience ; Understanding of the work of the Department and Government in general and knowledge of the Department's public entities will serve as an additional advantage ; Strategic management and leadership skills ; Good co-ordination skills ; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations ; Good communication skills (verbal and written) ; Good interpersonal and stakeholder liaison skills.

DUTIES : The successful candidate will provide overall strategic direction and leadership in the Office of the Director-General and perform the following key functions: Oversee the provision of an effective executive support for the Director-General ; Provide an effective administrative support for the establishment of the Department's Public Entities Board and the management of Board vacancies ; Ensure effective management of all incoming and outgoing correspondence in the Office of the Director-General ; Provide secretarial services to the Director-General's meetings ; Manage an effective parliamentary service to the Director-General and the Department.

ENQUIRIES : Mr MA Mokgesi, Tel: 012 310 3269

NOTE : Candidates will be subject to competency assessment test and the signing of a performance agreement and employment contract.

OTHER POSTS

POST 19/76 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT: OFFICE OF THE DIRECTOR-GENERAL REF NO: NDT88/2010**

SALARY : Total remuneration package of R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognized tertiary qualification or extensive relevant experience in rendering of executive support service in similar environment; Good organisational and administrative skills ; Ability to work independently with limited supervision ; Good co-ordination skills ; Human Resource Management skills | Good communication

		skills (verbal and written) ; Good interpersonal and stakeholder liaison skills; Ability to work under pressure ; Willingness to work extended hours. Willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be required to provide overall executive support services to the Office of the Director-General and will perform the following key functions: Manage the Director- General's diary and the Department's activity calendar ; Co-ordinate the preparation and support for all the Director-General's meetings ; Assist with the management of the Director-General's personal/ private matters within an agreed framework ; Assist with the management of the Director-General's public relations and support all ministerial liaison ; Manage support staff and other resources in the Office of the Director-General.
<u>ENQUIRIES</u>	:	Mr MA Mokgesi, Tel: 012 310 3269
<u>POST 19/77</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION: OFFICE OF THE DIRECTOR-GENERAL REF NO: NDT89/2010</u>
<u>SALARY</u>	:	R192 450 per annum (Total package of R270 455.00) conditions apply
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised tertiary qualification or relevant experience. Good command of written and Oral English and any other official language. Experience in project management and must be able to access and operate the computerized post tracking system. Knowledge to operate on electronic document management system (EDMS) and be able to do quality control of documents. Computer literacy as well as MS Office is essential. The successful candidate must have the following skills: good interpersonal, communication, numerical, planning and organizational. Willingness to work long hours.
<u>DUTIES</u>	:	Manage incoming Ministerial and Director-General correspondence in the office of the Director-General. Manage outgoing Director-General correspondence in the office of the Director-General. Provide administrative support to the Director-General. Provide document management support to the Director-General. Manage the filing system in the Office of the Director-General
<u>ENQUIRIES</u>	:	Mr MA Mokgesi, Tel: 012 310 3269
<u>POST 19/78</u>	:	<u>OFFICE ADMINISTRATOR III: OFFICE OF THE DIRECTOR-GENERAL REF NO: NDT90/2010</u>
<u>SALARY</u>	:	R161 970 per annum (Total package of R233 364.00) conditions apply
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus or extensive relevant work experience in office administration; A relevant post-matric/three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision. Willingness to work after hours.
<u>DUTIES</u>	:	The successful applicant will be responsible for rendering effective office administrative support service in the Office of the Director-General and perform the following key functions : Receive visitors in office ; Answer , screen and redirect telephone calls ; Manage correspondence by receiving and distributing documents ; Prepare and submit travel claims for approval and payment ;Liaise with stakeholders with regards to general queries and provide assistance /information; Make logistical arrangements for meetings and workshops; Assist with procurement of goods and services for the office; Make travel arrangements, taking minutes and perform other office administration related functions ; Manage the filling system ; Assist Managers in the office with related administrative functions ,such as making copies, faxing documents e.t.c. ; Assist with personal tasks within an agreed framework .
<u>ENQUIRIES</u>	:	Mr J Masinga. Tel: 012 310 3565
<u>POST 19/79</u>	:	<u>OFFICE ADMINISTRATOR II: OFFICE OF THE DIRECTOR-GENERAL REF NO: NDT91/2010</u>
<u>SALARY</u>	:	R130 425 per annum (Total package of R195 089.00) conditions apply
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus or extensive relevant work experience in office administration; A relevant post-matric/three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision. Willingness to work after hours.
<u>DUTIES</u>	:	The successful applicant will be responsible for rendering effective office administrative support service in the Office of the Director-General and perform the following key functions : Office manager in the ODG in Cape Town, Receive visitors in office; Answer, screen and redirect telephone calls ; Manage correspondence by receiving and distributing documents; Liaise with stakeholders with regards to general queries and provide assistance/information; Make logistical arrangements for meetings and workshops; Assist with procurement of goods and services for the office; Make travel arrangements, taking minutes and perform other office administration related functions ; Manage the filing system ; Assist Parliamentary officer with administrative tasks, liaise with the Pretoria, provide office with related administrative functions ,such as making copies, faxing documents e.t.c. ; Assist with personal tasks within an agreed framework.
<u>ENQUIRIES</u>	:	Mr J Masinga. Tel: 012 310 3565
<u>POST 19/80</u>	:	<u>LANGUAGE PRACTITIONER: OFFICE OF THE DIRECTOR GENERAL REF NO: NDT92/2010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 per annum (Total package of R195 089.00) conditions apply Pretoria
<u>DUTIES</u>	:	A recognised qualification in administration or relevant experience. Good command of written and Oral English and any other official language, experience in project management and must be able to access and operate the computerized post tracking system. Knowledge to operate on electronic document management system (EDMS) and be able to do quality control of documents. Computer literacy as well as MS Office is essential. The successful candidate must have the following skills: good interpersonal, communication, numerical, planning and organizational. Willingness to work long hours.
<u>ENQUIRIES</u>	:	Render strategic and efficient support services with regard to quality control and editing and liaison with all officials of the Department and strategic stakeholders on language editing related matters as well as the management of all outgoing correspondence and other communication. The candidate must be able to provide key strategic support with regard to language editing, style and formatting to the Department, coordinate the translation of submissions, contracts, etc. Liaise with officials within the Department regarding the promotion of the proper usage of formats and templates. Mr J Masinga. Tel: 012 310 3565
<u>POST 19/81</u>	:	<u>SENIOR ADMINISTRATION CLERK III: ADMINISTRATION REF NO: NDT93/2010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum (Total package of R165 023) conditions apply Pretoria
<u>DUTIES</u>	:	Matric certificate and some relevant experience. And administration qualification will be an added advantage. Knowledge of the following: Composition and functioning of the department. Basic knowledge of administrative policies. Government Procurement systems; Document management with regard to meetings; Travel and Subsistence policies and requirements; Operation of fax machines, recording equipment; Photostat machines, telephone system; Knowledge of the basic components of the machines and safety procedures with regard to the operation of the machines; Filing systems; Inventories; Security policies and procedures; The different specialised fields of the branches of the department and the names and responsible. Communication skills (verbal, writing). Willingness to work extra hours. Provide general administrative support to the Administration sub-directorate. Prepare meeting files. Petty cash administration. Telephone and Asset Management. Messenger service. Provide support for document management

ENQUIRIES

and filing system in the Office of the Director-General. Provide administration support for planning of DG and Office of the Director-General international trips.
: Mr J Masinga. Tel: 012 310 3565

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 31 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 19/82 : **PRINCIPAL LANGUAGE PRACTITIONER: NGUNI GROUP**
 Chief Directorate: Communication Services

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Diploma or degree in the field plus a minimum of two years appropriate experience. A driver's license. A dynamic, flexible team player who is prepared to work odd hours. Competent in Nguni language group as well as English. Ability to translate, edit/proofread and write in both Nguni languages group (especially isiXhosa, isiZulu, siSwati and isiNdebele) as well as the English Language is essential. An understanding of the language policy of Government will be an added advantage. Excellent writing and reading skills. Ability to proofread.

DUTIES : Deliver a comprehensive, high quality, hand on translation and editing/proofreading service to the Department and the Ministry. Execute editing and translation services from the Nguni language group into English and vice versa. Proofread and facilitate the printing of documents in the Nguni language group . Advice on contextual and content language use in academic, industry, socially and politically.

ENQUIRIES : S. Xaba (012) 336-6635
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 19/83 : **SENIOR ADMINISTRATION OFFICER 2 POSTS**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Public Administration or equivalent NQF qualifications coupled with relevant experience. Understanding of PFMA and Treasury regulations is highly recommended. Knowledge and understanding of public service and general core business of the Department of Water Affairs will be an advantage. Knowledge of organisational performance management practices and procedures, government planning framework and administrative processes. Excellent administrative and organisational skills. Good interpersonal relations and communication skills. Computer literacy (Ms Word, Excel, PowerPoint and Outlook). Ability to work independently, long hours and under pressure. Willingness to travel where necessary.

DUTIES : The successful candidate will be required to provide administrative support to the Office of the Deputy Director-General: Regions including administrative support during meetings/ workshops; ordering and distribution of stationery; handling of telephone accounts; update and maintain filing systems; manage incoming and outgoing documentation, booking of flights and accommodation etc. Liaise with the Office of the Director-Generals' Executive Support and Branch Regions Chief Directorates with respect to referrals and directives. Administer document management system, conduct quality assurance of submissions/ directives/ referrals/ parliamentary questions. Maintain a database on decisions and commitments to provide a progress report. Coordinate inputs on the Branch

Strategic and Business Plans, Branch Strategic Reports; Coordinate branch governance structures and special projects within the Branch. Perform duties as requested and instructed by the Director: Strategic Support.

ENQUIRIES : Ms Nozuko Zamxaka Tel: (012) 336 - 7585

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 19/84 : **SENIOR SECURITY ADMINISTRATION OFFICER**

SALARY : R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 or equivalent qualification. Security Management certificate / diploma. PSIRA Grade A certificate. Appropriate Security and risk management certificate. Appropriate management and supervision skills (verbal and written). Security clearance of Top Secret is a condition for the applicants of this position. Computer literacy. A valid driver's license.

DUTIES : The successful candidate will: Formulate policies in line with relevant acts and directives. Conduct risk analysis, security assessments and ensure proper implementation. Monitor the extent of adherence/compliance to Safety & Security Management policy and measures. Liaise regularly with the National Bodies (SAPS/NIA etc.). Ensure effective implementation of all safeguarding measures. Budget control. Identify needs and determine security training. Conduct security awareness campaigns. Investigation of incidents.

ENQUIRIES : Mr. Jacob Mashaba - Tel: (012) 336-7675

APPLICATIONS : The Director-General, Department of Water Affairs, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman Streets, Continental Building, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 19/85 : **SENIOR ADMINISTRATIVE OFFICER: RESOURCE QUALITY SERVICES**

SALARY : R161 970 per annum

CENTRE : Pretoria, Roodeplaat Dam

REQUIREMENTS : A three year recognised Degree or National Diploma in Public Administration/ Management or equivalent qualification. Extensive experience in an administrative environment. Good communication and interpersonal skills. Computer literacy. Applicable knowledge of the BAS and LOGIS Systems. Extensive knowledge of policies, acts and regulations applicable to supply chain management, human resources, finance, fleet and travel management, building maintenance and general administration in the public service. Proven managerial or supervisory skills. A valid driver's license.

DUTIES : Provide administrative support to the office and liaise with different stakeholders on all matters pertaining to supply chain management, human resources, finance, fleet and travel management, building maintenance and general administration. Maintain well organised administrative systems for the office. Undertake financial management. Manage subordinates.

ENQUIRIES : Dr N Slabbert, Tel (012) 808 9500

APPLICATIONS : The Director, Resource Quality Services, Private Bag X 313, Pretoria, 0001.

FOR ATTENTION : Dr N Slabbert

POST 19/86 : **SENIOR SATE ACCOUNTANT**

SALARY : R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : A minimum of National diploma or equivalent qualification and an extensive finance experience Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy and ability to work under pressure.

DUTIES : Key Performance Areas: Resignations Checking and verifying supporting documents on exit benefits payments before they are captured on Persal or BAS. Approving and authorizing payments on Persal and BAS. Checking and verifying journals and sundry payments for manual payments. Clearing of suspense account within the specified period. Distribution of work Management of staff and ensure good office discipline. Handling of audit queries and other related enquiries.

ENQUIRIES APPLICATIONS : Philisiwe Sithole (012) 336 7712

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

POST 19/87 : **SENIOR STATE ACCOUNTANT: DEDUCTIONS**

SALARY CENTRE REQUIREMENTS : R161 970 per annum
Pretoria
A minimum of Grade 12 plus National Diploma in Accounting or Degree and extensive working experience in finance. Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy and ability to work under pressure.

DUTIES : Key Performance Areas: Deductions: Ensure payrolls are distributed in time. Accumulations of IRP5's are done on time and authorizations of payments and journals on BAS. Follow-up on uncertified payroll certificates. Ensuring that filing of all salary runs (month ends and supplementary) is done accordingly. Ensure that movement of officials to correct pay points on PERSAL is correctly done in time. Ensure that EMP201 returns are submitted to SARS on monthly basis and EMP501 reconciliation is submitted in time according to Income Tax Act. Ensure that suspense accounts are cleared monthly according to BAS practice and reconciled. Ensure that BAS exceptions are resolved in time before closure. Prepare management report and Auditor General. Ensure that performance assessments of staff are performed. Attend to queries.

ENQUIRIES APPLICATIONS : Chibasa T (012) 336 7712

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

POST 19/88 : **CHIEF ACCOUNTING CLERK: DEBT MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R130 425 per annum
East London
A Grade 12 certificate. First year Tertiary qualification in Financial Management will be an added advantage. Experience in Finance or Accounting. A valid driver's license is recommended. Computer Literacy is essential e.g. Microsoft Office. Must be conversant in English and Afrikaans, Isixhosa will be an added advantage. Good verbal and written communication skill are essential. Knowledge of PFMA and Treasury Regulation.

DUTIES : Reporting to the Revenue Manager the incumbent will be responsible for the reminding of customers on their overdue accounts. To conduct telephonic and written communication with debtors. To negotiate with debtors in honouring their debt obligation. To recommend action to be taken against defaulting debtors. Adhoc generation , printing of invoices and statements. To report daily activities. Compiling spreadsheet and debtor age analysis reporting. Implement business policies and processes relating to debt management .Supervision of staff where necessary.

ENQUIRIES APPLICATIONS : Ms A.B Xhotyeni Tel 043 701 0376

FOR ATTENTION : The Chief Director: Eastern Cape, Department of Water Affairs , Private Bag x7485, King William's Town, 5600
Mr C Gqomfa

POST 19/89 : **CHIEF ADMINISTRATION CLERK**

SALARY : R130 425 per annum
CENTRE : King William's Town
REQUIREMENTS : Matric and relevant experience. 6 -10 years experience in Fleet Management, management of contracts and records management. Excellent communication and report writing skills. Computer literacy. Knowledge of Transport Policies. Driver's Licence. Strong leadership abilities.

DUTIES : Controls the processing of requisitions and invoices. Ensures that accurate ad recent BAS codes are available and correctly used. Monitor all requisitions and other documentation for accuracy. Ensures that the correct documents are attached and necessary approvals are obtained. Reconciles BAS reports with invoices / claims paid. Monitor all accounts payable for the Section. Monitor all accounts receivable for the Section. Coordinates training of Section staff. Ensures effective personnel management for the Section. Provides effective office services. Checks and verifies received invoices and documentations for payments. Ensures and maintains a well managed filing system. Ensures proper control of incoming and outgoing post within the Section. Ensures an effective management system for telephone accounts. Ensures effective management procedures for all photocopies and faxes. Ensures effective transport management for the Section.

ENQUIRIES : Mr A Starkey Tel (043) 604 4314
APPLICATIONS : Chief Director: Eastern Cape, Private Bag X7485, King William's Town, 5600
FOR ATTENTION : Mr C Gqomfa

POST 19/90 : **CHIEF ADMINISTRATION CLERK (CHIEF DIRECTORATE: COMMUNICATION SERVICES)**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : A senior certificate or equivalent qualification plus an appropriate experience and a strong background in finance and budgetary process. Knowledge and experience of payment administration and BAS that will enable the relevant person to perform duties attached to the post satisfactory. Knowledge of the Government Finance Management System and provisioning administration standard procedure. Supervisory skills (Pas1 or Logis1) will be an additional advantage. Code 8 driver's license. Able to work under pressure and meet deadline.

DUTIES : Allocate financial resources, co-ordinate and reconcile the Chief Director's budget, prepare cash flow projections, compile and monitor budget, compile monthly expenditure report, compile early warning system (EWS) on monthly basis, process payment of suppliers, check and process S&T for the Chief Directorate. Ensure the efficient running of the office and general administration duties relate to Finance Provisioning, Human Resource Management, Human Resource Development and Transformation related matters. Knowledge of the government tender process. Supervise two administration Clerks and one Messenger/Driver.

ENQUIRIES : Mr M. Scott 012 336 6828
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 19/91 : **VETTING ADMINISTRATOR**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an administration/secretarial diploma or equivalent qualification plus relevant experience in rendering a support/administrative service to senior management. Good communication and writing skills. Computer literacy, A valid driver's license will be an added advantage.

DUTIES : The successful candidate will: Safekeeping of all vetting files in the department. Render administrative support services. Provides support to the Head of the Unit and other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Assist in organising vetting awareness sessions.

ENQUIRIES : Mr. JB Bongers, Tel: (012) 336-8808
APPLICATIONS : The Director-General, Department of Water Affairs, Private Bag X313, Pretoria, 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman Streets, Continental Building, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 19/92 : **VETTING INVESTIGATOR**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate three-year diploma / certificate (or equivalent) in security/investigation with relevant working experience. Good communication, interview and analytical skills. Computer literacy, A valid driver's license.

DUTIES : The successful candidate will: Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication between the Department and the National Intelligence Agency (NIA) and other related agencies. Participate in task teams dealing with matters relating to vetting investigations and security. Administer vetting files and reports.

ENQUIRIES : Mr. JB Bongers, Tel: (012) 336-8808
APPLICATIONS : The Director-General, Department of Water Affairs, Private Bag X313, Pretoria, 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman Streets, Continental Building, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 19/93 : **SENIOR SECRETARY: DIRECTOR AFRICA**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate / Secretarial Diploma or equivalent qualification, Excellent interpersonal and organizational skills , Good written and verbal communication skills, Experience in office administration and co-ordination, Ability to perform under pressure and adhere to strict timeframes, Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills, Ability to handle confidential matters, Driver's License will serve as an added advantage, Willingness to work after hours when required.

DUTIES : Key Performance Areas: Responsible for the overall administration of the Director's office, Diary management and co-ordination of office activities, Management of all incoming and outgoing correspondence, Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Director, Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate, Provide secretarial services to the Directorate, Maintain an effective filing system in the office of the Director, Making travel and accommodation arrangements as well as processing of all subsistence and travel claims., Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Directorate, Applicant should be willing to work long hours and under pressure, the successful candidate will be subjected to security clearance.

ENQUIRIES : Mr M. Mopai (012) 336 8741
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 19/94 : **CHIEF ACCOUNTING CLERK**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 plus National Diploma in Accounting or equivalent qualification and extensive working experience in finance. Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA,

relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy and ability to work under pressure.

DUTIES : Key Performance Areas: Salaries and Deductions: Ensure payrolls are distributed in time. Accumulations of IRP5's are done on time and authorisation of payments and journals on BAS. Follow-up on uncertified payroll certificates. Ensuring that filing of all salary runs (month ends and supplementary) are done accordingly and received payroll certificates. Ensure that specimen signatures are updated timeously. Ensuring that printed of IRP5's are on timeously distributed. Ensure that movement of officials to correct pay points on Persal is correctly done. Ensure that EMP201 returns are submitted to SARS on monthly basis timeously according to Income Tax Act. Ensure that transaction on Persal suspense files are done daily. Ensure that suspense accounts are cleared monthly according to BAS practice and reconciled. Ensure that 3rd party payments are done monthly. Ensure that Item analysis are distributed before 7th of each month. Prepare management report and Auditor General. Ensure that performance assessments of staff are performed. Attend to queries.

ENQUIRIES APPLICATIONS : Portia Maila (012) 336 7608
: 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 19/95 : **SENIOR PERSONNEL OFFICER III (PLANNING AND RECRUITMENT)**

CENTRE SALARY REQUIREMENTS : Durban Office
: R105 645 per annum
: Applicants must be in possession of a Grade 12 (or equivalent) Certificate plus appropriate HR experience. Recommendations: Knowledge of the Persal system, Computer Literate (database and spreadsheet applications). Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Communication skills (verbal and written). A valid driver's license.

DUTIES : The successful candidates will be responsible for administering all aspects relating to recruitment and selection i.e.: Compiling submission for advertising of posts, Drafting of adverts, Receiving of application forms, sorting of incoming applications, compilation of concept forms, Making arrangements for short listing panels, Inviting the short listed candidates for an interview, Making travel arrangements whenever required, Providing secretarial duties, Compiling submissions, Issuing of letters for appointments/ promotions/transfers etc., Forwarding of regret letters to unsuccessful candidates, Attending to all HR queries.

ENQUIRIES APPLICATIONS : Ms S. Mbongwa (031) 336 2819
: Applications should be submitted on forms Z 83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications including a comprehensive CV. Please direct your applications to: The Chief Director, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

FOR ATTENTION : The Manager (Human Resources)

POST 19/96 : **SENIOR ACCOUNTING CLERK 2 POSTS**

SALARY CENTRE REQUIREMENTS : R 105 645 per annum
: Pretoria
: A minimum of Grade 12 with accounting as a passed subject or National Diploma in Accounting or equivalent qualification and extensive working experience in finance. Knowledge of the PFMA, Treasury Regulations. Communication (verbal & written), computer literate, numeracy and analytical skills are essential. Knowledge of transversal systems in the public service (Persal & BAS). Good planning and organizational skills. Willingness to work abnormal hours when necessary.

DUTIES : Key Performance Areas: Resignations Checking documentation for processing of exit benefits. Calculation and capturing of benefits. Compiling of manual IRP5 and accumulations of allowances and deductions on the IRP5. Clearing of salary related ledger accounts on monthly basis. Handling of exit benefits related enquiries. Ensuring that exit benefits documents are submitted to HR for finalization.

ENQUIRIES : Portia Maila (012) 336 7608
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 19/97 : **WFW TRAINING AND SOCIAL DEVELOPMENT OFFICER**
5 Year Contract

SALARY : R105 645 plus 37% in lieu of salary benefits
CENTRE : George
REQUIREMENTS : A relevant 3 year training or social development qualification with 1-2 years relevant work experience in a training or social development context OR a Grade 12 certificate plus 3–4 years relevant experience in Training or social development. Competencies: Knowledge of the Legislative Frameworks in Training and Social Development. Proven computer literacy. A valid driver's license and a willingness to travel. Ability to communicate in two official languages of the Western Cape. Communication and interpersonal skills, Report Writing, Presentation Skills and facilitation Skills. The following will serve as recommendations: an Assessor or Skills development facilitator qualification, ability to work in an integrated manner with internal and external partners, being pro-active, organized and solution-focussed, good time management and planning skills. Knowledge of the Expanded Public Works Programme and WFW.

DUTIES : Plan, Coordinate, Implement and Monitor training and social development plans and programs. Identify, coordinate, and monitor training and social development service providers. Maintain and update service provider databases and manuals. Provide monthly reports and three-monthly schedules. Monitor and assess monthly training and social development reports, EPWP reports and expenditure. Ensure compliance with the training and social development project standards. Liaise with contractors, beneficiaries and project stakeholders on a regular basis. Support the development of exit plans for beneficiaries. Establish links with stakeholders to ensure integrated community development. Ensuring record-keeping and capturing of training and social development interventions. Coordinate sustainable environmental education initiatives.

ENQUIRIES : Ms Yvette Du Plessis (021 941 6020)
APPLICATIONS : Department of Water Affairs, Private Bag X 16, Sanlamhoof, 7532
FOR ATTENTION : Mr Bonisile Saki (021 941 7271)

POST 19/98 : **SENIOR ACCOUNTING CLERK 3 POST**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 with Accounting as a passed subject, national diploma or equivalent qualification Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy and ability to work under pressure.

DUTIES : Key Performance Areas: Salaries & Deductions Ensure payrolls are distributed in time. Accumulations of IRP5's are done on time and capturing of payments and journals on BAS. Follow-up on uncertified payroll certificates. Ensuring that filing of all salary payroll (month end and supplementary) are done accordingly and receive payroll certificates. Ensure that specimen signatures are updated timeously. Ensuring that IRP5's are on timeously distributed. Capturing allowances and deductions on Persal. Ensure that 3rd party payments are done monthly. Ensure that Item analysis are distributed before 7th of each month.

ENQUIRIES : Portia Maila (012) 336 7608
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 19/99 : **SENIOR ACCOUNTING CLERK 3 POST**

SALARY : R105645 per annum
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 with Accounting as a passed subject or equivalent qualification. Knowledge of transversal systems applicable to the public Services. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem solving approach. Computer literacy and ability to work under pressure.

DUTIES : Key Performance Areas: Resignations Checking supporting documents for processing of service benefits payments. Calculation and capturing of service benefits on Persal and BAS. IRP5 accumulations on Persal. Compiling and capturing of sundry payments and Journals on BAS. Handling of enquiries and filing.

ENQUIRIES : Portia Maila (012) 336 7608
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 19/100 : **SENIOR SECRETARY X2**
Directorates: Water Resource Classification and Reserve Requirements

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate or equivalent certificate with extensive office management experience. Advanced computer literacy skills and knowledge. Communication efficiency (verbal and written). Good interpersonal relations and telephone conduct and protocol. The candidate must proof to have good interpersonal skills and further to this the ability to liaise with technical staff within the directorate. Planning, organizational and analytical abilities. Problem solving and innovative thinking. Ability to work independently and under pressure. Candidates must be willing to undergo a typing skills test. Ability to maintain confidentiality and security of the Manager's office. The successful candidate must further demonstrate to be innovative, enthusiastic, creative, and computer literate and have the ability to manage stress and large work loads.

DUTIES : The duties pertaining to this position include amongst others and as stipulated in the Job description, assisting and providing support to the Admin Officer and other staff within the RDM directorate. To process mail, making copies and printing and binding documents. Assist with filing documents and providing information as requested by other directorates. Register projects, update register file and ensure that copies of documents are made, marked and filed. Assist with the logistic arrangements required at meetings, other events and travel arrangements for RDM staff. Manage incoming calls for managers and direct calls to appropriate staff in case of enquiries. Provide efficient secretarial and related support to the office of the Manager. Manage the office and the diary of the Manager including scheduling of meetings and the preparation of documents for the meetings. Drafting routine notes, memorandums, letters and reports. Compiling agendas and take minutes (notes) during meetings. Ensure good organization and filing system of the Manager's office.

ENQUIRIES : Ms Julie van der Merwe, tel. (012) 336-7128.
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 19/101 : **SENIOR SECRETARY GRADE IV (WATER USE EFFICIENCY)**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : A senior certificate or equivalent certificate with extensive experience office management experience is required along with an advanced computer literacy skills and knowledge, communication efficiency (verbal and written), good

interpersonal relations and telephone conduct and protocol, planning, organisational and analytical abilities, problem solving and innovative thinking, ability to work independently and under pressure. Candidates must be willing to undergo a typing skills test. He/ she must be able to maintain confidentiality and security of the manager's office.

DUTIES : The successful candidate will mainly be responsible for: Manual and electronic management of documents, Creating and editing documents with Microsoft Office tools. Assist the Director: Water Use Efficiency with research on certain topics using internet technologies. Organising the office of the Director, handling telephonic and personal enquiries, routing correspondence and calls to appropriate managers. Communicating basic information on behalf of the Director, prepare meeting agendas, taking minutes at key meetings, client relations and reception of visitors, including provision of refreshments. Schedule appointments and insert reminders for the Director: unit manage the diary. Arranging workshops, meetings and functions. Administrative support, Travel and accommodation arrangements. Maintain a user friendly filing system in office as well as electronically. Follow up on tasks, action items assigned to the Director. Maintain an up to date contact list of clients and sponsors, regional offices and departments within DWA. Handle all correspondence.

ENQUIRIES APPLICATIONS : Mr. S Mchunu, Tel (012) 336 8979
: 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 19/102 : **HANDYMAN X6 (3 IN CRADOCK AND 3 IN MTHATHA)**

SALARY : R87 978 per annum
CENTRE : Cradock/Imthatha
REQUIREMENTS : ABET. Have appropriate experience in some of the following: Building / Civil disciplines: Brickwork, Plastering, Carpentry, Glazing, Painting, Plumbing, Concrete work. Have experience to operate some of the following: Petrol/diesel driven concrete mixers, petrol/diesel driven pumps, petrol/diesel driven vibrator, petrol/diesel driven compactor or hand rollers. Have experience to operate some of the following: electric hand tools, angle grinder, drill, saw, sander, planner. Have knowledge of safety requirements and procedures for the above tasks and equipment. Recommendations: Physical fitness. Code EC driver's license. Occupational Health & Safety courses attended.

DUTIES : General assistance in the above Civil and Building disciplines General civil construction and maintenance tasks collect, load and offload material and equipment

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

FOR ATTENTION : Mr C Gqomfa

POST 19/103 : **SENIOR WATER CONTROL OFFICER X2**

SALARY : R73 584 per Annum
CENTRE : MOOI RIVER
REQUIREMENTS : Grade 10, Certificate or an equivalent qualification plus extensive appropriate experience. Completed the Water Measurement, Water Distribution and Water test Courses. Supervisory skills. Knowledge of National Water Act. Verbal and written Communication skills. Computer literacy. Valid Driver's license.

DUTIES : Key performance Areas: Planning priorities duties of subordinates. Assisting with processing of license application. Water distribution within the government water works to be controlled according to regulations daily. Minor maintenance on structures, dams, fences and sluices. Disposal report for scheme. Produce flood water user/ clients and flood control. Progress reports in respect of tasks. Collection and safekeeping of equipment and supplies daily. Control time register and Leave forms.

ENQUIRIES APPLICATIONS : Mr. CJH Duplessis (018) 297 3867
: The Area Manager, Department of water Affairs, Private Bag x 936, Potchefstroom, 2520

FOR ATTENTION : Ms E Ackerman

POST 19/104 : **SENIOR ADMINISTRATION CLERK**

SALARY : R73 584 per Annum
CENTRE : NWRI: CO: Upper Vaal (Vaal Dam)
REQUIREMENTS : Grade 12 certificate. Professional with good communications skills. Ability to learn the Department's service delivery components. Computer and writing skills. Ability to take initiative and work independently, ability to organize and prioritize work.

DUTIES : Key Performance Areas: Safe guarding of documents, filing, handling leave register, Handling of all types of leave of absence forms, responsible for forwarding all leave forms for capturing, handling of remittance register, sorting of all inward mail to relevant sections, dealing with relevant enquiries.

ENQUIRIES : Mr. M.J. Ramphelo Tel. (016) 371 3020.
APPLICATIONS : The Area Manager: Upper Vaal, Department of Water Affairs, Private Bag x2, Deneysville. 1932.

FOR ATTENTION : Ms. TM Matome

POST 19/105 : **TRADESMAN AID III (CIVIL) (2 POSTS)**

SALARY : R62 094 per annum
CENTRE : Cradock
REQUIREMENTS : No qualification. Willing to travel and spend long periods from home. Must not be afraid of water. Have appropriate experience in some of the following: Building / Civil disciplines: Ability to use hand tools and do painting. Recommendations: Physical fitness. Occupational Health & Safety courses attended.

DUTIES : General assistance in the above Civil and Building disciplines. General civil construction and maintenance tasks. Load and offload material and equipment. Carry material and tools.

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

FOR ATTENTION : Mr C Gqomfa

POST 19/106 : **DRIVER OPERATOR II**

SALARY : R62 094 per Annum
CENTRE : Schoonspruit
REQUIREMENTS : Valid Driver's license: at least code EC1. The knowledge of the safety requirements and procedures for the loading and transport of materials and staff. Physical fitness.

DUTIES : Key performance Areas: Allocated driver/operator tasks within the Civil Division. Operate tractor. Cutting of grass trees and brushes in servitude area. Erection of fencing. General civil and building work. Supervisory.

ENQUIRIES : Mr. MJD Ackerman (018) 2973867
APPLICATIONS : The Area Manager, Department of water Affairs, Private Bag x 936, Potchefstroom, 2520

FOR ATTENTION : Ms E Ackerman

POST 19/107 : **GENERAL WORKER II (WATER CONTROL AIDS) X3**

SALARY : R 51 936 per Annum
CENTRE : Mooi River
REQUIREMENTS : Grade 10 or equivalent qualification plus 5 years appropriate experience. Good Verbal, writing and reading skills.

DUTIES : Key performance Areas: Opening and closing of sluices. Handling the water distribution sheet according to the regulation. Minor maintenance on structures, fencing and sluices.

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

FOR ATTENTION : Ms E Ackerman

POST 19/108 : **GENERAL WORKER II (WATER CONTROL AIDS) X2**

SALARY : R51 936 per Annum

CENTRE REQUIREMENTS : Schoonspruit
: Grade 10 or equivalent qualification plus 5 years appropriate experience. Good Verbal, writing and reading skills. Able to read various Water and gauge plates. Experience in the field of water distribution and maintenance on government structures.

DUTIES : Key performance Areas: Opening and closing of sluices. Handling the water distribution sheet according to the regulation. Minor maintenance on structures, fencing and sluices. Taking of dam reading Evaporation, Assist Water Control Officer with office/admin tasks. In absence of Water Control Officer, assist with water request forms in office.

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

FOR ATTENTION : Ms E Ackerman

POST 19/109 : **GENERAL WORKERS II X9**

SALARY CENTRE REQUIREMENTS : R51 936 per Annum
: Schoonspruit (5), Mooi River (4)
: Ability to read and write. Be physical fit. Good communications skills and ability to work in team. Experience in the field maintenance tasks.

DUTIES : Key performance Areas: Load and off load tools, materials and equipment on daily basis. Assist with the cleaning and repair of water supply/ distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Assist with the cutting and removing grass, brush, trees from all servitude's as instructed. Assist with the reparation of all fencing when required. Assist with the mixing of concrete as required. Assist with the construction of concrete canals as well as placing of concrete for building and structures as required. Operate brush cutter and slasher as required.

ENQUIRIES APPLICATIONS : Mr. MJD Ackerman (018) 2973867
: The Area Manager, Department of water Affairs, Private Bag x 936, Potchefstroom, 2520

FOR ATTENTION : Ms E Ackerman

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

MANAGEMENT ECHELON

- POST 19/110** : **DIRECTOR: MEDICAL PHYSICS REF NO: 70251528**
Directorate: Clinical Services
- SALARY** : R892 287 per annum (All inclusive package)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : PhD in Medical Physics. Registration with the Health Professions Council of South Africa as a Medical Physicist. At least 10 years experience as a medical physicist.
- DUTIES** : Will include, but not limited to: Motivation and establishment of posts. Recruitment, motivation and development of staff. Implementation of disciplinary and grievance procedures. Budgeting, financial control and motivation for equipment. Oversight and management of dose records of radiation workers. Oversee isotope ordering, use and disposal and other radiation protection duties. Supervise Medical Physics service delivery to Nuclear Medicine, Radiology and Radiography. Draw up and evaluate tenders and specification. Participate in Hospital, School, Faculty and University structures. Organise, control and allocate academic teaching duties. Supervise curriculum development. Present lectures to and supervise post graduate students. Train Medical Physics Intern. Participate in and supervise research.
- ENQUIRIES** : Dr. P. Shembe Tel No: (012) 529-3688
NOTE : The successful candidate will be expected to sign a performance agreement within 3 months of appointment.
- CLOSING DATE** : 24 May 2010
- POST 19/111** : **MIDDLE MANAGER: HEALTH 2 POSTS REF NO: 70252578**
Directorate: Management
- SALARY** : R652 572 -R780 228 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Registration with HPCSA as a Medical Doctor. 5 Years experience as a Manager in a Health environment. Good people, project management and financial management skills. Must have the ability to manage change. Special interest in the following areas: Obstetrics and Gynecology as well as Pediatrics and Surgery. Postgraduate study in Health Management will be an advantage.
- DUTIES** : Manage clinical department/s to ensure quality patient care. Manage budget/cost centers. Introduce clinical audits. Manage clinical human resource issues. Monitor services excellence.
- ENQUIRIES** : Ms. J. More Tel. No. (011) 933 – 8145/9750
CLOSING DATE : 21 May 2010
- POST 19/112** : **SENIOR MANAGER: CLINICAL EXECUTIVE REF NO: 70252580**
Directorate: Management
- SALARY** : R652 572- R780 228 per annum (All Inclusive Package)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Registration with HPCSA as a Medical Doctor. 3 Year experience in management within an academic hospital. Working knowledge on regulations relating to public health services. A decisive and dynamic personality with strong leadership, strategic planning and management skills. Postgraduate qualification in health management or business management will be an advantage.

DUTIES : Responsible to the Chief Executive Officer. Responsible for transversal services such as allied-, professional- and pharmaceutical services. Development and implementation of clinical protocols and audits. Facilitate and create an environment for teaching and research. Develop norms and standards for quality clinical services in terms of provincial and national policies and prescripts. Monitor and evaluate the implementation of protocols and policies. Manage clinical projects. Responsible for the hospitals annual performance plan.

ENQUIRIES : Ms. J. More, Tel. No. (011) 933 – 8145/9750
CLOSING DATE : 21 May 2010

POST 19/113 : **DENTAL SPECIALIST GRADE III (FORMERLY SENIOR SPECIALIST) REF NO: 70252061**
Directorate: Oral Medicine and Periodontology

SALARY : R624 198 per annum (all inclusive package)
CENTRE : Wits Dental Hospital
REQUIREMENTS : A Master degree or equivalent. Registered with the Health Professions Council of South Africa as a Dental Specialist. Minimum of 4 years experience in the field of Oral Medicine and Periodontology

DUTIES : Teaching of undergraduate and postgraduate students. Clinical sessions. Administrative and management duties. Research
Recommendation: Experience in teaching and training of undergraduate and postgraduate students. A record of research in the field. Experience in management and administration

ENQUIRIES : Prof. J.-C. Petit, tel. 011-488 4887/9
CLOSING DATE : 28 May 2010

POST 19/114 : **DENTAL SPECIALIST GRADE III (FORMERLY SENIOR SPECIALIST) PROSTHODONTICS 2 POSTS REF NO: 70250299**

SALARY : R624 198 per annum (all inclusive package)
CENTRE : Wits Dental Hospital
REQUIREMENTS : Registered with the Health Professions Council of South Africa as a specialist in Prosthodontics. If not registered, then proof of eligibility for registration from the HPCSA must be submitted with the applicant. Minimum of 5 years of clinical experience as a Prosthodontist. A lower grade may be considered if the candidate has less experience. Experience in teaching and training of under- and postgraduate students. A record of research in the field. Experience in management/administration. RECOMMENDATION: Other additional qualifications. Experience in supervising research.

DUTIES : Teaching of under- and postgraduate students. Render service to patients. Perform administrative and management duties. Undertake research.

ENQUIRIES : Prof CP Owen Tel No: (011) 488-4866
CLOSING DATE : 28 May 2010

NOTE : The level of university appointment will be determined on an individual basis, apply University criteria (available on request).

OTHER POSTS

POST 19/115 : **MEDICAL SPECIALIST GRADE II 2 POSTS REF NO: 70252598**
Directorate: Clinical

SALARY : R554 109 per annum
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : A minimum of 5 years of appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

DUTIES : Assess, treat and monitor psychiatric patients. Prepare psychiatric and medic-legal reports as required. Supervise and train Registrars. Teach medical staff, partake in clinical audits, participate in the research programme, lead the multi-disciplinary team, perform clinical related administration tasks, and provide input to management where appropriate. The incumbent will be required to participate in Forensic Psychiatric work as well as to manage general Psychiatric patients.

ENQUIRIES : Dr. U. Subramaney (011) 951 – 8341
CLOSING DATE : 21 May 2010

POST 19/116 : **MEDICAL SPECIALIST (GENERAL SPECIALITY)- DERMATOLOGY REF NO: 70251550 (1 POST) EAR, NOSE AND THROAT REF NO: 70251551 (2 POSTS) CARDIOLOGY REF NO: 70251552 (1 POST), GENERAL SURGERY (2 POSTS) RE NO: 70251553 INTERNAL MEDICINE (1 POST) REF NO: 70251526**
Directorate: Clinical Services

SALARY : R491 892 / R554 R109 / R 624 198 (will be determined according to experience)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Specialist in the specific discipline.
DUTIES : Rendering of specialist clinical services; Teaching of both under- and postgraduate students; Participate in research.
ENQUIRIES : Dr. MH Motswaledi Tel No: (012) 521-4001(Dermatology), Dr. Legodi (012)521-4234 (ENT) Prof Mntla (012)521-4627 (Cardiology), Prof Modiba (012) 521-4153 (General Surgery) Prof Mzileni (012) 521-4584 (Internal Medicine)
CLOSING DATE : 24 May 2010

POST 19/117 : **MEDICAL OFFICER GR 1-2 REF NO: 70252007**
Directorate: Allied and Medical Services (ART)

SALARY : R 405 333 – R 484 623per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner or a minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA. Knowledge and training in HIV AIDS and ART program. Experience in CCMT – ART clinical service will be an added value.
DUTIES : Ensure the implementation of policy guidelines on the comprehensive care, manage CCMT- ART clinic. Ensure quality assessment of patients before commencing ART treatment. Provide patients counselling service to ensure care and adherence with the use of ART treatment. Facilitate the process of down referral of stable patients on ART from initiation site to the PHC maintenance sites. Provide training and development of professional nurses and other health care providers on the care of patients on ART. Conduct and participate in meetings and workshops. Ensure effective data collection, collation and analysis on clinical site. Work closely with multidisciplinary team in the clinic. Participate and support research, monitor and evaluate CCMT program implementation.
ENQUIRIES : Dr.I Kabale Tel No: (011) 681-2008
CLOSING DATE : 21 May 2010

POST 19/118 : **MIDDLE MANAGER: PROCUREMENT REF NO: 70252577**
Directorate: Supply Chain Management

SALARY : R378 456 – R445 803 per annum (plus benefits)
CENTRE : Chris Hani Baragwaneth Hospital
REQUIREMENTS : Std 10 (Grade 12) with 10 years experience in Supply Chain Management or Bachelor's Degree in Supply Chain-, Economics, Logistics and Financial Management with 3 Years experience in the field of Supply Chain Management, particularly Demand and Acquisition Management. Knowledge of Supply Chain Management Framework, Public Service Regulations, Public Finance Management Act, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act. Computer literate (Ms Word, Ms Excel). Organizational-, problem solving-, leadership-, communication- and interpersonal skills.
DUTIES : Co-ordinate and manage the activities of the directorate. Manage the development of the institution's procurement plan. Formulate demand and acquisition policies, procedures, rules and regulations and monitor implementation thereof. Ensure compliance to legislation that governs Supply Chain Management. Provide ongoing advisory support to both internal- and external clients. Facilitate effective, efficient, economical and transparent procurement of goods and services. Manage service level agreements with contractors/suppliers. Manage the development and implementation of supplier database. Monitor the performance of service providers.
ENQUIRIES : Ms T Madzaga, Tel. No. (011) 933 – 8805
CLOSING DATE : 21 May 2010

POST 19/119 : **MEDICAL OFFICER (GENERAL SPECIALITY) ICU 2 POSTS REF NO: 70251766 CARDIOLOGY 1 POST REF NO: 70251527**
Directorate: Clinical Services

SALARY : R365 217 / 423 846 / 49189 (will be determined according to experience)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner in the specific discipline
DUTIES : Rendering of clinical services; Assist in teaching of both under- and postgraduate students; Participate in research.
ENQUIRIES : Dr. Mothabeng – ICU (012) 529-4351. Prof Mntla - Cardiology Tel No: (012) 521-4627
CLOSING DATE : 24 May 2010

POST 19/120 : **MEDICAL OFFICER: CLINICAL PHARMACOLOGY 2 POSTS REF NO: 70251537**
Directorate: Clinical Services

SALARY : R 365 217- r491 892 (will be determined according to experience)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner in clinical pharmacology. Experience in clinical pharmacy will be an advantage.
DUTIES : Rendering of clinical services in departments where relevant; Do ward rounds; Take part in clinical discussions and therapeutic drug monitoring; Monitor adverse drug reaction; Assist with clinical matters in pharmacy; Assist in teaching of both under- and postgraduate students; Participate in research.
ENQUIRIES : Prof. W. du Plooy – Clinical Pharmacology (012) 521 - 4145
CLOSING DATE : 24 May 2010

POST 19/121 : **PHARMACIST GR 1 REF NO: 70252002**
Directorate: Allied and Medical Services (ART)

SALARY : R 311 454 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. Registration with SAPC. Understanding of HIV and AIDS comprehensive treatment plan and pharmacovigilance. Computer literate, counselling and good interpersonal skills
DUTIES : Ensure proper drug supply management acquisition, repacking, manufacturing, compounding, distribution, storage, use of medicine and supervision. Implementation of standard operating procedures, good pharmacy practice, norms and standards. Evaluate medicine needs and budget control. Counselling patients to ensure optimal compliance with use of medication. Provide advice and support to patients and other health care professionals regarding pharmaceutical issues. Address pharmacovigilance and drug related issues such as interactions and drug metabolism. Provide support and training to pharmacist assistants. Ensure uninterrupted supply of ARV in the site.
ENQUIRIES : Ms. R. Patel Tel No: (011) 681 2057 / 2057
CLOSING DATE : 21 May 2010

POST 19/122 : **PHARMACIST GR1-2, 2 POSTS REF NO: 70252006**
Directorate: Allied and Medical Services

SALARY : R 302 319 – R370 695 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. Registration with SAPC or a minimum of 5 years appropriate experience after registration as pharmacist with the SAPC. Computer literate.
DUTIES : Ensure proper drug supply management acquisition, repacking, manufacturing, compounding, distribution, storage, use of medicine and supervision. Implementation of standard operating procedures, good pharmacy practice, norms and standards. Evaluate medicine needs and budget control. Counselling patients

to ensure optimal compliance with use of medication. Provide advice and support to patients and other health care professionals regarding pharmaceutical issues. Address pharmacovigilance and drug related issues such as interactions and drug metabolism. Provide support and training to pharmacist assistants. Be prepared to work overtime and to be on call.

ENQUIRIES : Ms.R. Patel Tel No: (011) 681-2057 / 2058
CLOSING DATE : 21 May 2010

POST 19/123 : **PHARMACIST GRADE 1 REF NO: 70252599**
Directorate: Allied

SALARY : R302 319 per annum
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Appropriate qualification plus registration with SAPC as Pharmacist knowledge of the National Drug Policy, Essential Drug list and good Pharmacy Practice.

DUTIES : Provide a comprehensive pharmaceutical service to patients and health professionals with all applicable legislation. To execute all duties, functions and responsibilities as required within the departmental organogram. Assist in the revision and updating of policies and procedures. Direct supervision of junior staff and assistants, conduct clinical ward pharmacy services. Provide an after-hours and on call service. Supervise, oversee and control the prepacking and labeling of medicines. Monitoring and distribution to wards and clinics. Ensure that the necessary ordering procedures are in place for wards and departments to make available the use of appropriate cost effective medicines. Supervise and monitor stock control and security of pharmacy stores. Promote the proper use and care of government equipment and maintain optimal use of resources. Oversee the maintenance of accurate records and patient statistics.

ENQUIRIES : Mr. L. Monama (011) 951 8261
CLOSING DATE : 21 May 2010

POST 19/124 : **ASSISTANT MANAGER: NURSING AREA 2 POSTS REF NO: 70252596**
Directorate: Nursing

SALARY : R287 745 per annum
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No R 212 in the relevant specialty. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse and Psychiatric Nurse with the SANC in General Nursing. At least 6 years of the period referred to must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to must be appropriate/recognizable experience at management level.

DUTIES : Relieve in Nursing Service Manager's absence. Take charge of hospital and be on call at rotational basis. Ensure effective and efficient coordination and interaction of quality care through a multidisciplinary team approach. Assist in recruitment of staff and conduct interviews. Ensure efficient and effective management of human and material resources. Develop nursing policies and procedures. Ensure effective implementation of PMDS of personnel. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth and development of self and subordinates.

ENQUIRIES : Mrs. C. Makutulela (011) 951 - 8262
CLOSING DATE : 21 May 2010

POST 19/125 : **OPERATIONAL MANAGER (PNB 3) THEATRE REF NO: 70251555 1 POST PAEDIATRICS 2 POSTS REF NO: 70251531**
Directorate: Nursing Services

SALARY : R287 745 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital

- REQUIREMENTS** : Theatre: Diploma / Degree in Nursing from an accredited University or Nursing College. Current registration with the Nursing Council of South Africa as a Professional Nurse. Minimum of Fourteen years post registration experience as Professional Nurse. At least Ten years experience in Operating Theatre after obtaining a 1-year Diploma in Theatre Nursing Science. PAEDIATRICS: Diploma / Degree in Nursing from an accredited University or Nursing College. Current registration with the Nursing Council of South Africa as a Professional Nurse. Minimum of Fourteen years post registration experience as Professional Nurse. At least Ten years experience in Paediatrics after obtaining a 1-year Diploma in Child Nursing Science. Financial and budgetary knowledge pertaining to the relevant resources under his/her management. Computer skills in basic programmes.
- DUTIES** : Perform as an Operational Manager in accordance with the scope of practice. Demonstrate leadership, organisational decision making and problem solving abilities, conflict handling, counselling skills within the limits of the public sector and institutional policy frame work.
- ENQUIRIES** : Mrs. K.M. Lephadi Tel No: (012) 529-3353/3575
- CLOSING DATE** : 24 May 2010
- POST 19/126** : **TECHNICIAN/TECHNOLOGIST (CLINICAL) REF NO: 70252579**
Directorate: Clinical Technology
- SALARY** : R263 328-296 382 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Hospital
- REQUIREMENTS** : Standard 10 (Grade 12) certificate. B. Tech Degree in Clinical Technology. Registration with HPCSA as a Clinical Technologist. 5 years experience as a Clinical Technologist of which 2 years, must be managerial experience. Computer literate (Ms Word and Ms Excel). Must have good interpersonal-, organizational and communication skills. Must have proven leadership skill and managerial experience. Must have good work ethics. Experience in pulmonology will be an advantage.
- DUTIES** : In charge of ECG Technicians. Participate in recruitment and retention of clinical technologists at the hospital. Render Clinical Technology Services in the institution. Set norms and standards for the maintenance of service delivery and quality outputs in clinical technology. Maintain a calibration of medical equipment in areas of operation. Provide theoretical and practical training to student. Effective overall supervision of clinical technologists and ECG technicians as well as management of staff performance to set standards e.g. PMDS. Be responsible for the overall administrative and management of the clinical technology. Compile and submit statistics and reports on a weekly and monthly basis for clinical technology. Represent clinical technology department in senior management meetings and other forums where necessary at the institution. Responsible to market clinical technology services in the hospital. Set control measures to improve and maintain high standards of service delivery and quality standards for clinical technology.
- ENQUIRIES** : Ms. P Naik ,Tel. No. (011) 933 – 8154
- CLOSING DATE** : 21 May 2010
- POST 19/127** : **QUALITY ASSURANCE MANAGER/CLINICAL PROGRAMME COORDINATOR**
REF NO: 70252625
Directorate: Nursing
- SALARY** : R233 958 per annum
- CENTRE** : Sterkfontein Hospital, Krugersdorp
- REQUIREMENTS** : A Bachelor's degree/national Diploma in the field of Health Science or basic R425 qualification i.e diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional Nurse. A minimum of 7 years appropriate experience.
- DUTIES** : Promote quality culture within the hospital. 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. 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. Perform risk-based assessment internal audits. Develop Clinical Quality Assurance Plans. Drive implementation of service delivery Improvement Plan. Develop IPC guidelines and programmes.

ENQUIRIES : Mrs. C. Makutulela (011) 951 8202
CLOSING DATE : 21 May 2010

POST 19/128 : **OPERATIONAL MANAGER GRADE 1 (PNA5) 2 POSTS SPECIALIST SURGICAL DEPARTMENT REF NO: 70251767-RENAL UNIT REF NO: 70251538**
 Directorate: Nursing Services

SALARY : R227 148 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Diploma / Degree in Nursing from a recognised University or Nursing College. Current registration with the Nursing Council of South Africa in General Nursing and Midwifery. Professional. Minimum of 7 years post registration experience as Professional Nurse. Must be prepared to work shifts, night duty and assist area managers. Knowledge of relevant acts and policies in health, human resources and public service management.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources.

ENQUIRIES : Mrs. M.M. Molefe Tel No: (012) 529-3463
CLOSING DATE : 24 May 2010

POST 19/129 : **PROFESSIONAL NURSE GRADE 1 SPECIALITY – PNB 1 & PNB 2 ADULT ICU – (2 POSTS) REF NO: 70251768, THEATRE REF NO: 70251791 (1 POST) LABOUR WARD (3 POSTS) REF NO 70251792, NEONATAL ICU – (5 POSTS) REF NO: 70251536**
 Directorate: Nursing Services

SALARY : PNB 1 R195 936 per annum (plus benefits)
 PNB 2 R240 981 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : A Diploma / Degree in Nursing from any recognised University or Nursing College in General Nursing and Midwifery and the appropriate speciality as listed. Current registration with the Nursing Council of South Africa as a Professional Nurse and speciality qualification as listed. A minimum of 4 years for PNB 1 and 14 years for PNB2 appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing for both grades. At least 10 years of the period referred to PNB 2 must be appropriate / recognisable experience after obtaining the first year post basic qualification in the relevant speciality. Must be prepared to work shifts. Computer literacy.

DUTIES : Implement policies and protocols developed for the specific area to ensure quality patient care. Observe all principles to Best Practices of nursing e.g. Patients Right Charter. Assist the unit in maintaining accreditation standards. Manage resources and assets allocated to the area of responsibility. Participate in training and research.

ENQUIRIES : Mrs. M.E. Dlamini Tel No: (012) 529-3472
CLOSING DATE : 24 May 2010

POST 19/130 : **SOCIAL WORKER (ART) REF NO: 70252005**
 Directorate: Allied and Medical Services (ART)

SALARY : R161 970 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in social work after registration with the SACSSP.

DUTIES : Ability to communicate well at all levels of care. Provide support and supervise therapeutic counselling service within the facility. Provide client support in the ARV program and their families. Assess and refer to social assistant for grant to eligible clients. Liaise and attend NGO and CBO forums. Facilitate and ensure

cooperation with all NGO's working within the HAST program. Assist with the identification and provision of support to vulnerable children and orphans. Provide pre-therapy assessment and counselling to eligible clients. Attend meetings and provide feedback. Write and submit progress reports and statistics to sub-district, district and provincial office.

ENQUIRIES : Ms.J.M Colley Tel No: (011) 681-2101
CLOSING DATE : 21 May 2010

POST 19/131 : **CHIEF OCCUPATIONAL THERAPIST REF NO: 70252627**
Directorate: Occupational Therapy

SALARY : R161 970 per annum
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Degree in Occupational Therapy, Registration with the HPCSA, Computer literacy recommended, Experience in Psychiatric field of OT recommended. Between five and ten years experience.

DUTIES : Manage and develop occupational therapy services in the hospital. Monitor, manage and maintain a quality assurance programme for the section. Plan, monitor and manage all aspects of financial management. Formulate and review sectional strategies and participate in the formulation of institutional strategies and policies, ensure implementation thereof. Plan a continuous professional developmental plan for the section; facilitate that of subordinates according to the Health Professions Council of South-Africa. Manage and facilitate human resources development, including the supervision and performance appraisal of all Occupational Therapy and support staff in the section. Co-ordinate student training activities in the section and liaise with tertiary training institutions.

ENQUIRIES : Mrs. L. Hendricks, Tel No: (011) 951 - 8352
CLOSING DATE : 21 May 2010
NOTE : The successful candidate will be required to sign a performance agreement.

POST 19/132 : **SOCIAL WORKER GRADE II REF NO: 70251539**
Directorate: Allied Services

SALARY : R160 455 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : B.A. Social Work (degree). Registration with the South Africa Council for Social Practitioners (SACSSP). 10 Years experience as social worker. Valid drivers license. Knowledge in health care will be an added advantage.

DUTIES : Provide case work, community work and group work to patients and their families. Attend multidisciplinary ward rounds and meetings. Do home visits. Supervise social workers and students. The successful candidate will rotate through the following sections: Medical corridor, Obstetrics & Gynae units, Specialist corridor, Renal unit, Psychiatric unit, Emergency unit and ICU.

ENQUIRIES : Mrs. K. Monageng Tel No: (012) 521-3593
CLOSING DATE : 24 May 2010

POST 19/133 : **PROFESSIONAL NURSE (PNA3) 1 POST REF NO: 70251530**
Directorate: Nursing Services

SALARY : R160 032 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Diploma / Degree in Nursing from a accredited University of Nursing College. Current registration with the Nursing Council of South Africa as a Professional and Midwife. Minimum of Five years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing. The successful candidate must be prepared to rotate in all wards and work shifts and night duty. Should also have required competencies as Professional Nurse and must be sensitive to patients needs.

DUTIES : Render nursing care in general wards. Implement policies and protocols developed for the specific areas to ensure quality patient care. Observe all principles related to Best Practice in Nursing i.e Batho Pele Principles. Participate actively in staff development activities. Assist the unit in maintaining accreditation standards and maintain cost containments.

ENQUIRIES : Mrs. K.M. Lephadi Tel No: (012) 529-3353/3575
CLOSING DATE : 24 May 2010

POST 19/134 : **SPECIALISED AUXILIARY WORKER (DENTAL) REF NO: 70252033**

SALARY : R130 425 per annum (plus benefits)

CENTRE : Wits Dental Hospital

REQUIREMENTS : Grade 12 or equivalent qualifications, Certificate in dental Assistance from recognised tertiary institution, Registration with the HPCSA as a Dental Assistant, More than 10 years experience, Ability to work independently, Knowledge of infection control products used.

DUTIES : Manage the Sterilization unit in the Polyclinic, Planning and organization of work schedules in the component, Infection control, Control of allocated stock, Budget control.

ENQUIRIES : Ms JM Buys Tel No: (011) 488-4312/488-4384
Ms JN Ludick Tel No: (011) 488-3954

CLOSING DATE : 28 May 2010

POST 19/135 : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70252626**
Directorate: Occupational Therapy

SALARY : R130 425 per annum

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Degree in Occupational Therapy, Registration with the HPCSA, Computer literacy recommended, Experience in Psychiatric field of OT recommended.

DUTIES : Supervision of allocated staff. Develop work programmes for staff members in the Occupational Therapy Department. Assessment and treatment of Psychiatric patients level of functioning. Develop Therapeutic Programmes for allocated wards. Vocational training. Participation in the rehabilitation programmes aimed at re-integration of patients into the community. Participation in the training of students allocated to the hospital. Participate in Clinical Audits. Initiates, implements and monitor rehabilitation programmes. Attends meetings on delegation.

ENQUIRIES : Mrs. L. Hendricks, Tel No: (011) 951 - 8352

NOTE : The successful candidate will be required to sign a performance agreement.

CLOSING DATE : 21 May 2010

POST 19/136 : **SENIOR SPEECH THERAPIST REF NO: 70251529**
Directorate: Allied Services

SALARY : R130 425 per annum (plus benefits)

CENTRE : Dr. George Mukhari Hospital

REQUIREMENTS : Tertiary qualification in Speech Therapy and/or Audiology from a recognised university. Registration with the Health Professions Council of South Africa as a Speech Therapist.

DUTIES : Render, manage and contribute to the planning of quality, sustainable speech therapy and audiology services that complies with norms and standards as indicated by health policies. Manage allocated human resources including supervision and performance appraisal according to regulations of the department and the public service. Implement sectional and provincial quality assurance measures and contribute to the maintenance of provincial quality assurance programmes. The post entails mainly speech-language caseloads including neurology, paediatrics, dysphasia and early intervention. The candidate if dually qualified will also have a variety of audiology caseloads.

ENQUIRIES : Ms. S. Saleh Tel No: (012) 521-4001

CLOSING DATE : 24 May 2010

POST 19/137 : **SENIOR RADIOGRAPHER 4 POSTS REF NO: 70251532**
Directorate: Allied Services

SALARY : R130 425 per annum (plus benefits)

CENTRE : Dr. George Mukhari Hospital

REQUIREMENTS : Applicable qualification from a recognised tertiary Institution. Registration with the Health Professions Council of South Africa as a Radiographer. Knowledge and skills in performing Ward, Theatre, Emergency & Trauma and General Radiography. Produce good quality

DUTIES : Provide a 24 hour radiographic service, including weekends, night duty and public holidays, on a shift basis. Supervise junior radiographers and student

radiographers to develop radiographic and other relevant skills. Supervise support staff in the department. Participate and facilitate in continuous Professional development programmes as required by the HPCSA. Implement quality Assurance programmes in the department.

ENQUIRIES : Mr. S.S. Aphane Tel No: (012) 529-3364
CLOSING DATE : 24 May 2010

POST 19/138 : **SENIOR PHYSIOTHERAPIST 1 POST REF NO: 70251533**
Directorate: Allied Services

SALARY : R130 425 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : A recognised BSc. Physiotherapy or equivalent qualification. Registration with the Health Professions Council of South Africa as a Physiotherapist. Minimum of 2 years experience in physiotherapy. Knowledge of health related policies and protocols.

DUTIES : Provide adequate and appropriate physiotherapy to patients. Liaise with other members of the medical team. Supervise and coordinate the work of junior physiotherapists and support staff. Participate in professional development activities of the department. Keep proper records and accurate statistics.

ENQUIRIES : Ms. N.F. Serobatse Tel No: (012) 521-3430
CLOSING DATE : 24 May 2010

POST 19/139 : **PROFESSIONAL NURSE GRADE 1 GENERAL (PNA2) 9 POSTS REF NO: 70251535**
Directorate: Nursing Services

SALARY : R130 119 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : A Diploma / Degree in Nursing from an accredited University or Nursing College. Registration with the Nursing Council of South Africa as a Professional Nurse. Competent to perform Clinical Nursing practice in accordance with the scope of practice and required nursing standards. Basic knowledge of Nursing legislation and related legal and ethical nursing practices. Experience is not a requirement.

DUTIES : Perform as a Professional Nurse in accordance with the scope of practice as stipulated by SANC. Execute the Nursing process as required and evaluate care giving to patients. Be part of the multidisciplinary team to ensure client care and service delivery. Render Nursing care in accordance with legislation framework e.g. Batho Pele Principles.

ENQUIRIES : Mrs. M.M. Methi Tel No: (012) 529-3426
CLOSING DATE : 24 May 2010

POST 19/140 : **OCCUPATIONAL THERAPIST 1 POST REF NO: 70251534**
Directorate: Allied Services

SALARY : R105 645 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : A recognised BSc. In Occupational Therapy or an equivalent qualification. Registration with the Health Professions Council of South Africa as a Occupational Therapist. A minimum of 2 years experience in occupational therapy. Knowledge of health related policies and protocols.

DUTIES : Provide adequate and appropriate occupational therapy to patients. Liaise with other members of the medical team. Participate in professional development activities of the department. Keep proper records and accurate statistics.

ENQUIRIES : Mrs. R Best Tel No: (012) 521-5896
CLOSING DATE : 24 May 2010

POST 19/141 : **PHARMACIST ASSISTANT (BASIC) GR2 REF NO: 70252004**
Directorate: Allied and Medical Services (ART)

SALARY : R 84 420 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : As required by the training facility and SAPC. Basic Pharmacist Assistant qualification that allows registration with the SAPC as a pharmacist Assistant (Basic)., Registration with SAPC or registration with SAPC for study towards Post

Basic Pharmacist Assistant qualification (where applicable). Understanding of pharmacy procedures. Knowledge and ability to comply with good pharmacy practice. Drug supply management. Computer literate and ability to work under pressure.

DUTIES : Assist in ensuring availability of drugs and repacking of ARVs in pharmacies. Receiving of stock, distribution and proper storage of drugs. Ensure implementation of standard operating procedures, good pharmacy practice, norms and standards. Assistants in stock taking. Counselling of patients to ensure optimal compliance with the use of medication. Provide advice and support to patients and other health care professionals regarding pharmaceutical issues. Monitor and ensure that the site has adequate suppliers of supplements. Collaborate with facilities and district office. Provide periodic reports. Train and supervise HIV and AIDS Counsellors. Order and maintain adequate supply of nutrition stock, including PMTCT supplement. Ensure effective stock control of food supplement. Attend nutrition program meetings and provide feedback. Monitor and evaluate nutrition program implementation. Write and submit nutrition reports. Provide training and ensure staff development on nutrition.

ENQUIRIES : Ms. R. Patel Tel No: (011) 681-2057 /2058
CLOSING DATE : 21 May 2010

POST 19/142 : **OCCUPATIONAL THERAPIST ASSISTANT REF NO: 70252597**
Directorate: Occupational Therapy

SALARY : R73 584 per annum
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : HPCSA approved Occupational Therapist Certificate. Registration with HPCSA. Good communication skills, verbal and written. Command in. Computer literacy recommended.

DUTIES : Render Occupational Therapy service in accordance to rules and regulations of the HPCSA. Contribute to developing a sport and Social/Recreational service in allocated wards. Completion of administrative tasks as allocated. Participate in own and other professional development. Involvement with different categories of patients, e.g. forensic, male, female and adolescents.

ENQUIRIES : Mrs. L. Hendricks (011) 951 – 8352
CLOSING DATE : 21 May 2010

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

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

NOTE : Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

MANAGEMENT ECHELON

POST 19/143 : **HEAD CLINICAL UNIT (MEDICAL) GRADE1 REFERENCE ILE 02/2010**

SALARY : Remuneration: All inclusive Package of R 892 287 pa
CENTRE : Ilembe Health District Office.
REQUIREMENTS : Post Graduate Degree in Family Medicine, Registration certificate with HPCSA, Current registration receipt with HPCSA Seven years appropriate experience as Medical specialist after With HPCSA as a medical specialist in a normal specialty or in a recognized sub-specialty, Valid Code EB drivers licence clinical skills particularly in the field of family medicine, epidemiological skills and aptitude, Strong interpersonal and communication skills, project management skills, Ability to priorities issues and other work related matters Understanding of the challenges facing the Department to provide district health services N.B non- South African applicants to have VALID WORK PERMIT as indicated In HR Circular 49/2008

DUTIES : Develop disseminate and implement guidelines and standards on clinical Protocols in order to facilitate / ensure integrated district treatment protocols referral arrangements based on the assigned level of care, cost effective outcomes and the training development of staff, practice family medicine at PHC Community Health Centers and Hospitals within he district in order to ensure that "grass root" health service delivery imperatives are adequate addressed by the District Health System, interpret epidemiological research information and monitor health Indicators to identifying disease profile and trends with a view to inform planning Processes, alignment of district referral arrangements and timeous introduction of Corrective clinical procedures and protocols, establish and initiate research processes In order to assess causality, prevalence and incidents, priority of conditions/diseases Or other health problems within the District, monitor and evaluate clinical services Rendered by PHC clinics, CHC and Pblc Hospitals in the District with a view to Identify implementation barriers, facilitate corrective action timeously and to ensure The provisioning of high quality and compassionate service in the best interest o the community

ENQUIRIES : Ms SD Dube (District Manager Ilembe Health District) Contact no: 032-4373504
APPLICATIONS : The Chief Executive Officer, Ilembe Health District Office Private Bag x 10620 kwaDukuza 4450

FOR ATTENTION : Ms JL Mhlongo (HR Department)
CLOSING DATE : 28 May 2010

POST 19/144 : **CLINCIAL MANAGER: MEDICAL GR1 ARV: 1 POST REF NO: MED 4/2010**

SALARY : R596 934 per annum (all inclusive package) is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus 18% Inhospitable Area Allowance and Commuted Overtime. The all inclusive

		package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
<u>CENTRE REQUIREMENTS</u>	:	Institution: Ladysmith Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner plus registration with HPCSA plus a minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner: Knowledge, Skills, Training and Competences Required: Principal/Chief Medical Officer level clinical experience for 3 years. Familiarity with current relevant Health, Labour and other charters including Public Finance Management Act. Ability to mediate and manage a senior staff compliment of diverse origins. Familiarity with COHSASA, HPCSA Intern training requirements. Computer literacy. Advanced knowledge in management of HIV/AIDS/MMC/HCT etc.
<u>DUTIES</u>	:	Key Performance Areas: Overall co-ordination of HIV/AIDS programs in the District. Ongoing project management in order to achieve the goals of the strategic plan. To collate protocols from major discipline HOD's and organize these into an acceptable format for a regional hospital – including their regular updating. Actively participate in after hour overtime duties in the candidate's most comfortable discipline. This is mandatory and excludes management related after hour's queries. Co-ordinate outreach programs between hospital and PHC/CHC/Clinics. Regular oversight visits to all wards, outpatient departments, theatres and PHC Clinics with the view to corrective measures. Overall medical legal representative of the institution. Overall co-ordinate relationship between medical component and nursing/finance/systems components thus optimizing service delivery.
<u>ENQUIRIES</u>	:	Mr. D.D. Dumisa Tel no. 036-6372111 Ext 200
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370
<u>CLOSING DATE</u>	:	28 May 2010
<u>POST 19/145</u>	:	<u>CLINICAL MANAGER: MEDICAL SERVICES I 1 POST</u> Hospital TB and MDR TB Programme
<u>SALARY</u>	:	R596 934 per annum All Inclusive Salary Package: (This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R59693 Other Benefits Rural Allowance: 22%
<u>REQUIREMENTS</u>	:	Minimum Requirements for the post: Grade I requires appropriate qualification, registration certificate plus 6 years experience after registration with the HPCSA as a Medical Practitioner. Non-South African citizen applicants- a VALID WORK PERMIT in conformance with HR circular 49/2008 obtainable from any government department. Knowledge, Skills and Competencies Required: Knowledge of current Health and Public Service Legislation and Policies. Sound clinical knowledge experience in the respective discipline. Excellent human relations, communication skills and leadership. Basic general management skills, knowledge and practical experience of the District Health System. Sound knowledge and clinical skills in District Hospital Level Medical Practice. Sound knowledge of the National TB Program. Understanding of the principles of ARV care at the District Hospital Setting would be an advantage
<u>DUTIES</u>	:	Key Performance Areas: Assist the TB Department and Clinical Medical Manager in developing the hospital in-patient and community TB programme. This includes the following areas of care: Daily ward rounds including Step Down Care TB and MDR TB treatment initiation and follow up PHC support Planning, monitoring and evaluation. In addition, the following District Hospital functions shall also apply: Provision of quality, patient centered care of all patients. Maintain accurate health records in accordance with legal/Ethical considerations. Train and guide junior staff and other health Associated Professionals. Give medical scientific explanations within the scope of practices. Perform caesarian section, minor surgical procedures, spinal and general anesthesia as required and befitting a senior medical practitioner position in the District Hospital. Liaise with consultants when required. Deal with emotional, social and physical aspect of diseases.
<u>FOR ATTENTION</u>	:	Mr K Praim Enquiries: Dr Ragunathan-0396877311
<u>APPLICATIONS</u>	:	The Hospital Manager: Murchison Hospital, P / Bag 701 Port Shepstone 4240
<u>CLOSING DATE</u>	:	May 31 st 2010 at 16H00

NOTE : If you have not been contacted within three weeks hereof consider your application as unsuccessful

POST 19/146 : **PHARMACEUTICAL POLICY SPECIALIST: POLICY, SYSTEMS AND NORMS DEVELOPMENT: REF. G43/2010**
Cluster: Health Policy and System Development

SALARY : Grade 1: R430 206 per annum (All inclusive Salary Package)
Grade 2: R491 892 per annum (All inclusive Salary Package), Experience:
Grade1: 7 years experience after registration with SAPC as a Pharmacist.
Grade2: 15 years experience after registration with SAPC as a Pharmacist.

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
: B-Degree in Pharmacy; PLUS Current registration with the South African Pharmacy Council as a Pharmacist; PLUS A minimum of seven (7) years experience after registration with SAPC as a Pharmacist; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in Project Management, Policy and System Development and Public Administration will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Pharmaceutical Policy Specialist (Grade 2): Policy, Systems, Norms Development, and will be responsible to participate in the development of departmental pharmaceutical systems, norms, standards and policies and to ensure the delivery of an efficient pharmaceutical service and that dispensing practices in all health institutions support clinical outcomes, within the national framework, and as such the ideal candidate must:- Be au fait with the EDL and the associated impact and cost of these. Knowledge of the medical supply and dispensing chain is essential. Project management skills are required in the event of a disaster, viral outbreak, or quality control event where drugs may have been contaminated. Possess sound knowledge of the legislative and policy framework informing the area of operation. Have the ability to analyse complex information and to accurately transform that in user-friendly policies and guidelines providing line managers with clearly defined "process maps" to exercise delegated powers/assigned responsibilities without compromising good governance imperatives. Have the ability to capture the essence of recommendations in concise and clear language in writing. Have the ability to prioritise issues and other work related matters and to comply with time frames. Have good interpersonal skills. Have high levels of accuracy. -Be computer literate with a proficiency in MS Office Software Application.

DUTIES : Key Performance Areas:- Develop and implement policy that meets legislative framework determined by the National Department of Health which considers international best practices and takes to account the nature and profile of the health function provincially. Formulate norms and standards which enable the monitoring and evaluation provincial pharmaceutical activities. Manage the Essential Drug Programme to optimise the treatment of health conditions in the population whilst adhering to the health budgetary constrains. Review the systems and processes for the supply and timeous dispensing of pharmaceutical product across the province. -Develop and implement intervention strategies during outbreaks and disasters. -Assist with placement of Pharmacist Interns. -Participate in special pharmaceutical projects. Ensure effective and efficient utilisation of resources.

ENQUIRIES APPLICATIONS : Mr V C Dlamini: (033) 846 7267
: All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 107, 6th Floor, South Tower

FOR ATTENTION CLOSING DATE : Mrs B C Shelembe
: 28 May 2010

POST 19/147 : **PHARMACEUTICAL POLICY SPECIALIST: TECHNICAL AND EDL SUPPORT: REF. G44/2010**
Cluster: Health Policy and System Development

SALARY : Grade 1: R430 206 per annum (All inclusive Salary Package)

**CENTRE
REQUIREMENTS**

Grade 2: R491 892 per annum (All inclusive Salary Package) Experience: Grade1: 7 years experience after registration with SAPC as a Pharmacist. Grade2: 15 years experience after registration with SAPC as a Pharmacist.

Head Office: Pietermaritzburg

B-Degree in Pharmacy; PLUS Current registration with the South African Pharmacy Council as a Pharmacist; PLUS A minimum of seven (7) years experience after registration with SAPC as a Pharmacist; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in Project Management will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Pharmaceutical Policy Specialist - Grade2: EDL & Technical Support at Pharmaceutical System Development, and will be responsible for assisting with departmental Essential Drug Programme (EDP), Technical Support to Departmental Programmes and to ensure the delivery of an efficient pharmaceutical service and that dispensing practices in all health institutions support clinical outcomes, within the national framework, such ideal candidate must:- Knowledge of the EDP is essential. Project management skills are required for the management and execution of key pharmaceutical programmes. Knowledge of the scope of practice of the various pharmaceutical staff categories together with the attendant training requirements. High analytical and problem-solving skills are required to provide innovative solutions to complex problems. Have the ability to digest and internalise technical information and to impart it in a user-friendly manner to trainees. Have good reporting and interpersonal skills and the ability to meet deadlines in a highly pressurised environment. Have high levels of accuracy. -Be computer literate with a proficiency in MS Office Software Application.

DUTIES

Key Performance Areas:- Participate in the implementation of the Essential Drug Programme to meet the pharmaceutical service needs of the province. Provide support for the procurement of Non-EDL medications. Provide technical assistance on special pharmaceutical projects. Provide advice and support to other units/components within the Department. Assist with the implementation of the Pharmaceutical Management Information System module of the Health Information System. Assist in the resolution of complaints regarding the quality of medicines. Assist in the recall of and disposal of sub-standard medicines Participate in the training of pharmacy staff. Provide pharmaceutical support for research projects and clinical trials.

**ENQUIRIES
APPLICATIONS**

Mr V C Dlamini: (033) 846 7267

All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 107, 6th Floor, South Tower

**FOR ATTENTION
CLOSING DATE**

Mrs B C Shelembe

28 May 2010

POST 19/148

MEDICAL OFFICER GRI, II & III-ARV 4 POSTS REF NO: MED 3/2010

SALARY

Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

Medical Officer GR1: R405333 - R456606p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer

Medical Officer Gr2: R470406 – R529905p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer

Medical Officer GR3: R554109 – R662502p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

**CENTRE
REQUIREMENTS**

Institution: Ladysmith Hospital

Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required in managing HIV/Aids, TB, STI, etc.,

ability to work in multi-disciplinary team setting, excellent communication skills and ability to teach and train staff within team, ability to work and maintain meaningful relationship with a diverse community, ability to make a difference, program planning, implementation and evaluation, information management, knowledge of Health and Public Service Legislation, Regulations and Policies, medical ethics, epidemiology and statistics, supervision skills

DUTIES : Key Performance Areas: Provide medical services at ARV and PHC Clinics, Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per specialty and disease proofing, Patient satisfaction, patient satisfaction surveys and reducing waiting times, Active participation in training interns and community service doctors, Maintain and continuously improve professional and ethical standards, Instill confidence in public service and also in medical profession through exemplary behavior, Participation in after hours work is essential, Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department, Conduct orientation and induction programs for interns, community service doctors and junior colleagues, Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care

ENQUIRIES : Dr F.B. Amod Tel no. 036-6372111

APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370

CLOSING DATE : 28 May 2010

POST 19/149 : **MEDICAL OFFICER GRI, II & III-GENERAL 4 POSTS REF NO: MED 5/2010**

SALARY : Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

SALARY : Medical Officer GR1: R405333 – R456606p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer

Medical Officer GR2: R470406 - R529905p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer

Medical Officer GR3: R554109 – R662502p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE : Institution: Ladysmith Hospital

REQUIREMENTS : Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required, ability to work in multi-disciplinary team setting, excellent communication skills and ability to teach and train staff within team, ability to work and maintain meaningful relationship with a diverse community, ability to make a difference, program planning, implementation and evaluation, information management, knowledge of Health and Public Service Legislation, Regulations and Policies, medical ethics, epidemiology and statistics, supervision skills

DUTIES : Key Performance Areas: Provide medical services at department appointed to, Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per specialty and disease proofing, Patient satisfaction, patient satisfaction surveys and reducing waiting times, Active participation in training interns and community service doctors, Maintain and continuously improve professional and ethical standards, Instill confidence in public service and also in medical profession through exemplary behavior, Participation in after hours work is essential, Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department, Conduct orientation and induction programs for interns, community service doctors and junior colleagues, Maintain and teach junior colleagues about appropriate and accurate health

records in accordance with legal/ethical and continuity of the patient care, NB: applicants for Obs & Gyn will be required to perform CTOP.

ENQUIRIES APPLICATIONS : Dr L. Rahman Tel no. 036-6372111 Ext 202

CLOSING DATE : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370

POST 19/150 : **MEDICAL SPECIALIST: GRI, II & III-PAEDIATRICS 1 POST REF NO: SPEC 4/2010**

SALARY : Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
 Medical Specialist GR1: R554109p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA
 Medical Specialist GR2: R643065p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
 Medical Specialist GR3: R746301p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE REQUIREMENTS : Institution: Ladysmith Hospital

Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Pediatrics, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics

DUTIES : Key Performance Areas: Training of junior staff, Conduct, assist and stimulate research relevant to Pediatrics, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct, Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under his/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

ENQUIRIES APPLICATIONS : Dr L. Rahman Tel no. 036-6372111 Ext 202

CLOSING DATE : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

POST 19/151 : **MEDICAL SPECIALIST: GRI, II & III-ORTHOAEDICS 1 POST REF NO: SPEC 9/2010**

SALARY : Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
 Medical Specialist GR1: R554109p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA

Medical Specialist GR2: R643065p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA

Medical Specialist GR3: R746301p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE REQUIREMENTS

: Institution: Ladysmith Hospital
: Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Orthopaedics, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics

DUTIES

: Key Performance Areas: Training of junior staff, Conduct, assist and stimulate research relevant to Orthopaedics, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct, Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under his/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

ENQUIRIES APPLICATIONS

: Dr L Rahman Tel no. 036-6372111 Ext 202
: All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370

CLOSING DATE

: 28 May 2010

POST 19/152

: **MEDICAL SPECIALIST: GR I, II & III-PSYCHIATRY 1 POST REF NO: SPEC 8/2010**

SALARY

: Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

Medical Specialist GR1: R554109p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA

Medical Specialist GR2: R643065p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA

Medical Specialist GR3: R746301p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE REQUIREMENTS

: Institution: Ladysmith Hospital
: Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Psychiatry, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all

Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics.

DUTIES : Key Performance Areas: Training of junior staff, Conduct, assist and stimulate research relevant to Psychiatry, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct, Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under his/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty level, Performance of overtime is required – after hours and weekends

ENQUIRIES : Dr L. Rahman Tel no. 036-6372111 Ext 202

APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370

CLOSING DATE : 28 May 2010

POST 19/153 : **MEDICAL SPECIALIST: GRI, II & III-ANAESTHETICS 1 POST REF NO: SPEC 7/2010**

SALARY : Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
 Medical Specialist GR1: R554109p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA
 Medical Specialist Gr2: R643065p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
 Medical Specialist GR3: R746301p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA. The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE : Institution: Ladysmith Hospital

REQUIREMENTS : Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Anaesthetics, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics

DUTIES : Key Performance Areas: Training of junior staff, Conduct, assist and stimulate research relevant to Anaesthetics, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct, Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under his/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty

and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

ENQUIRIES : Dr L. Rahman Tel no. 036-6372111 Ext 202

APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 28 MAY 2010

POST 19/154 : **MEDICAL SPECIALIST: GRI, II & III-OBSTETRICS AND GYNAECOLOGY 1 POST REF NO: SPEC 6/2010**

SALARY : Salary Medical Specialist GR1: R554109p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA
 Medical Specialist GR2: R643065p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
 Medical Specialist GR3: R746301p.a. (All inclusive package) Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE REQUIREMENTS : Institution: Ladysmith Hospital
 knowledge/skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Obstetrics and Gynaecology, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics

DUTIES : Key Performance Areas: Training of junior staff, Conduct, assist and stimulate research relevant to Obstetrics and Gynaecology, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct, Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under his/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

ENQUIRIES : Dr L. Rahman Tel no. 036-6372111 Ext 202

APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 28 MAY 2010

POST 19/155 : **HEAD: CLINICAL UNIT (MEDICAL) PAEDIATRICS 1 POST REF NO: SPEC 5/2010**

SALARY : Ran all inclusive package of R892 287per annum is payable to the successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the Post, Plus Inhospitable Area Allowance of 18% and Commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Institution: Ladysmith Hospital

REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS A minimum of 7/seven years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, Training and Competences Required: Sound Knowledge of clinical concept within the relevant discipline, Good operative skills to carry out advanced clinical services, Research and organizational ability, Ability to supervise and teach junior staff, Conflict Management skills, Management skills.

DUTIES : Key Performance Areas: Training of junior staff Conduct, assist and stimulate research relevant to the Specialty, The incumbent will represent the Department where requested by the Department and the Hospital Manager, Will promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Maintain necessary discipline over staff under his/her control, Attend to administrative matters as pertains to the unit, Conduct out-patient specialist clinics and provide expert opinion where required and participate in providing a 24 hour service, Applicant to also accept responsibility for consultant inpatient and outpatient service delivery at regional referral hospital in Ladysmith from outlying hospitals

ENQUIRIES : Acting Medical Manager Dr. L. Rahman Tel no. 036-6372111 Ext 202

APPLICATIONS : All applications should be forwarded to: The Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928, LADYSMITH 3370

CLOSING DATE : 28 MAY 2010

POST 19/156 : **MEDICAL OFFICER (GRADE1-3) ART ROVING/ROLLOUT REF NO: 03/2010**

SALARY : Grade 1 Remuneration Package: R365217pa x no experience Grade 2 Remuneration Package: R436656.00pa x 5 years experience after Registration with HPCSA as a Medical Officer Grade 3 Remuneration Package: R506757.00pa x 10years experience after registration With HPCSA as a Medical Officer

CENTRE : Ilembe Health District Office.

REQUIREMENTS : MBCHB Degree, Registration certificate with HPCSA, current registration receipt with HPCSA, Valid Code EB drivers licence Sound clinical knowledge, knowledge of comprehensive care, management and Treatment of HIVand AIDS, ability to work under pressure Strong interpersonal and Communication skills understanding of the challenges facing the department to provide district health services N.B non- South African applicants to have VALID WORK PERMIT as indicated In HR Circular 49/2008

DUTIES : Provide clinical care to patients as part of the multidisciplinary ART roving team To participate in developing and meeting the strategic objectives of the Antiretroviral rollout. Assist in the development and updating of ART clinical protocols, ensure the provision Of safe ethical and high quality medical care, participate in staff development and Training to ensure quality care

ENQUIRIES : MS SD DUBE (DISTRICT MANAGER Ilembe Health District) Contact no: 032-4373504

APPLICATIONS : The Chief Executive Officer, Ilembe Health District Office Private Bag x 10620 kwaDukuza 4450

FOR ATTENTION : Ms JL Mhlongo (HR Department)

CLOSING DATE : 28 May 2010

POST 19/157 : **PHARMACISTS (GRADE1-3) ART ROVING/ROLLOUT REF NO: 04/2010**

SALARY : Grade 1 Remuneration Package: R 302319.00pa x Proof of completion of comm. Serve Grade 2 Remuneration Package: R349263.pa x 5 years experience after Registration with HPCSA as a Pharmacist Grade 3 Remuneration Package: R506757.00pa x 13years experience after registration With HPCSA as a Pharmacist

CENTRE : Ilembe Health District Office.

REQUIREMENTS : Senior Certificate (Grade 12)National Diploma/Degree in pharmacy Registration certificate with HPCSA as pharmacist, Valid Code EB drivers licence Sound ,knowledge of legislation, protocols and standards operation procedures Applicable to Pharmacy practices, Supervisory and team building skills, computer Literacy, appropriate theoretical and clinical knowledge Organization skills and good communication skills N.B non- South African applicants to have VALID WORK PERMIT as indicated In HR Circular 49/2008

DUTIES : Provide high quality pharmaceutical services to patients and health professionals Within applicable legislation Maintain accurate and appropriate records in line with legal and accounting requirements, engaged in effective communication with all stakeholders to ensure that high quality of service is rendered, maintain optimal use and proper care of all resources, provide pharmaceutical services as part of a multidisciplinary ART roving team. Provide outreach services in the community

ENQUIRIES APPLICATIONS : Mr E VON Maltitz (DISTRICT PHARMACY MANAGER) Contact no: 032-4373504

FOR ATTENTION CLOSING DATE : The Chief Executive Officer, Ilembe Health District Office Private Bag x 10620 kwaDukuza 4450
Ms JL Mhlongo (HR Department)
28 May 2010

POST 19/158 : **SENIOR CLINICAL PSYCHOLOGIST (LEVEL 10) REF NO: GS40/10**
Department of Clinical Psychology

SALARY : R240 318 per annum, plus scarce skills, 13th cheque, scarce skills allowance, medical- aid (optional), homeowners allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Greys Hospital (Pietermaritzburg)
A Masters Degree in Clinical Psychology, Registration Certificate with the HPCSA, Proof of current registration as a Clinical Psychologist, At least 2 years work experience post-registration as a Clinical Psychologist Knowledge, Skills, and Experience Required: Comprehensive knowledge of psycho-diagnostics and therapeutic interventions suitable to a hospital setting Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital, Supervisory experience. Ability to co-ordinate psychological intervention in specialist medical areas. Good verbal and written communication skills, Computer literacy. Good interpersonal, decision-making and problem-solving skills. Self-motivation and dedication to service ethic.

DUTIES : Key Performance Areas: Ensure effective and efficient management of all persons referred for psychological services, Manage patients within a multi-disciplinary team framework, Ensure compliance with policies and procedures, Actively engage in ad hoc supervision and training of junior staff, Deputize in the absence of the manager, Engage in consultation-liaison with other departments/ hospitals when required.

ENQUIRIES APPLICATIONS : Shantal Singh (033) 8973135

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. M. Chandulal
21ST May 2010

POST 19/159 : **CHIEF PHYSIOTHERAPY [LEVEL 8] REF NO : EMS/009/ 2010**

SALARY : R161 970 Plus 13th cheque 10% scarce skills allowance & 12% rural allowance . Medical Aid : optional , Home owner allowance : Employee must meet prescribed requirements .

CENTRE REQUIREMENTS : Emmaus Hospital
tertiary qualification as a Physiotherapist [National diploma / B degree in Physiotherapy. Current registration with HPCSA as a physiotherapist , Minimum of 1-3 years work experience in a physiotherapy department. Knowledge ,Skills , Training and Competence : Knowledge of physiotherapy diagnostic assessment , therapeutic procedures and equipment , Knowledge of institutional administrative tasks and duties/ethical code and scope of resuscitation and medical control and emergency procedures, disaster management , Good written and verbal communication skills, Excellent interpersonal, communication and critical decision making skills, Good computer literacy skills, Analytical thinking and problem solving skills, Clinical competence, Team building and motivation, Ability to plan and organize resources

DUTIES : Key Performance Areas : Render diagnostic and physiotherapeutic services in accordance with patients needs, Supervision of junior physiotherapist and other support staff, Give expert clinical advice and factual information of a professional nature on institutional physiotherapy procedures, To assist the head of department in dissemination of information to staff and assist with problem solving , Conduct performance management audits and ensure controls are in place for an efficiently run department, To provide training the mentorship for junior staff, Monitor and

evaluate the physiotherapy services, Ensure a cost effective physiotherapy department, Assist in the planning and implementation of quality improvement programmes , Assist in the planning and implementation of a resuscitation program, Work in a multidisciplinary team, Assist in implementation of departmental policies and procedures

ENQUIRIES : Dr K.P Kankolongo (036) 488 1570 ext 8203
APPLICATIONS : Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag X16 Winterton 3340
FOR ATTENTION : Mrs. M.Q. Khanyile
CLOSING DATE : 28 May 2010

POST 19/160 : **SENIOR RADIOGRAPHER [LEVEL 7] REF NO: EMS/010/2010**

SALARY : R 130 425 – R 151 425 pa LUS 13th cheque. Inclusive package, 12% rural allowance, 10% scarce skills allowance, Medical aid: Optional, Home owner allowance: Employee must meet prescribed requirements.

CENTRE : Emmaus Hospital
REQUIREMENTS : An appropriate three years National Diploma / Degree in diagnostic Radiography PLUS Registration as a Radiographer with HPCSA , at least 1-2 years experience as a Radiographer .Knowledge, Skills, Training and Competencies Required :Sound knowledge of diagnostic radiography practice and ethos, sound knowledge of radiation, knowledge of relevant Health and Safety Acts, Good communication and interpersonal skills

DUTIES : Key Performance Areas : To provide high quality radiographic diagnostic services, Provide a 24 hrs radiographic service, Contribute to overall process in the department in the department, Promote good health practice and ensure optimal care of patients, Perform reception and clerical duties when necessary, Participate in quality assurance and quality improvement programmes ,Promote Batho pele principles in execution of duties for effective service delivery, Inspect and utilize equipment professionally to ensure that they comply with safety standards

ENQUIRIES : Dr K.P Kankolongo (036) 488 1570 ext 8203
APPLICATIONS : Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag x 16 Winterton 3340
FOR ATTENTION : Mrs. M.Q. Khanyile
CLOSING DATE : 28 May 2010

POST 19/161 : **SENIOR DIETICIAN [LEVEL 7]: REF NO: EMS/011/2010**

SALARY : R130 425 – 151 425 Plus 13th cheque 10% scarce skills allowance & 12% rural allowance. Medical Aid: optional, Home owner allowance: Employee must meet prescribed requirements.

CENTRE : Emmaus Hospital
REQUIREMENTS : Degree / National Diploma in Dietician, Current registration with HPCSA as a dietician, At least 1-2 years experience as a dietician. Knowledge, Skills, Training and Competence: Good interpersonal relationship, Nutritional analysis and assessment, Counselling skills, Knowledge of nutrition management and nutrition for the people with HIV/AIDS and TB, Computer literacy.

DUTIES : Key Performance Areas : Improve nutritional knowledge, behaviour, perceptions and attitudes of the community, Provide periodic reports to hospital management, Facilitate the implementation of the ARV program and comprehensive management of HIV/AIDS and TB , Facilitate the implementation of specific intervention e.g Vitamin A supplement and PEM scheme, Assist in providing balanced nutrition diet to inpatients, Assist with sustaining the hospital status as Baby friendly, Carry out nutritional assessment of patients and implementation of subsequent management, Nutrition training, education and advocacy, Organizing and hosting awareness campaigns, To offer supervision and guidance of junior staff , to assist with the departmental administrative function

ENQUIRIES : Dr K.P Kankolongo (036) 488 1570 ext 8203
APPLICATIONS : Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag x 16 Winterton 3340
FOR ATTENTION : Mrs. M.Q. Khanyile
CLOSING DATE : 28 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, quoting the relevant reference number to: The Manager: Human Resource Management Department of Public Works Private Bag X9142 Pietermaritzburg 3200
- FOR ATTENTION** : Mr I M Meyiwa
- CLOSING DATE** : 04 June 2010
- NOTE** : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications,(including Senior Certificate) skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers 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). Applicants recommended for appointment shall be subjected to a vetting process prior to an offer of appointment being made. Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert, kindly consider that your application was not successful.

MANAGEMENT ECHELON

- POST 19/162** : **REGIONAL MANAGER: NORTH COAST REGION**
- SALARY** : R652 572 per annum (Level 13) (all inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : North Coast Region - Ulundi
- REQUIREMENTS** : An appropriate recognized three (3) year Degree or Diploma from a recognized tertiary institution coupled with sufficient managerial experience. Candidates must be computer literate and possess a valid drivers licence. Skills, Knowledge: Knowledge of Public Finance Management Act & Competencies: (PFMA), Public Service Act and Public Service Regulations. Strategic capacity and leadership Programme and Project Management People management, client orientation and customer focus.
- DUTIES** : Key Performance Areas: -Provide strategic direction to the Region Exercise overall control of the activities in the Region. Manage infrastructure development in the Region. Manage all state property (immovable assets) in the Region. Ensure that Departmental Policies are adhered too and implemented. Form strategic partnerships for effective service delivery in the Region. -Ensure the development of regional strategies to realize the Department's vision. Ensure transformed and effective utilization of human resources in the Region. Ensure the effective and efficient management of financial resources in the Region. Implementation of systems and processes for efficient service delivery in the Region. Effective management of Districts/Depots in the Region.
- ENQUIRIES** : Mr T A Mdadane: General Manager: Operations, 033 - 3555401

**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.

- 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. G06 at 33 Biccard Street, Polokwane.
- CLOSING DATE** : 10 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 previous work experience, citizenship, references, criminal records, financial/assets record and security vetting). 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).

OTHER POSTS

- POST 19/163** : **MANAGER: DEMAND REF NO: 251/10**
Re-Advertisement
Directorate: Demand & Disposal Management
- SALARY** : R448 520 per annum Level 12
CENTRE : Head Office-Polokwane
REQUIREMENTS : An appropriate degree or equivalent qualification in Supply Chain Management.* Appropriate management experience in the same or related field. Knowledge of: *Financial management and systems *The provisioning administration system. *The Public Finance Management Act (PFMA) *Treasury Regulations. *The Preferential Procurement Policy Framework Act (PPPFA). *Government Supply Chain Management policies and LOGIS.Problem solving and analytical thinking skills. *Supervisory and managerial skills. *Conflict resolution skills. *Strong interpersonal and communication skills. *Performance and results orientation.* Honesty and integrity.
- DUTIES** : Key Performance Areas: Monitor and ensure compliance with all policies and procedures in demand management. *Manage the expenditure, commodity and industry analysis processes. *Manage the costing and linking of requirements to the budget. *Promote policy objectives as outlined in the PPPFA and its accompanying regulations. *Promote uniformity in Supply Chain Management practices. *Design and implement simplified processes and standard documentation for general purchasing management. *Manage internal customer relationships. *Manage the inventory purchasing process.
- ENQUIRIES** : Mr. Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C. at 015-284 6556.
- POST 19/164** : **MANAGER: HOD SUPPORT REF NO: 250/10**
Directorate: HOD's Office
- SALARY** : R378 457 p.a. Salary Level 11
CENTRE : Head Office-Polokwane
REQUIREMENTS : A recognized degree/diploma or equivalent qualifications.*Experience in administration.*Creative problem solving, report writing Human Resource Management.*Computer literate.

DUTIES : Key Performance Areas: General Management of the office of the HOD.*Manage budget of the HOD's office and procurement.*Establish and maintain administrative systems for co-coordinating the work of the HOD.*Draft responses for correspondences addressed to the HOD as directed.*Co-coordinating and management meetings of the departmental.*Develop partnerships and network with relevant stakeholders.*Keep records of all meetings and follow up on outstanding issues to ensure compliance.

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

POST 19/165 : **MANAGER: FINANCIAL ADMINISTRATION REF NO: 254/10**
Directorate: System Control

SALARY : R378 457 per annum, Level 11
CENTRE : Head Office-Polokwane
REQUIREMENTS : Three years relevant tertiary qualification with experience in Financial Management.*3-5 year's public sector accounting experience.*Valid driver's license.*Knowledge of BAS and PERSAL systems.*Ability to download, manipulate and analyse complex financial data from multiple sources.*Advanced computer skills.

DUTIES : Key Performance Areas: Provide access control to BAS security profiles, group profiles and resetting user profiles.*Maintain departmental chart of accounts and parameters.*Creation of the departmental structure on BAS.*Manage the interfaces between source systems and BAS.*Investigate all issues experienced within the department related to BAS.*To consult with the National Treasury (LOGIK) call centre to obtain acceptable solutions where there is a need.*Facilitate all BAS releases.*Identify, facilitate and conduct all departmental BAS training requirements. *Facilitate the clearing of interface exceptions.*Monitoring the clearing of control and suspense accounts.

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

POST 19/166 : **DEPUTY CHIEF EDUCATION SPECIALIST: SYSTEM ADMINISTRATION: REF NO: 259/10**
Directorate: Exam

SALARY : R260 865 per annum, Level 10
REQUIREMENTS : A relevant three-year Bachelor's degree or equivalent qualification in IT. *Teaching qualification at REQV 13, registration with SACE and a minimum of 3 years teaching experience Competencies: A sound knowledge of the education system.*Knowledge of the National Curriculum Statement Grade R – 9, National Curriculum Statement Grade 10 – 12 (General).*Good understanding of the examinations and assessment policies for ABET Level 4, GEC (Grade 9) and FET Schools, and other education legislation and policies.*Good interpersonal, written communication, planning and report writing skills.*Ability to manage people, and knowledge of budgeting process.*Computer literacy with specific reference to MS Access, Excel, Ms PowerPoint and MS Word. *Knowledge of the Examination IT policies of the Department will be an added advantage.

DUTIES : Key Performance Areas: Administer registration and resulting processes.*Administer the IT systems.*Produce and analyses examination statistics.*Managing the Retrieval of historical data.*Analysis of examination and assessment data.

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

POST 19/167 : **DEPUTY MANAGER: HUMAN RESOURCE UTILIZATION & CAPACITY DEVELOPMENT REF NO: 275/10**
Directorate: HRU & CD

SALARY : R243 318 per annum, Level 10
CENTRE : Capricorn District
REQUIREMENTS : Applicants must be in possession of a 3 –year Bachelor's degree in Human Resource Development or Human Resource Management with specialization in Training and Development. Extensive and appropriate experience in Human Resource Development /Skills Development. High level understanding of

- learnerships, internships and skills programmes. Supervisory experience will be added an advantage. Driver's license.
- DUTIES** : Key Performance Areas: Manage the delivery of training and development programmes at District level. Designing training and development programmes for in-house course. Develop implement and report on the workplace skills plan & annual training report. Manage the bursary scheme for educators, office based staff and students. Manage the utilization of skills development funds at the district. Manage special Human Resource Development projects. Manage the co-ordination of capacity building programs for the office based and institution based educators and public servants. Participate in skills development related structures. Present training programmes. Ensure that statutory training requirements are adhered to. Evaluate training and development programmes. Manage the co-ordination of training interventions presented by external providers.
- ENQUIRIES** : Mr. Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C. at 015-284 6556.
- POST 19/168** : **DEPUTY MANAGER: ACQUISITION REF NO: 291/10**
Directorate: Acquisition Management:
- SALARY** : R240 318 per annum, Level 10
CENTRE : Head Office-Polokwane
REQUIREMENTS : An appropriate Bachelors' degree or National Diploma in commerce or equivalent qualification. *Minimum of three years in the same or related field. A valid driver's license. Knowledge and Skills: Computer literacy. Good communication skills.* Public Financial Management Act.* Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).Public Sector Supply Chain Management Policies. Supervisory, Communications and Managerial Skills. *Interpersonal relations.*Thorough understanding of SCM Systems and processes.
- DUTIES** : Key Performance Areas: Manage the development of bid documents. *Manage the administration of bids. Serve as secretariat to bid evaluation and adjudication committees.* Monitoring implementation of SCM in districts. Preparations of submissions to be tabled at the bid evaluation and adjudication committees.* Managing contracts and Service Level Agreements. *Conduct pre and post site inspection.* Ensures that the results of bids awarded are published. *Ensure that a copy for every bid document advertised is submitted to legal services within seven days of advert for preparation of draft service agreement.
- ENQUIRIES** : Mr. Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C. at 015-284 6556.
- POST 19/169** : **DEPUTY MANAGER: FINANCIAL MANAGEMENT 2 POSTS [REF.252/10-253/10]**
Directorate: Salaries & Sundry Expenditure
- SALARY** : R240 318 per annum, Level 10
CENTRE : Head Office- Polokwane
REQUIREMENTS : Applicants must be in possession of the recognized three year degree/diploma or equivalent qualification in finance or a related field. * Extensive experience in financial administration. *Knowledge of legislative prescripts governing the public sector in financial administration. *Knowledge of PFMA, BAS and PERSAL (with specific reference to employers income tax and employees tax debt reconciliation) systems will be an added advantage. *Computer literacy with specific reference to Excel Spreadsheets, Ms Word and Ms Power point. *Interpersonal communications and organizational skills. *Organizing and decision making skills. * Ability to work under pressure. *A valid driver's license is recommended.
- DUTIES** : Key Performance Areas: Monitor and ensure that payments in the Department are processed within time limits allowed. *Monitor and clearing of payments and interface exceptions created between financial systems.*Reconcile information interfaced into BAS and maintenance of the relevant reports. *Ensure that all transactions processed are supported by corresponding accounting documentation.* Check and ensure that the accounting documents supporting transactions are complete and accurately computed.* Enforce internal controls and compliance with all the enabling acts and regulations. *Monitor and ensure the correctness and accuracy of expenditure on a monthly basis and effect the necessary adjustments were appropriate.* Manage the proper record keeping of

documents*. Attend to all queries from internal and external clients. *Supervision of sub-ordinate's activities.
ENQUIRIES : Mr. Ravhura M.E at 015-284 6522, Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C. at 015-284 6556.

POST 19/170 : **DEPUTY MANAGER: PURCHASE REF NO: 255/10**
Directorate: Purchases and Provisioning Admin

SALARY : R240 318 p.a. Salary Level 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : An appropriate Bachelor Degree or equivalent qualifications with RQV 13.*Extensive knowledge of the PFMA and Treasury regulations. *Advanced Computer Literacy with knowledge on spreadsheets and databases.* Advanced knowledge on applicable financial systems, specifically BAS and FINEST.* Good leadership and strategic thinking. *Ability to gather and analyze information.* Ability to work under pressure and irregular hours. *At least 2 years of experience in the supervisory level.* Experience, knowledge and skills in Project Management and software applications. *Financial Management skills.

DUTIES : Key Performance Areas: Manage the creation & authorization of entity profiles on financial systems (BAS & FINEST. *Manage the alphabetically filing of entity forms in the entity file boxes. *Identify entities with discrepancies, communicate with service providers and rectify them. *Assist districts with the co-ordination and maintenance of entities. *Manage the receiving of requisitions from different directorates. Check the authenticity of all relevant attachments to ensure compliance with PFMA.*Monitor the receiving of purchase requisitions from different directorates/ end-users. * Check whether all allocations are correct and contracts are attached on the requisitions.* Manage the process of correct creation of orders by subordinates. *Manage the receiving of invoices and delivery notes from end users and creditors. *Verify correctness of invoice against orders regarding quantities, quality and amounts. *Monitor proper record keeping of all processed orders. *Manage the submission process of payment vouchers to expenditure unit for payments. *Check and reconcile suppliers/ creditors statements on monthly basis. *Attend queries from different suppliers regarding non-payment.* Liaise with the district offices for all procurement processes.

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

POST 19/171 : **DEPUTY MANAGER: WELLNESS REF NO: 256/10**
Directorate: Occupational Health Services

SALARY : R240 318 per annum, Level 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : Diploma or degree in Occupational Health and Safety management*The applicant should have experience on risk and quality management.*To have a minimum experience of five years in the field.*Drivers' license is a necessity for employment. Competencies: The incumbent should have knowledge and skill in the. *Development of instruments and on auditing of programmes. * Innovation, problem solving, presentation, report writing, record management, computer and research skills are essential.

DUTIES : Key Performance Areas: Disaster & Evacuation management.* Implementation of relevant legislations, policies, standards and procedures.*Education and training, Monitoring and evaluation of systems and programmes and conduct research on OHS matters.

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

POST 19/172 : **DEPUTY MANAGER: WELLNESS REF NO: 257/10**
Directorate: HIV and Aids

SALARY : R240 318 p.a. Salary Levels 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : Diploma or degree in Social, Health sciences, or any equivalent qualification. *The incumbent should have a minimum of five year's proven experience in the area of HIV & AIDS management. *Drivers' license is a necessity for employment. Competencies: Innovation, problem solving, presentation, report writing, network

and liaison, record management and computer skills. Knowledge of the relevant legislations in the public service will be an advantage. *Experience of working in Education sector will be an added advantage.

DUTIES : Key Performance Areas: The incumbent will be responsible for Prevention services, assessment, counseling, referrals, care and support programs, monitoring and evaluation, and research.

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

POST 19/173 : **DEPUTY MANAGER: WELLNESS REF NO: 258/10**
Directorate: Counseling and Peer Support

SALARY : R240 318 p.a. Salary Levels 10
CENTRE : Head Office – Polokwane
REQUIREMENTS : A recognized four-year degree/diploma in Social or Health Sciences.*Two to five years' experience in the EAP field.*Valid driver's license.*Experience of working in education sector will be an added advantage. Competencies: Communication/interviewing skills, computer literacy, record Management and knowledge of the relevant legislations in the public service.

DUTIES : Key Performance Areas: Individual assessment, referral and short term problem solving.* EAP counseling and provide critical incident debriefing.* Conduct preliminary investigations to determine the appropriate EAP interventions in consultation with EAP coordinators. *Conduct supervisory training sessions with all stakeholders on EAP.

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

POST 19/174 : **SENIOR PROVISIONING ADMIN OFFICER: 5 POSTS REF NO: 260/10-264/101**
Directorate: Purchases

SALARY : R161 971 p.a. Salary Level 8
CENTRE : Head Office - Polokwane
REQUIREMENTS : n appropriate Bachelor Degree or equivalent qualifications with RQV 13.*Extensive knowledge of the PFMA and Treasury regulations.* Advanced Computer Literacy with knowledge on spreadsheets and databases. Advanced knowledge on applicable financial systems, specifically BAS and FINEST.* Good leadership and strategic thinking. *Ability to gather and analyze information. Ability to work under pressure and irregular hours. *At least 2 years of experience in the supervisory level. Experience, knowledge and skills in Project Management and software applications.* Financial Management skills.

DUTIES : Key Performance Areas: Manage the receiving entities registration forms from suppliers and checking them. Record in the record register and distribute to subordinates, for creation of entity profiles in systems. Monitor the creation of entity profiles on both financial systems (BAS and FINEST).Monitor the alphabetically filing of entity forms in the entity file boxes. Attend to entities with discrepancies and communicate with different service providers. Manage the receiving of purchase requisitions from different directorates/ end-users. Check the authenticity of purchase requisitions and ensure compliance with PFMA.Check whether all relevant documents required have been attached by end users. Check whether all allocations are correct and contracts are attached on the requisitions. Distribute requisitions for funding and printing of orders by delegated authorities. Assist subordinates in the process of correct creation of orders manage the receiving of invoices and delivery notes from end users and creditors. Ensure that certificates of compliance for delivery of goods and services have been signed. Verify correctness of invoices against orders regarding quantities, quality and amounts. Monitor proper record keeping of processed orders. Check the expiry dates of the orders for cancellation of deliveries. Record payments vouchers and submit them to the expenditure unit for payment processes. Attend queries from different suppliers regarding non-payment. Check and reconcile suppliers (creditors) statements on monthly basis.

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.

<u>POST 19/175</u>	:	<u>SENIOR STATE ACCOUNTANTS: EXPENDITURE</u> Directorate: Salaries [4 Posts]: [REF. 265/10-268/10] Directorate: Financial Reporting:[3 Posts] [REF.269/10-271/10] Directorate: Accounts [3 Posts]: [REF .272/10-274/10]
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 971 p.a. Salary Level: 8 Head Office: Polokwane An appropriate recognized three year degree or equivalent qualification in financial administration or relevant knowledge and skills in financial administration. At least three years experience in financial administration Operational knowledge of BAS, PERSAL and FINEST systems for financial management. Computer literacy and excellent MS excel utilization. Knowledge of PFMA and Treasury regulations. Good interpersonal relations with the ability to liaise at different levels of management and staff. Organizing and decision making skills.
<u>DUTIES</u>	:	Key Performance Areas: Processing of financial transactions on BAS and PERSAL systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments are made for every payment. Ensure that service providers; employees and/or third party beneficiaries are furnished with the necessary payment advices/schedule for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of the relevant financial policies prior to processing of payment. Reconciliation of suspense and other control accounts. Ensure that all financial transactions comply with the prescribed policies. Management of debt accounts. Supervision of subordinate's activities.
<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>POST 19/176</u>	:	<u>SENOIR PROVISIONING ADMIN OFFICER (DEMAND MANAGEMENT) 4 POSTS: REF NO: 276/10-279/10</u> Directorate: Demand
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 971 p.a. Salary Level 8 Head Office An appropriate Bachelors' degree or National Diploma in commerce or equivalent qualification.*Minimum of three years in the same or related field.*A valid driver's license. Knowledge and Skills: Good Communication skills.*Public Financial Management Act. **Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).*Public Sector Supply Chain Management Policies.*Interpersonal relations.*Thorough understanding of SCM Systems and processes.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Conduct future needs analysis. *Assist in drafting of specifications for required goods and services.* Ensures the linkage of customer requirements to the departmental budget.* Screening of suppliers.* Conduct expenditure, commodity and industrial analysis.* Monitor the implementation of the supplier data base. *Conduct pre and post site inspection.
<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>POST 19/177</u>	:	<u>PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT 5 POSTS [REF. 280/10-284/10]</u> Directorate: Demand
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 426 p.a. Salary Level 7 Head Office-Polokwane A minimum of Grade 12 certificate Plus Supply Chain Management Certificate / Provisioning Administration. *Minimum of three years in the same or related field.* A valid driver's license. Knowledge and Skills: Good communication skills.* Public Financial Management Act. *Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).*Public Sector Supply Chain Management Policies. *Interpersonal relations Thorough understanding of SCM Systems and processes.*Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Ensures the linkage of customer requirements to the departmental budget.* Screening of suppliers. *Conduct expenditure, commodity and industrial analysis.* Monitor the implementation of the supplier data base.

*Issuing, receiving and capturing of database forms.*Conduct pre and post site inspection.

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

POST 19/178 : **SENIOR PROVISIONING ADMIN OFFICER: 4 POSTS REF NO: 292/10-295/10**
Directorate: Acquisition

SALARY : R161 971 p.a. Salary Level 8
CENTRE : Head Office-Polokwane
REQUIREMENTS : An appropriate Bachelors' degree or National Diploma in commerce or equivalent qualification.* Minimum of three years in the same or related field.*A valid Driver's license. Knowledge and Skills: Computer literacy.*Good communication skills. *Financial Management. *Understanding of PFMA, PPPFA and SCM policies.

DUTIES : Key Performance Areas: Maintenance of register for bids advertised. *Provision of notification pertaining to period contracts needing to be renewed with seven months prior expiry. *Writing submissions to request advertisements of bids. *Collect bulletin from Provincial Treasury every Friday, Check for correctness and ensure discrepancies are corrected by relevant parties. *Maintain bid register for existing bid categories.*Submit both the quest to advertise and bid documents to Provincial Treasury.

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

POST 19/179 : **PROVISIONING ADMIN OFFICER: ACQUISITION: 5 POSTST REF NO: 296/10-304/10**
Directorate: Acquisition Management

SALARY : R130 426 per annum, Salary Level 7
CENTRE : Head Office-Polokwane
REQUIREMENTS : A minimum of Grade 12 certificate Plus Supply Chain Management Certificate / Provisioning Administration.* A valid driver's license. Knowledge and Skills: Computer literacy.*Good communication skills.*Financial Management. *Understanding of PFMA, PPPFA and SCM policies.*Thorough understanding of SCM Systems and processes.

DUTIES : Key Performance Areas: Closing and opening of bids.* Recording bids received. *Numbering and stamping of bid documents.* Checking administrative compliance.

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

POST 19/180 : **PROVISIONING ADMIN CLERK: 4 POSTS REF NO: 301/10-304/10**
Directorate: Acquisition:

SALARY : R62 095 per annum, Level 3
CENTRE : Head Office- Polokwane
REQUIREMENTS : A minimum of Grade 12 certificate Plus Supply Chain Management Certificate / Provisioning Administration. *A valid driver's license. Knowledge and Skills: Computer literacy. *Good communication skills.* Financial Management.*Understanding of PFMA, PPPFA and SCM policies. *Thorough understanding of SCM Systems and processes.

DUTIES : Key Performance Areas: Closing and opening of bids.* Recording bids received. *Numbering and stamping of bid documents.*Checking administrative compliance.

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

POST 19/181 : **PROVISIONING ADMIN CLERK [DEMAND MANAGEMENT] 6 POSTS REF NO: 285/10-290/10]**
Directorate: Demand

SALARY : R62 095 per annum, Level 3
CENTRE : Head Office- Polokwane
REQUIREMENTS : A minimum of Grade 12 certificate Plus Supply Chain Management Certificate / Provisioning Administration.*A valid driver's license. Knowledge and Skills: Good communication skills. *Public Financial Management Act. *Treasury Regulations,

Preferential Procurement Policy Framework Act (PPPFA). *Public Sector Supply Chain Management Policies. * Interpersonal relations. *Thorough understanding of SCM Systems and processes. *Computer literacy.

DUTIES

: Key Performance Areas: Issuing, receiving and capturing of database forms. Handling general queries regarding database. *Conduct pre and post site inspection.

ENQUIRIES

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

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

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

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

OTHER POSTS

POST 19/182 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Remuneration package: Grade 1: R 554 109 per annum
Grade 2: R 643 065 per annum
Grade 3: R 746 301 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : George Hospital
Minimum educational qualifications: MBChB. Qualification as a Specialist Orthopaedic Surgeon or qualification recognised by HPCSA to work as a Specialist Orthopaedic Surgeon. Experience: Extensive experience in general and trauma orthopaedic surgery. Grade 1: None. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as Specialist Orthopaedic Surgeon or Registrars who have passed their final exam and will register with the HPCSA within 4 months. Inherent requirement of the job: Commuted overtime contract compulsory. Valid driver's licence. Ability to work after-hours. Willingness to do outreach to District Hospitals in Eden and Karoo Districts.

DUTIES : Key result areas/outputs: Rendering a comprehensive and quality secondary level Orthopaedic service to patients at George Hospital, including outpatient Clinics and inpatient care and the Eden and Karoo Districts. Rendering after-hours duties according to the needs of the hospital. Providing effective consultation-liaison services to other disciplines within the hospital. Participation in outreach and support services to district hospitals and community health centers in the drainage area of the hospital. Participation in the development and management of the Department of Orthopaedic Surgery at George Hospital. Providing appropriate training, teaching and supervision to the multidisciplinary teams in the hospital as well as in the Eden and Karoo Districts.

ENQUIRIES APPLICATIONS : Dr M Viljoen, tel.no. (044) 802-4535
The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

FOR ATTENTION CLOSING DATE : Ms A Brits
28 May 2010

POST 19/183 : **MANAGER: PHARMACEUTICAL SERVICES**

SALARY : Remuneration package: R 514 359 per annum plus a non-pensionable rural allowance of 17% of basic annual salary. (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Central Karoo District Office, Beaufort West
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Experience: A minimum of 11 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid Code EB driver's licence. Willingness to travel within the district and to

George and Cape Town. Competencies (key result areas): Computer literacy. The ability to communicate in two of three official languages of the Western Cape. Appropriate experience in warehousing and logistics. Sound knowledge of the relevant legislative frameworks.

DUTIES : Key result areas/outputs: Manage the overall provision of Pharmacy Services within the District boundaries in accordance with valid standards and indicators. Plan, compile and manage the pharmaceutical budget in accordance with the needs of the service, to implement the necessary interventions with over- and under spending. Allocate available personnel to each pharmacy to ensure adequate service at all six service points. Ensure compliance with the Code of Conduct of SA Pharmacy Council and coordinate all leave. Ensure that all Pharmacy staff is adequately trained and competent to do their job and that pharmacy staff has the knowledge of legislation, protocols and Standard Operating Procedures applicable to Pharmacy. Assist staff with their career-pathing. Do strategic planning of training, personnel placement, Budgetary planning, and future developments to improve skills and knowledge of personnel, optimally utilize the budget and pro-actively plan for improvements and expansion of pharmacy structure, equipment and service. Incorporate statistical records and trends into planning and budget. React immediately to sudden changes and report to Manager.

ENQUIRIES : Ms NE Msindo-Mayeng, Tel no. (023) 414-3590
APPLICATIONS : District Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 4 June 2010

POST 19/184 : **MANAGER MEDICAL SERVICES**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Remuneration package: R 506 757 per annum (a portion of the package can be structured according to the individual's personal needs).

CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Experience: The incumbent should be substantially qualified as a health service manager or have significant experience as manager in a health service environment. Registration with a professional council: Registration with the Health Professions Council of South Africa as Medical Practitioner. Competencies (Knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and e-mail). Strong business orientation with proven competencies in managing in a Health Care environment.

DUTIES : Key result areas/outputs: Operational Manager of Mowbray Maternity Hospital within the Department of Health's Strategic Planning framework. Overall responsibility for ensuring that Mowbray Maternity Hospital deliver quality services in accordance with agreed service package. Overall responsibility for financial and human resource planning and management. Effective hospital estate management. Monitoring service indicators and timeous reporting on trends. Form part of the Chief Directorate's management team taking responsibility for identified transversal projects.

ENQUIRIES : Dr K Vallabhjee, tel.no. (021) 918-1506
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500
FOR ATTENTION : Ms L Smit
CLOSING DATE : 28 May 2010

POST 19/185 : **ASSISTANT MANAGER NURSING: SPECIALITY (MIDWIFERY)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R 314 427 per annum (PN-B4).
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 Qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of least 1 year in

Advanced Midwifery and Neonatal Nursing Science accredited with the South African Nursing Council in terms of government notice R212 for the relevant speciality. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. (Advanced Midwifery and Neonatal Nursing Science). At least 3 years of the period referred to above must be appropriate/ recognisable experience at nurse management level. Registration with professional council: Current registration with the South African Nursing Council as Professional Nurse. Competencies (Knowledge/skills): Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and insight of legislations and policies, relevant to current nursing practice within the public sector. Computer literacy.

- DUTIES** : Key result areas/outputs: The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Co-ordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self development.
- ENQUIRIES** : Ms KE Moore, tel.no. (021) 659-5550
- APPLICATIONS** : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500
- FOR ATTENTION** : Ms R Hattingh
- CLOSING DATE** : 4 June 2010

DEPARTMENT OF HUMAN SETTLEMENTS

In accordance with the Employment Equity plan of the Department of Human Settlement, 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 Human Settlements, Private Bag X9083, Cape Town 8000 or 27 Wale Street, Cape Town 8001
- FOR ATTENTION** : Ms N Cleophas
- NOTE** : • 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 license (if required for the post). 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.

OTHER POSTS

- POST 19/186** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: HS007/10**
 Directorate: Financial Management
 Sub-directorate: Supply Chain Management
 Division: Asset Management
- SALARY** : R192 540 per annum
- CENTRE** : Cape Town

- REQUIREMENTS** : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus minimum 3 years relevant experience. The following will serve as recommendations: • sound knowledge of procurement and provisioning prescripts, regulations, accounting officers system and asset management • knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions • knowledge and experience in provisioning administration • excellent knowledge of LOGIS and the Provisioning Administration System (PAS) • excellent knowledge of asset management and processes • numeric and strong leadership skills • computer literacy • human resource management experience • a valid driver's licence • good communication skills in at least two of the official languages of the Western Cape.
- DUTIES** : The successful candidate will be responsible for the following duties: • ensuring the proper maintenance, utilisation and safeguarding of departmental assets • ensure monthly asset reconciliation, quarterly/annually asset count, asset spot checks and disposal of redundant, obsolete and unusable assets according to prescripts • ensure the serialisation of all assets, physical reconciliation between Logis and asset register and updating asset register in terms of National Treasury minimum requirements • checking and maintenance of registers and files • serve as member on the departmental disposal and ditcom committees • responsible for all rental and maintenance contract pertaining to facsimile machines, photocopier machines, departmental cellular phone and departmental televisions • manage all SITA contract related transactions • formulating, revising and maintaining all relevant policies and prescripts • supervision and development of personnel.
- ENQUIRIES** : Ms LE Nel at (021) 483-3204.
- POST 19/187** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: HS008/10**
 Directorate: Financial Management
 Sub-directorate: Supply Chain Management
 Division: Procurement and Provisioning
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum.
 : Cape Town
 : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus minimum 3 years relevant experience. The following will serve as recommendations: • sound knowledge of procurement and provisioning prescripts, regulations, accounting officers system, delegations and bid procedures • knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions • knowledge and experience in provisioning administration • excellent knowledge of LOGIS and the Provisioning Administration System (PAS) • knowledge of bid administration and processes • numeric and strong leadership skills • computer literacy • human resource management experience • a valid driver's licence • good communication skills in at least two of the official languages of the Western Cape.
- DUTIES** : The successful candidate will be responsible for the following duties: • ensuring that correct procurement, provisioning and accounting procedures are adhered to in respect of ordering / purchasing, receipt of stationary items, payment of invoices, payment reconciliation of accounts and safeguarding and issuing of stock • checking and maintaining of registers and files • supervising stocktaking, stock count and disposal according to prescripts • responsible to administer all Logis system related duties/functions and report all problems to Provincial Treasury and Logik • manage all transactions done on Logis captured by officials and ensure reports are in line with prescripts for preparation of annual statements • formulate, revising and maintaining all relevant policies and prescripts • supervision and development of personnel.
- ENQUIRIES** : Ms LE Nel at (021) 483-3204.

PROVINCIAL TREASURY

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

- APPLICATIONS** : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.
- FOR ATTENTION** : Mr B Damons
- CLOSING DATE** : 28 May 2010
- NOTE** : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

MANAGEMENT ECHELON

- POST 19/188** : **SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT REF NO: WCPT 06/01/10**
- SALARY** : R652 572 per annum (Level 13) (including 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 can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Cape Town
Minimum Qualification requirements and experience: •Honours Degree in Accounting or equivalent •At least 6-10 years experience and knowledge of Accounting Standards •Knowledge of Government Finance and Government Financial systems, Accounting standards. •Municipal Finance Management Act and Related legislation •Project Management skills and strategic and visionary leadership
- DUTIES** : Managerial responsibilities in terms of the Public Service Act 1994 as amended and Public finance Management Act in Human Resources, Financial Supply Chain and Strategic Management. Ensure that financial reporting of municipalities is a full and true reflection of the financial position, inclusive of the accounting responsibilities, as required in terms of the Municipal Finance Management Act. This will include: Standardising accounting processes and implementation of Generally Recognised Accounting Practices. •Improving Audit outcomes of municipalities. •Approve and/ or provide focussed training on Accounting Standards. •Evaluate and monitor municipality's action plan for Operation Clean Audit. •Initiate and oversee research on best accounting practice for municipalities and associated entities •Compile an Annual Accounting Review of municipalities with improvement recommendations. •Advise the MEC's of Local Government and Finance as to the status of financial management in municipalities.
- ENQUIRIES** : Mr A Reddy ☎ Tel. (021) 483-5001
- POST 19/189** : **SENIOR MANAGER: LOCAL GOVERNMENT FINANCE GROUP 1 REF NO: 06/02/10**
- SALARY** : R652 572 per annum (Level 13) (including 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 can be structured according to the individual's personal needs).

CENTRE : Cape Town

REQUIREMENTS : Minimum Qualification requirements and experience: • Bachelor's Degree in Public Finance / Accounting/Economics or a Master's degree in Public Policy / Administration with extensive and proven financial management and experience and six to ten years management experience •Ability to work under pressure.

DUTIES : To ensure cost containment and efficiency in municipal budgets (revenue and expenditure management), This will include: • Implementation and coordination of provincial Treasury's responsibilities contained in the Municipal Finance Management Act (MFMA). •Monitor the municipal adjustment budget process •Monitor and report on the outcome of municipal revenue and expenditure budgets •Assess and recommendations on conditional grant frameworks of local government. •Establish efficiency indicators in local government spending and revenue collection. •Analyse and assess debtor management strategies in municipalities. •Identifying and implementing budget reforms. •Provide financial training to municipalities and other institutions. Other duties include: •Liaison with National Government (mainly the national department of Treasury and Co-operative Governance and Traditional Affairs) and Provincial Departments and other Local Government institutions. •Maintaining inter-governmental fiscal relations. •Ensure Performance Management of key outputs and deliverables of the component, including staff performance management.

ENQUIRIES : Mr H Malila 📞 Tel. (021) 483-6673