



DATE OF ISSUE: 28 MAY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 21 OF 2010

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

AMENDMENTS

Department of Environmental Affairs: Kindly note that the following post: Deputy Director: Secretariat Services (Office Of Chief Operating Officer) Ref No: AP6005/2010 was advertised on PSVC 20 of 2010 (Post 20/09) with Reference Number AP6005/2010 with an incorrect salary of level 11 (R378 546).The correct salary for the post is salary level 12 (R 448 521 – all inclusive remuneration package per annum). Applicants who have already applied for the post need not re-apply as their applications will be considered.

Department of Health: KwaZulu-Natal: Kindly note that Post 20/84: Specialist Grade 1 Ref No: FNH 4/2010, the salary package should include: Other Benefits: Commuted Overtime

Department of Human Settlements: Kindly note that the following posts: Post 19/187: Assistant Director: Administration Ref No: HS008/10 and Post 19/186: Assistant Director: Administration Ref No: HS007/10, advertised in PSVC 19 of 2010, were already advertised with the closing date of 21 May 2010. **Western Cape Department of Local Government:** Please note that Post 18/81: Director: Policy and Strategy Support Reference Number: LG014/10 and Post 18/80: Director: Municipal Governance Ref No: LG015/10 advertised in PSVC 18 of 2010, the closing date was be 14 May 2010.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056
- FOR ATTENTION** : URS Response Handling Application Enquiries: URS Response Handling, Tel. (012) 811 9909/10 or (012) 811 1900/1.
- CLOSING DATE** : 11 June 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 you are requested to furnish a credit certificate and/or statement of results of all qualifications as well as 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 21/01** : **INFO COMMUNICATION TECHNOLOGY PROJECT MANAGER REF NO: 112/2010**
Directorate: Information and Communication Technology
- SALARY** : All inclusive package of R 378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Computer Science or Information Technology. Experience in Information Communication Technology. Knowledge of ITIL. Advanced business skills and a thorough knowledge of management (strategy, operational and project). Human resources planning and management. Financial and supply chain planning and management. Good verbal communication and good writing skills. Systems analysis and user requirements analysis. A valid driver's licence and willingness to travel.
- DUTIES** : The incumbent's responsibility will be to manage/oversee information system projects, activities and tasks that include design and development of information systems' methodologies, standards and best practices. Development of project management methodologies, standards and best practice. Allocation of project, activity and task resources. Negotiation and management of service level agreements and contracts with vendors and service providers as well as risk management and impact assessments. Generic management functions pertaining to human, financial and procurement resources. Co-ordinate and manage the identification, evaluation and contribution to governmental and departmental policies, strategies and standards as well as new information technologies and determine suitability for application, implementation and/or adaptation to suit governmental and departmental information systems enabling environment. Represent the department with various DAFF stakeholders to deliver required information systems. Monitor governmental and departmental ICT environment and strategy and conduct research to provide solutions to the DAFF on governance level regarding information systems. Co-ordinate and manage the provision of requirements and specifications for procurement of ICT related goods and services and serve on tender evaluation/adjudication committees (SITA).
- ENQUIRIES** : Ms B.G. Molathegi, Tel. (012) 319 6195

POST 21/02 : **LAND USE ADVISOR REF NO: 104/2010**
 Directorate: Land Use and Soil Management

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a 4-year degree in the field of Agriculture. Appropriate experience in the administration and implementation of the Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970) (SALA) and related legislation. Computer literacy and a valid Code B driver's licence is essential. Presentation and report writing skills. Practical experience in the field of agriculture and management. Proven abilities to draft legal opinions. Practical experience in handling matters during Development Facilitation Act, 1995 (Act No. 65 of 1995) (DFA) applications. Sound understanding and application of environmental legislation and policies. Candidates must be willing to travel extensively and be away from home in the execution of duties.

DUTIES : The incumbent will be responsible to handle DFA applications and participate during tribunal hearings. Handle Ministerial enquiries regarding SALA. Participate in Integrated Development Plan (IDP) and Spatial Development Framework (SDF) drafting. Provide advice on the subdivision of agricultural land. Participate and give comments on Environmental Impact Assessments applications and Scoping. Liaise with role-players in the compilation of technical reports from the decision support mechanisms to provide expedient decision making. Co-ordinate scientific oversight of the subdivision of agricultural land. Supervise staff.

ENQUIRIES : Ms N.C. Ntlokwana, Tel. 012 319 7567
NOTE : Preference will be given to African, Coloured and Indian females.

POST 21/03 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 117/2010**
 Directorate: Agricultural Product Inspection Services

SALARY : R192 540 per annum
CENTRE : OR Tambo International Airport
REQUIREMENTS : Applicants should be in possession of a relevant National diploma or degree with Plant Pathology, Entomology or Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results) plus a dog training or dog handling certificate. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills and the ability to work under pressure. Applicants with leadership and training abilities will be favourably considered. Computer literacy in MS Office (Word and Excel). A valid Code EB driver's licence and the ability to drive. Applicants must be prepared to travel and work away from home/office on short notice and work shifts as well as irregular hours at the ports.

DUTIES : The incumbent will be responsible to handle detector dogs for the examination of passengers, baggage, cargo and international mail for regulated articles in compliance to, inter alia, Act No. 36 of 1983, Act No. 35 of 1984, Act No. 40 of 2000, Act No. 119 of 1990, Act No. 53 of 1976, Act No. 15 of 1997, Act No. 36 of 1947 and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo trucks, busses and other vehicles and take appropriate risk management actions for non-compliant regulated products. Leading a team of Agricultural Food and Quarantine Technicians (AFQTs) and manage the K9 unit at the Airport (ORTIA). Need to be able to work with other Governmental departments that are also responsible for international travellers. Assist other AFQTs at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, well being and training. Perform demonstrations or public relations activities when requested. Supervise personnel. Represent the Department on forums and meetings.

ENQUIRIES : Ms A. Steyn, Tel. 012 319 6301/ 011 395 2476/ 0829608486

POST 21/04 : **NATIONAL RESOURCE SPECIALIST REF NO: 113/2010**
 Directorate: Land Use and Soil Management

SALARY : R192 540 per annum

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants should be in possession of a four year Bachelor's degree with an Agricultural Resource based field of study as a major subject (required to furnish a credit certificate and/ or statement of results). Must have relevant post graduate experience in sustainable agricultural resource management. Public speaking and presentation skills. Experience in the writing of reports, scientific publications, popular articles and pamphlets. Knowledge of legal compliance of the Conservation of Agricultural Resource Act, 1983 (Act No. 43 of 1983) (CARA), the Division of Revenue Act, 2010 (Act No. 1 of 2010) (DoRA) and the LandCare policy. Computer literacy in MS Office (Word, Excel and PowerPoint) and a valid driver's licence. The applicant must be prepared to travel within South Africa and internationally.

DUTIES

: The incumbent's responsibility will be to provide specialist input on policy development and analysis of documentation submitted to Departmental Executive Committee. Answering Ministerial, Parliamentary, Public, National, Provincial, Municipal, South African Development Community (SADC) and other International enquiries as well as generating of Director-General and Ministerial submissions. Networking and co-ordination for committees, workshops and international events for resource based conventions and international agreements, (e.g. United Nations Convention on how to Combat Desertification (UNCCD), Convention on Biological Diversity (CBD), United Nations Framework Convention on Climate Change (UNFCCC), Ramsar, Agenda 21, World Summit on Sustainable Development (WSSD) and Johannesburg Plan of Implementation (JPol). Resource-based research projects, (e.g. Water Research Commission (WRC), Agricultural Research Council (ARC) and Council for Scientific and Industrial Research (CSIR). Agricultural Natural Resource Management (NRM) required in terms of departmental legislation: Conservation of Agricultural Resource Act, 1983 (Act No. 43 of 1983) (CARA), Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970) (SALA), Development Facilitation Act, 1985 (Act No. 67 of 1995) (DFA) and the Integrated Development Plans (IDP's) of Municipalities. Meeting environmental legislative requirements of other departments: Department of Water and Environmental Affairs' National Environmental Management Act, 1998 (Act No. 107 of 1998), Environmental Implementation Plan (EIP) and Environmental Impact Assessment (EIA); Department of Mineral Resources' Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002). Environmental impacts and professional inputs and co-ordination for the establishment of national norms and standards for Agricultural NRM to ensure compliance with international conventions and agreements.

ENQUIRIES

: Mr R.K. Mampholo, (012) 319 7686

POST 21/05

: **HEALTH AND SAFETY OFFICER REF NO: 114/2010**
Directorate: Employee Development

**SALARY
CENTRE
REQUIREMENTS**

: R161 970 per annum
: Pretoria
: Applicants should be in possession of a National diploma or Bachelor's degree in Environmental Health and/or Safety Management (you are required to furnish a credit certificate and/or statement of results). The candidate must be registered with any of the related professional Councils/Institutes. Experience in the field of Occupational Health and Safety. Insight into the interpretation and implementation of the relevant legal requirements (OSHA, COIDA, National Building Regulations, SABS Standards and International Standards). Presentation and communication skills (both written and verbal). Good interpersonal relations. Computer literacy. A valid driver's licence and willingness to travel.

DUTIES

: The incumbent's responsibility will be to conduct risk assessments and carry out inspections of the various work activities as well as reporting on the existence of any dangerous conditions or practices. Co-ordinating the activities of Health and Safety Representatives and Workplace Safety Committees monthly meetings. Investigating and providing assistance in accidents and incidents; analysing their causes, developing procedures, advising of programs to prevent the re-occurrence of these accidents and doing on site investigations thereof. Formulating Safety Rules designed to prevent accidents as well as preparing and updating safety manuals for each Departmental activity. Advising and assisting Management and supervisors with the implementation of the Health and Safety Programmes. Co-ordinate safety training and awareness programmes at Head Office and in the Regional offices. Assist in the drawing up of safe operating/working procedures. Liaise with on site contractors to ensure their compliance with safety regulations and adherence to safety standards, including basic safety induction training. Assist with formulation of policies and guidelines. Undertake other relevant projects and assignments as and when required.

- ENQUIRIES** : Ms M. Sekgobela, Tel. 012 319 7055 or Mr S. Mtshali, Tel. 012 319 7033.
- POST 21/06** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 116/2010**
Directorate: Agricultural Product Inspection Services
- SALARY** : R161 970 per annum
CENTRE : O.R. Tambo International Airport
REQUIREMENTS : Applicants should be in possession of a National diploma or degree in Animal Health with Animal diseases as a major subject (you are required to furnish a credit certificate and/ or statement of results) plus a dog training or dog handling certificate. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984, (Act No.35 of 1984), the Meat Safety Act, 2000 (Act No. 40 Of 2000), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills as well as the ability to work under pressure. Computer literacy in MS Office (Word and Excel). A valid Code EB driver's licence and the ability to drive. Applicants must be able and prepared to travel and work away from home/office on short notice and work shifts as well as irregular hours at the ports.
- DUTIES** : The incumbent will be responsible to handle detector dogs for the examination of passengers, baggage, cargo and international mail for regulated articles in compliance to, inter alia, Act No. 36 of 1983, Act No.35 of 1984, Act No. 40 Of 2000, Act No. 119 of 1990, Act No. 53 of 1976, Act No. 15 of 1997, Act No. 36 of 1947 and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo trucks, busses and other vehicles and take appropriate risk management actions for non-complaint regulated products. Need to be able to work with other governmental departments that are also responsible for international travellers. Assist other Agricultural Food and Quarantine Technicians (AFQTs) at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, well being and training. Perform demonstrations or public relations activities when requested. Supervise personnel. Represent the Department on forums and at meetings.
- ENQUIRIES** : Mr L. Mochena, Tel. 011 390 7501
- POST 21/07** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 108/2010**
Unit: Facilities and Travel Management
- SALARY** : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Bachelor's degree or National diploma in Administration with sufficient relevant work experience as a Transport Officer OR a Grade 12 Certificate with extensive relevant work experience as a Transport Officer. Must be disciplined and have good work ethics. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook) and a valid Code B driver's licence.
- DUTIES** : The incumbent will be responsible for ensuring compliance to all departmental vehicle matters attached to pool vehicles in terms of the DFI's Book I, Chapter 15. Ensure departmental vehicle fuel and maintenance administration. Oversee the administration of subsidised vehicle transport. Oversee the administration of departmental vehicle transport. Oversee the vehicle pool administration. Liaise with service providers and clients (enquiries, advice, etc). Supervise/oversee duties of employees.
- ENQUIRIES** : Mr V. Mncube, Tel. 012 319 7142
- POST 21/08** : **CHIEF ADMINISTRATION CLERK REF NO: 106/2010**
Unit: Facilities and Travel Management
- SALARY** : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with extensive relevant work experience in fleet or transport management. Knowledge of the Department of Transport's Circular No. 5 of 2003 regarding subsidised vehicles. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook) and a valid Code B driver's licence.

DUTIES

: The incumbent will be responsible for co-ordination of the Departmental vehicle fuel and maintenance administration. Administrate the administration of First Auto account payments. Oversee the administration of subsidised motor transport. Liaise with service providers and clients (enquiries, advice, etc.). Supervise/oversee duties of employees.

ENQUIRIES

: Mr V. Mncube, Tel. 012 319 7142

DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 21/09 : **ASSISTANT DIRECTOR: COMMUNICATIONS: EDITOR NAVY NEWS**
The post is advertised in the DOD, broader Public Service and Media

SALARY : R240 318 per annum
CENTRE : Naval Base Simon's Town
REQUIREMENTS : An appropriate degree or diploma (preferably in journalism, communication or language) or equivalent (NQF Level 5/6). Experience in the publication of house journals will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge and understanding of the SA Navy, naval terminology and traditions will be an advantage. Experience in house journals, writing, sub-editing, editing, photography, layout techniques and Desk Top Publisher (DTP). Knowledge of various printing processes. Advanced ability to communicate effectively (written and verbal) in English at all levels. Experience in photocomposition and photo-manipulation. Ability to operate a computer, notebook and associated electronic equipment. Proficiency in MS Office Suite packages, DTP and similar software. Ability to conduct internet research. Management and leadership skills. Strong interpersonal skills. Journalistic interviewing skills. Strong creative ability. Problem-solving and decision-making skills. Knowledge of distribution databases and financial management practices. Ability to achieve tight deadlines and work under pressure.

DUTIES : Manage the "Navy News" section including staff supervision, assigning staff, determine efficiencies of articles, reports etc. Ensure maximum publicity and advise management and departmental institutions on liaison and publicity work. Plan the content and publication of the "Navy News" including arranging for articles, editing reports, articles and commentaries, control and co-ordinate advertising and marketing projects. Production of the bi-monthly publication including evaluation and selection of suitable material, organise the maintenance and operation of the graphic art requirements, control and co-ordinate internet presence and provide artistic direction. Manage finances related to the publication including arranging printing contracts and negotiation with printers and publishers, control purchases, control the publication's independent revenue.

ENQUIRIES : Lt Cdr P.G. Van der Berg, (021) 787-4684.
APPLICATIONS : Department of Defence & Military Veterans, Navy Headquarters, Private Bag X104, Pretoria, 0001.

CLOSING DATE : 7 June 2010 (Applications received after the closing date and faxed copies will not be considered).

- NOTE** : Applicants must be prepared to travel throughout South-Africa. Willingness to work extended hours and go to sea for short periods.
- POST 21/10** : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R87 978 per annum
CENTRE : Mobile Military Health Formation HQ, Lyttelton, Pretoria.
REQUIREMENTS : NQF Level 4 preferable. Secretarial certificate will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of the Military writing skills (CSW). Knowledge of operating/utilizing specific computer software. Computer literacy-, organizing-, problem solving, typing and interpersonal relations skills. Communicate effectively (written and verbal).
- DUTIES** : Rendering secretarial functions that include keeping and updating manager's diary and arranging appointments for staff members. Rendering personal assistant and support service to the manager eg taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties including accepting files and documents, removing outgoing letters and files from the manager's desk daily. Providing a reception, communication and coordination service. Providing an office security service.
- ENQUIRIES** : Maj J.S. Mahlangu, Tel no: (012) 671 5449
APPLICATIONS : Department of Defence & Military Veterans, MMHF HQ, Private Bag X1016, Lyttelton, 0146
- CLOSING DATE** : 28 June 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 21/11** : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service
- SALARY** : R87 978 per annum
CENTRE : Service Corps Head Office, Erasmuskloof, Pretoria.
REQUIREMENTS : NQF Level 4: Preferable. Secretarial experience will be a recommendation. Code 8 driver's license (civilian and military). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical, problem solving, good planning, organisational, administrative and good inter personal relation skills. Able to work under pressure.
- DUTIES** : Rendering secretarial functions that include keeping and updating manager's diary and arranging appointments for staff members. Rendering personal assistant and support service to the manager eg taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties including accepting files and documents, removing outgoing letters and files from the manager's desk daily. Providing a reception, communication and coordination service. Providing an office security service.
- ENQUIRIES** : Lt Col J.H. Groenewald, (012) 355-6544.
APPLICATIONS : Department of Defence & Military Veterans, Service Corps Head Office, Private Bag X161, Pretoria, 0001.
- CLOSING DATE** : 28 June 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 21/12** : **DRIVER**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R73 584 per annum
CENTRE : Defence International Affairs Division, Armscor Building, Erasmuskloof
REQUIREMENTS : NQF Level 2 (Grade 10) preferable. Code 08 driver's license essential. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Driving skills. Problem solving. Verbal and written communication skills.
- DUTIES** : Transport passengers and deliver mail. Render a clerical support/messenger service. Conduct first and last parades of vehicles. Keep record of trips. Ensure that vehicles are clean.
- ENQUIRIES** : Mr S.T. Mogoboya, (012) 355-5479.
APPLICATIONS : Department of Defence & Military Veterans, Defence International Affairs, Private Bag X190, Pretoria, 0001.

CLOSING DATE : 28 June 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 21/13 : **PORTER**
The post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Tertiary Military Health Formation, 2 Military Hospital, Wynberg.
REQUIREMENTS : ABET Level 3 – 4 Special requirements (skills needed): Organise-, problem solving-, and interpersonal relation skills. Communicate effectively verbally in English and at least in one other regional language. Must be physically healthy. Be able to work in a team. Empathy for sick elderly and disabled patients.

DUTIES : Transport patients between wards, theatres, clinics and surroundings. Assists to load and remove patients from vehicles and ambulances. Distribute documents, parcels, laboratory specimens and equipment between various departments within the hospital. Assist the public at the info desk.

ENQUIRIES : Capt P.L. Kruger, Tel no: (021) 799 6137
APPLICATIONS : Department of Defence & Military Veterans, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824

CLOSING DATE : 28 June 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

APPLICATIONS : The Director-General, Department of Energy, Private Bag X19Pretoria, and 0001or hand delivered to Travenna Building, Corner Mentjies and Schoeman Street. Sunnyside

FOR ATTENTION : Ms E Lethole

CLOSING DATE : 04 June 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 21/14 : **ENERGY OFFICER: ADVISORY SERVICES 2 POSTS**

SALARY : R240 318 per annum, Level 10

CENTRE : Northern Cape & Western Cape Region

REQUIREMENTS : An appropriate Diploma/Degree in Development Studies, Project Management, Natural Science and Business Management/Administration coupled with extensive relevant experience, PLUS the following key competencies: ☐ Knowledge of: South African Energy Sector • Energy Policies • South African Petroleum Industry • Strategic implementation • Project Development and its dynamics • Project Management ☐ Skills Research skills • Presentation skills • Good organising and planning skills • Report writing skills • Good coordination and facilitation • Management and stakeholder management ☐ Communication: Good communicator & Negotiator • Ability to speak local language • Ability to network and communicate at different level ☐ Creativity • Ability to work in a team • Ability to work under pressure • Analytical & decision maker • Innovative & Initiative

DUTIES : Identify, establishment & monitor the leCs in nodal areas. • Organise and facilitate stakeholders meetings to discuss problems related to the establishment of the leC's • Participate in fundraising activities & are organised in order to establish SMME's as part of the leC roll out programme • Act as a representative for the department on external meetings such as ISRDP, MPCCs, IDPs and leC BOD meetings. • Develop educational programmes and conduct campaigns to inform communities about energy related issues • Handle administrative related functions Recommendation/Note: A code 08 driver's licence is essential. Please note that this post will require extensive travelling, working over weekends and away from base.

ENQUIRIES : Mr R Maake ☎ 012 444 4023

POST 21/15 : **BUDGET ANALYST**

SALARY : R192 540 per annum, Level 9

CENTRE : Pretoria

REQUIREMENTS : An Appropriate B.Com Degree or National Diploma in Accounting or equivalent qualification with extensive relevant experience. PLUS the following key competencies☐ Knowledge of • Public Finance Management Act (PFMA) • Treasury Regulations • Division of Revenue Act (DORA) • Government Budget Processes and guidelines • Basic Accounting System (BAS) ☐ Skills • Computer Literacy with advanced excel • Leadership • Report writing skills • Numerical and analytical • Presentations • Presentations • Conflict resolution • Result orientated and deadline driven ☐ Communication • Excellent verbal and written communication • Report writing ☐ Creativity • Ability to analyze financial data and information • innovative and can work under pressure.

DUTIES : Review and analyse Departmental MTEF baseline allocations (database) and compile budget analysis and proposals for inclusion in departmental MTEF submission to National Treasury. Review and provide monthly analysis of departmental budget and expenditure reports. Compile expenditure analysis for Budget Committee Meeting and related reports. Provide analysis and compile report on actual and projected revenue

and expenditure (PFMA- IN YEAR Monitoring report) to Minister, Accounting Officer and CFO. Review and analyse Departmental baseline allocations (database) , adjustment to budget and compile and submit budget proposals to National Treasury for inclusion in AENE. Review and provide inputs on adjustment to budgets (shifting /virements) and compile requests to obtain virement approval from Accounting Officer/ National Treasury.

ENQUIRIES : Mr Stefan Van Der Walt ☎ (012) 444 - 4293

POST 21/16 : **STATE ACCOUNTANT: BUDGETS**

SALARY : R130 425 per annum Level 7
CENTRE : Pretoria

REQUIREMENTS : An Appropriate B.Com Degree or National Diploma in Accounting or equivalent qualification with extensive relevant experience. PLUS the following key competencies:☑ Knowledge of • Public Finance Management Act (PFMA) • Treasury Regulations • Division of Revenue Act (DORA) • Government Budget Processes / guidelines • Basic Accounting System (BAS)☑ Skills • Numerical and analytical • Computer Literacy with advanced excel • presentations • Conflict resolutions • Report writing skills • Result orientated/ and deadline driven☑ Communication • Excellent verbal and written communication • Report writing ☑ Creativity • Ability to analyze financial data / information • innovative and can work under pressure.

DUTIES : Consolidate and Compile budget and related documents during the annual budget process (Medium Term Expenditure Frame Work, Estimates of National Expenditure, Projected monthly spending / drawings. Consolidate and Compile budget and related documents during annual in year budget process (Roll-over of voted funds, Adjusted Estimates of National Expenditure, revised drawings, virement approvals, in year reporting to National Treasury). Compile MTEF, ENE, and AENE database. Compile reports for the Departmental Budget Committee Meeting. Compile and distribute monthly budget and expenditure statements to responsibility managers.

ENQUIRIES : Mr Stefan Van Der Walt ☎ (012) 444 - 4293

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment/promotion/transfer will promote responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 21/17 : **DIRECTOR: COASTAL CONSERVATION MANAGEMENT REF NO: OC 04/2010**

SALARY : R 652 572 per annum (All inclusive flexible remuneration flexible package conditions apply, The flexible portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Waterfront – Cape Town
A recognized three year degree/diploma in Natural Sciences or Environmental Management Sciences · Extensive relevant experience in the oceans and coastal environment sectors · Proven experience and knowledge of integrated coastal management systems · Experience in policy development and implementation · Knowledge and experience in implementation of legislation · Proven strategic management and leadership skills · Good communication skills (both verbal and report writing) with experience in stakeholder engagement · Experience in programme and project management · Experience in financial management and related legislation within public sector · Understanding of the work of the Department and government will serve as an advantage.

DUTIES : Provide leadership to the management of human impacts/activities on the coastal zone of the marine environment in South Africa · Regulation of the development activities within the coastal zone through implementation of relevant policies and legislation · Development and implementation of integrated legal frameworks for coastal management · manage a network of Marine Protected Areas and estuaries · Implement and manage measures to control and reduce marine and coastal pollution as well as related environmental risks · Ensure cooperative governance, enhanced service delivery and stakeholder management through relevant forums, working groups and committees · Ensure effective communication and build relationships with key sector departments, private sector, research institutions and other key stakeholders (national and international) · Manage the financial resources and ensure availability of adequate and skilled human capital for the directorate.

ENQUIRIES APPLICATIONS : Dr R Omar Tel (021) 819 2432
To 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 : Human Resource Management

CLOSING DATE : 14 June 2010

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.

OTHER POSTS

POST 21/18 : **DEPUTY DIRECTOR: PROVINCIAL PROJECT MANAGER REF NO: AP6006/2010**
Chief Directorate: Social Responsibility Policy And Projects Directorate: Programme Implementation

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

CENTRE : Durban – Kwazulu Natal

REQUIREMENTS : A recognized Bachelors Degree in Natural Science, Development Planning, Commerce or an equivalent three year qualification plus extensive relevant experience within Project Management ; Relevant experience in community development , business

concept development ,feasibility testing ,market research and sustainability testing ; Knowledge of the EPWP, ISRDP and URP etc, Proven experience in implementation, monitoring and evaluation of Government programmes; Ability to operate project management software as well as MS Office; Analytical and numerical skills ; Good report writing skills , Interpersonal and problem solving skills; Experience in human resources and financial management . Possession of a valid code B driver's license and a willingness to travel.

DUTIES : Evaluate business plans and provide assistance to project implementers, General management of contract document and payments ;Undertake project inspection and quality assurance ; Review progress , financial Audit and completion reports ; Reporting on projects to the Province and the Department ; Provide ad-hoc support to the Directorate : Programme Implementation and the Chief Directorate : Social Responsibility Policy and Project ; oversee the management of staff and other resources in the province, stakeholder Engagement

ENQUIRIES : A. Moloto, Tel: (012) 310 3332
APPLICATIONS : The Director-General, Department of Environmental Affairs. Private Bag X447, Pretoria, 0001

FOR ATTENTION : Mr G Moroke
CLOSING DATE : 07 June 2010

POST 21/19 : **DEPUTY DIRECTOR: SECTION 30 AND MULTILATERAL ENVIRONMENTAL AGREEMENT AP45/2010**

SALARY : Total remuneration package: R448 521 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree preferably in chemical engineering or environmental management or relevant /equivalent qualifications. Thorough knowledge of complex industrial processes and be well conversant with all the requirements of section 30 of NEMA (Control of emergency incidents). Environmental inspections, inspections procedures and methodologies, Pollution and waste monitoring procedures and methodologies, Government's environmental quality and protection related legislation and regulations and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), project management, conflict management skills, good interpersonal relations, good organization and planning management.

DUTIES : Manage the development and implementation of procedural systems, manuals and appropriate inspection guidelines to conduct inspection on Multilateral Environmental Agreements and finalize section 30 incidents. Develop a programme to respond section 30 emergency incidents as well as carry out inspections on EQP related Multilateral Environmental Agreements. Prioritize, plan and conduct environmental compliance inspections in EQP related Multilateral Environmental Agreements and finalize section 30 emergency incidents. Report on the environmental compliance status on EQP related Multilateral Environmental Agreements' and section 30 incidents, and to make recommendations for compliance orders and refer serious cases to the enforcement unit for further investigation and prosecution. Provide support and leadership to provincial and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all environmental quality and protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, and etc.

ENQUIRIES : Sabelo Malaza, Tel: (012) 310-3397
APPLICATIONS : The Director-General, Department of Environmental Affairs. Private Bag X447, Pretoria, 0001

FOR ATTENTION : Ms I Makhumisani
CLOSING DATE : 14 June 2010

POST 21/20 : **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION (OFFICE OF CHIEF OPERATING OFFICER) REF NO: AP6004/2010**

SALARY : R378 456 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A three year degree/diploma in business management, public administration or a relevant qualification on an equivalent NQF level (NQF level 6) ; Relevant experience in providing administrative support services in a similar environment; General management experience and ability to work independently and under pressure ; Good knowledge of Human Resource Management processes; Experience in project

management; Good coordination 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 be responsible for providing overall administrative support and coordination functions in the Chief Operating Officer branch and the office performing the following key functions: Overall Management of the documents, Develop and maintain correspondence and records management system, Provide the overall branch administration, Coordinate the planning and reporting for the branch, Manage the branch performance Management, Coordinate the branch activities and representative to department fora. Support the effective management of the COO's diary and ensure alignment. Provide secretariat support to the COO's branch meeting, workshops and conferences. Assist the Director in the Office of the COO in monitoring the implementation of executive/top management decisions; Manage staff in the Office and provide support on Financial Management matters.

ENQUIRIES : Mr JM Kutu – Tel (012) 310 3051

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

FOR ATTENTION : Mr G Moroke

CLOSING DATE : 07 June 2010

POST 21/21 : **ASSISTANT DIRECTORS: SECTION 30 AND MULTILATERAL ENVIRONMENTAL AGREEMENT 2 POSTS REF NO: AP47/2010**

SALARY : R240 318 per annum (an all inclusive salary package of R323 686 per annum)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree preferably in chemical engineering or environmental management or relevant /equivalent qualifications. Thorough knowledge of complex industrial processes and be well conversant with all the requirements of section 30 of NEMA (Control of emergency incidents).The incumbent must have knowledge of following: Environmental auditing or inspection procedures and methodologies; Pollution and waste monitoring procedures and methodologies; Government's environmental quality and protection related legislation and regulation; Word processing; spreadsheet and database computer software. Skills required: Strategic and analytical thinking; Information management; Computer literacy and presentation; Research and report writing; Problem solving and interpersonal conflicts; Good communication (verbal, writing and other) and coordination skills; Integrate law and science

DUTIES : Develop and implement procedural systems manuals and appropriate inspection guidelines to conduct inspection on Multilateral Environmental Agreements and finalize section 30 incidents. Develop a programme to respond section 30 emergency incidents as well as carry out inspections on EQP related Multilateral Environmental Agreements. Plan and conduct environmental compliance inspections in EQP related Multilateral Environmental Agreements and finalize section 30 emergency incidents. Report on the environmental compliance status on EQP related Multilateral Environmental Agreements' and section 30 incidents, and to make recommendations for compliance orders and refer serious cases to the enforcement unit for further investigation and prosecution. Provide support and leadership to provincial and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all environmental quality and protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, and etc.

ENQUIRIES : Nketu Lesejane, Tel: (012) 310-3951

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

FOR ATTENTION : Ms I Makhumisani

CLOSING DATE : 14 June 2010

POST 21/22 : **ASSISTANT DIRECTOR: STRATEGIC INSPECTIONS REF NO: AP49/2010**

SALARY : R240 318 per annum (an all inclusive salary package of R323 686 per annum)

CENTRE : Pretoria

REQUIREMENTS : An appropriate B degree in Environmental Management, Natural or Physical Sciences, or an equivalent qualification and experience. Knowledge and experience of Environmental auditing/inspection methodologies is essential. Good understanding of the environmental legislation and knowledge of government standard administrative procedure and policies. Skills required: Leadership, project management, good interpersonal relationship, co-ordination and community liaison skills, communication

and analytical thinking, computer skills and report writing, and Strategic decision-making.

DUTIES : Establishment, implementation and maintenance of auditing/ inspection tools including, procedures, checklists as well as standard reporting formats. Planning and conducting environmental audits for prioritized activities, facilities and operations. Generating and distributing audit reports and determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Handle communication and capacity assessment with Provincial Compliance Monitoring Structures, Provide operational support to the Sub-directorate Compliance Auditing and analyse inspection and incident reports for accuracy and compliance to set standards. Assist in identification of training needs for the sub-directorate, development of training packages and execution of training as per the identified needs.

ENQUIRIES : Nketu Lesejane Tel: (012) 310-3951
APPLICATIONS : The Director-General, Department of Environmental Affairs. Private Bag X447, Pretoria, 0001

FOR ATTENTION : Ms I Makhumisani
CLOSING DATE : 14 June 2010

POST 21/23 : **ASSISTANT DIRECTOR: REACTIVE INSPECTIONS OR COMPLAINTS 2 POSTS**
REF NO: AP51/2010

SALARY : R240 318 per annum (an all inclusive salary package of R323 686 per annum)
CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree in Environmental Management or relevant / equivalent qualifications. Knowledge of Environmental inspections, inspections procedures and methodologies, Pollution and waste monitoring procedures and methodologies, Government's environmental quality and protection related legislation and regulations and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Skills required: Good communications skills (written and verbal), project management, conflict management skills, good interpersonal relations, good organization and planning management.

DUTIES : Develop and implement procedural systems, manuals and inspection guidelines to carry out reactive inspections. Develop a programme to respond to public complaints of non compliance with pollution and waste legislation. Plan and conduct environmental compliance inspections in response to public complaints of non compliance with pollution and waste legislation. Report on the environmental compliance status on all ad hoc inspections and make recommendations for compliance orders and refer serious cases to the enforcement unit for further investigations or prosecutions. Provide support and leadership to provincial and local government compliance inspections structures with a view to ensure government's efficient and effective compliance inspections with all environmental quality and protection legislation, regulations, authorisations and applied enforcement instruments including notices, court orders, directives, interdicts and etc.

ENQUIRIES : Mr Wiseman Rikhotso, tel. (012) 310 3093
APPLICATIONS : The Director-General, Department of Environmental Affairs. Private Bag X447, Pretoria, 0001

FOR ATTENTION : Ms I Makhumisani
CLOSING DATE : 14 June 2010

POST 21/24 : **ASSISTANT DIRECTOR: CRIMINAL INVESTIGATIONS 3 POSTS REF NO:**
AP53/2010

SALARY : R240 231 p.a. Total package R 323 686 p.a.
CENTRE : Pretoria

REQUIREMENTS : A Bachelors Degree in Law, Police Science or relevant/equivalent qualification. Designation as an Environmental Management Inspector will be an advantage. Experience in Criminal Investigation and evidence-gatherings skills. Experience in environmental criminal investigations will be an added advantage. Working knowledge of criminal law, criminal procedure law, law of evidence, administrative law and constitutional law. Knowledge or experience of the integration of law and environmental science. Knowledge of environmental legislation and policies, particularly in relation to pollution and waste, will be an advantage. Experience in liaising with SAPS and prosecutors. Independence, innovative and creativity in conducting investigations. Analytical and strategic thinking. Information and database management. Negotiation and problem-solving skills. Computer literacy. Customer focus and responsiveness.

Communication skills (verbal and writing). Willingness to work long hours. Driver's licence.

DUTIES : Conducting thorough, tactical investigations and collecting evidence into reports of alleged non-compliance with national pollution, waste and environmental impact assessment legislation and permits. Carrying out the function of an environmental management Inspector(EMI). Managing investigations case dockets. Conducting on-site investigation. Taking a lead in the execution of search warrants/warrant of arrest, and handling, recording and safeguarding of evidence. Interviewing witnesses and taking affidavits. Liaising with SAPS officials and prosecutors . Networking and building relationships with other enforcement agencies.

ENQUIRIES : Ms Tsholofelo Matlou (012) 310 3252

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

FOR ATTENTION : Ms I Makhumisani

CLOSING DATE : 14 June 2010

POST 21/25 : **ASSISTANT DIRECTOR: STRATEGIC ADMINISTRATIVE ENFORCEMENT 2 POSTS**
REF NO: AP55/2010

SALARY : R240 231 p.a. Total package R 323 686 p.a.

CENTRE : Pretoria

REQUIREMENTS : A appropriate tertiary qualification, in law/ Environmental management or similar area of study plus extensive relevant experience. Experience in inspecting and investigating industrial sites will be an advantage. knowledge of environmental policies and legislation, Investigation best practice, international instruments, civil procedure, criminal procedure, constitutional law, administrative law. Understanding of the environmental law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to environmental compliance issues. Good communication skills (written and verbal) skills, particularly with regard to drafting of directives, notices and legal correspondence. The ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. Ability to work independently, or as part of a team.

DUTIES : Undertaking administrative enforcement processes in relation to strategic, proactive projects. Provide response to detected non-compliance related to pollution, waste and environmental impact assessment that fall within the mandate of the Department and in accordance with the Directorate's strategic goals for successful and effective enforcement action. Carrying out the function of an environmental management inspector (EMI). Carrying out inspections of facilities targeted for strategic, proactive inspections. Responsible preparing effective and legally defensible directives, notices and legal correspondence, and assisting in the drafting of enforcement court applications on behalf of the Department, where necessary. Vetting of inspection reports following the strategic, proactive inspections. Utilising the Information Management System to effectively manage investigations and progress.

ENQUIRIES : Cashandra Fredericks (012) 3103018

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

FOR ATTENTION : Ms I Makhumisani

CLOSING DATE : 14 June 2010

POST 21/26 : **SENIOR OCEANOGRAPHER: OIL SPILLS (OC 05/2010)**

SALARY : R161 970 p.a. (Total package of R 228 624 p.a.)

CENTRE : Waterfront – Cape Town

REQUIREMENTS : Minimum: A recognised Honours Degree in the Natural Sciences, Environmental Management Sciences, Socio-economic Sciences or equivalent qualification. Relevant technical knowledge and experience in the areas of oil and chemical pollution, environmental law and administrative procedures is essential. Proven project management and coastal management experience would be an advantage. The position requires an ability to analyze scientific and technical data, apply relevant government policies and legislation, and international instruments on pollution. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, writing and presentation skills are essential.

DUTIES

: Maintenance and further development of the Department's capacity for effective oil and chemical spill response; Development and promotion of local oil spill contingency plans; Development and maintenance of a database for oil spills and related information resources; Assist in the planning and execution of oil spill exercises with relevant stakeholders; Provision of technical advice on matters related to the environmental aspects of offshore minerals exploration; Provision of assistance in the co-ordination and supervision of field activities during oil/chemical spill response operations.

ENQUIRIES

: Dr. Y. Peterson Tel: 021 – 819 2450

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

: Human Resources Management

CLOSING DATE

: 14 June 2010

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 14 June 2010, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POST

- POST 21/27** : **OFFICE ADMINISTRATOR REF NO: OA/LEGAL/2010/06**
- SALARY** : R105 645 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification. At least two years experience within the administrative environment. Attention to detail. Computer literacy that would include a good working knowledge of Microsoft Office products. Effective knowledge of the operations within the GEPF. Effective communication skills (written and verbal). Effective organizational skills. Good interpersonal relations.
- DUTIES** : Key Performance Areas: The incumbent will be responsible for a wide variety of general office administration and office duties which includes the following: Providing administration support to the Legal Services Division. Maintaining of the filing system for the Legal Services Unit. Consolidation of the Legal Services Unit's monthly and quarterly reports and statistics. Maintaining of the Legal Services Unit's case load registers. Handling of general office upkeep. Handling of office related procurement activities. General office duties such as faxing, copying and telephone duties. Liaising with business units, external organizations, members and pensioners.

DEPARTMENT OF HUMAN SETTLEMENTS

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

OTHER POSTS

- POST 21/28** : **SENIOR ADMINISTRATIVE OFFICER REFERENCE NO: DOHS/67/2010**
 Directorate: Stakeholder Engagements And Collaborations
 Please be informed this is a re-advertisement of the post which was advertised incorrectly in Circular no. 20 with a salary of R132 054.00 per annum. Applicants who applied previously need not re-apply. Any inconvenience caused is regretted.
- SALARY** : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelors' degree or National Diploma, equivalent qualification or Grade 12 coupled with extensive appropriate experience. Knowledge of Government's housing policies and programmes will be an added advantage. The ideal candidate must have strong communication skills (written and verbal), good interpersonal relations, report writing skills, good organizational skills, analytical thinking as well as computer literacy (Word, Excel and PowerPoint). Willingness to travel extensively and a valid Code 08 driver' license.
- DUTIES** : The successful candidate will be responsible for assisting in managing and coordinating all the administrative activities of the Directorate Collating all progress report of the Directorate and filling. Providing secretariat support to internal and external meetings held between project managers with external stakeholders. The incumbent will also be responsible for generating some of the internal submissions under a direct supervision of a Senior Manager. Preparation of progress reports. Managing and controlling printing, faxing and dissemination of all monthly and quarterly publications.
- ENQUIRIES** : Ms M N Thokwana, Tel: 012 421 1727
CLOSING DATE : 11 June 2010
- POST 21/29** : **SENIOR ACCOUNTING CLERK GRADE II (FINANCIAL ACCOUNTING) 3 POSTS ON CONTRACT REF: DOHS/74/2010**
 This Advert is not restricted to employees working in the Public Service
- SALARY** : R120 5297 per annum.
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of a Matric/Senior certificate with accounting as a passed subject, The candidates must also have the ability to work under pressure with good interpersonal and analytical problem solving, Computer literacy (Microsoft office).The following will serve as recommendation: Knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS).
- DUTIES** : The successful candidate will be responsible for the following: Cashier, Compilation of monthly and daily bank reconciliation, Revenue collection, Compilations of journals, Funds requisition, Ensure proper record keeping, Checking of payments, Assisting with the maintenance of filing system as well as rendering, Financial administrative support.
- ENQUIRIES** : Ms J Twala, Telephone: 012 421 1563
FOR ATTENTION : Ms N Boqo
CLOSING DATE : 4 June 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.

INDEPENDENT COMPLAINTS DIRECTORATE

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

APPLICATIONS : Independent Complaints Directorate Private Bag X 43, Bellville, 7535 1st Floor, Fintrust Building, Cnr. Petrusa & Mazzur Streets, Bellville,7530

FOR ATTENTION : Ms. T Kapa

CLOSING DATE : 18 June 2010

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POST

POST 21/30 : **SENIOR INVESTIGATOR REF NO: Q9/2010/19**

SALARY : R161 970 per annum

CENTRE : Western Cape (Bellville)

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

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

ENQUIRIES : Mr. G Trussell @ 021 941 4800

NOTE : The successful candidate will be required to undergo a preliminary security vetting. His/ her character should be beyond reproach.

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS : The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside

CLOSING DATE : 11 June 2010

FOR ATTENTION : Ms M Palare / Mr H Marakalala

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 21/31 : **DEPUTY DIRECTOR: HUMAN RESOURCE BUSINESS UNITS/OPERATIONS**

SALARY : R378 456 per annum (inclusive package), Level 11

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year degree or national diploma in Human Resource or related field coupled with extensive relevant experience (including managerial experience) PLUS the following key competencies: Knowledge of: • Knowledge of all relevant human resource legislation, policies procedures, resolutions and other documents applicable. Knowledge of all HR functions • PERSAL control • HR Planning process Skills: Interpersonal relations skills; Basic financial management skills; good middle management skills; Interpretation and application of policy research skills; Problem solving skills; Computer skills (Persal and MS Suite) and Good communication (verbal and written); Supervisory and Project Management skills.

DUTIES : Manage the Subdirectorate. Provide operational leadership in the administration of HR practices. Provide advice and support to business unit's line functions. Align the Directorates Business Plan with the HR Plan. Manage the PERSAL Controller's activities (Audit Findings). Manage the development, maintenance and implementation of policies on HR practices. Manage the control systems (eg Persal) for the administration of HR practices. Provide a secretariat function to the Mineral Resources HR Forum. Administer the support services policy bundle.

ENQUIRIES : Ms N Likhetho ☎012 444 3358

POST 21/32 : **DEPUTY DIRECTOR: EFFICIENCY PROMOTION**

SALARY : R378 456 per annum (inclusive package), Level 11

CENTRE : Head Office Pretoria

REQUIREMENTS : A Bachelors Degree/National Diploma in Organisation & Work Study or equivalent qualification coupled with extensive relevant experience (including managerial experience) PLUS the following key competencies: Knowledge of: • Policies, Regulations, Prescripts, White papers and public administration etc • Work Study & work study techniques • Job evaluations • Job descriptions • Form design • Managerial matters Skills: • Organising • Planning and coordination • Problem solving • Computer literacy • Report writing • Listening and interpretation • Analytical • Managerial • Facilitation • Basic research Communication: • Good communication skills (verbal and written) Creativity: • Innovative and creative thinker

DUTIES : Manage the Sub-directorate • Manage, lead and execute work organisation interventions (organisational structure, post provision etc) • Manage, lead and execute job/ work/ process analysis to provide advice on process re-engineering (procedures office accommodation, labour saving devices, form design, management systems etc) • Job demarcation (job description and specifications) and job grading (job evaluation) • Provide operational leadership in the execution of interventions • Manage the development maintenance and implementation of policies on efficiency related matters • Administer efficiency related management systems (approved establishment etc).

ENQUIRIES : Ms N Likhetho ☎012 444 3358

POST 21/33 : **ASSISTANT DIRECTOR: BID & CONTRACT ADMINISTRATION**

SALARY : R192 540 per annum, Level 09
CENTRE : Pretoria
REQUIREMENTS : A Degree/Nat Diploma in commercial studies (Finance/Procurement/Logistics) or any related field of study plus a relevant supervisory experience in bids and contract administration (SCM). PLUS the following key competencies:☑ Knowledge of: • PFMA • SCM • PPPFA • Treasury Regulations • BBBEE ☑ Skills: • Planning and Organisational • Numeric Skills • Computer Literacy • Problem Solving • Self Driven • Creativity • Ability to work under pressure • Strong Financial Background ☑ Communication: • Good verbal and written communication • Good interpersonal relations at all levels • ☑ Creativity: • Analytical thinking • Innovative and self confidence

DUTIES : Develop and maintain policy framework for contract monitoring and BEE Promotion as well as the implementation of the procurement policy • Manage the invitation and evaluation of bids (advise end users) and ensure proper administration of Bid Evaluation Committee (BEC) • Co-ordinate and check all recommendations from the BEC for presentation to the Bid Adjudication Committee (BAC) • Report on all bids issued highlighting the utilization of BEE and SMME to Treasury as well as preparation on Annual Report on consultants • Draft Service Level Agreements and ensure that payments are according to milestones • Ensure proper record keeping of all bid and contract documents Supervise and develop staff

ENQUIRIES : Ms. Z. Ndlangana ☎012 317 8053

POST 21/34 : **ASSISTANT DIRECTOR: HUMAN RESOURCE BUSINESS UNITS/OPERATIONS**

SALARY : R192 540 per annum, Level 09
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma in Human Resource or equivalent coupled with relevant experience (Recruitment and Selection, PMDS and other HR processes) PLUS the following key competencies: ☑ Knowledge of: • Knowledge of recruitment and selection progress • Knowledge of employment equity systems • HR planning • PMDS • PSR 2001 • SMS Handbook • Public Service Act 1994 • Employment Equity Act • Public Service Regulations 2001 • Basic Conditions of Employment Act 1997 • Labour Relations Act 1995 ☑ Skills: • Supervisory skills • Analytical skills • Management skills • Report writing ☑ Communication: • Ability to interpret and apply policy • Good communication skills

DUTIES : Manage and Supervise functions within the Subdirectorate. Provide line function Business Units with PERSAL data reports. Provide advice and information on Recruitment, Selection, Placement, Probation, Retention, Translation in rank, PMDS and related issues and oversee abovementioned functions. Conduct investigation into the application of all and the best HR Practices. Coordinate the DG's assessment in conjunction with Public Service Commission. Supervise and develop staff.

ENQUIRIES : Mr N Maleka ☎012 444 3362

POST 21/35 : **ASSISTANT DIRECTOR: EFFICIENCY PROMOTION**

SALARY : R192 540 per annum, Level 09
CENTRE : Head Office Pretoria
REQUIREMENTS : A Bachelors Degree/National Diploma in Organisation & Work Study or equivalent qualification coupled with relevant experience PLUS the following key competencies:☑ Knowledge of: • Policies, Regulations, Prescripts, White paper and public administration • Staff supervision • Work Study & work study techniques • Job evaluations • Job descriptions • HR, organisational dynamics and business processes • DMR policies, functions and projects etc • Policy development • Government policies • understanding of systems and system thinking ☑ Skills: • Organising • Planning and coordinating • Analytical • Basic research • Problem solving • Computer literacy • Listening and interpretation • Well developed interpersonal skills • Analytical • Facilitation • Training and motivation • Project management ☑ Communication: • Good communication skills (verbal and written) ☑ Creativity: • Innovative and creative thinker

DUTIES : Lead and execute work organisation interventions (organisational structure, post provision etc) • Lead and execute job/ work/ process analysis to provide advice on processes, procedures, office accommodation, labour saving devices, form design,

management systems etc • Assist with/ participate in the administration of efficiency related management systems (filing system, approved establishment, etc) • Facilitate/advice on the implementation of the findings of interventions and job/work/process analysis investigations • Supervise, guide and develop staff • Advise and guide project team members.

ENQUIRIES : Ms M Bosii ☎ 012 444 3343

POST 21/36 : **CONTROL PERSONNEL OFFICER**

SALARY : R 192 540 per annum, Level 09

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An appropriate B degree/equivalent qualification or a Senior Certificate coupled with extensive experience in Human Resources Persal Administration. PLUS the following key competencies: ☑ Knowledge of: • Human Resource policies, prescripts, legislation and interpretation thereof • Knowledge of Persal • Understanding of HR processes and procedures • ☑ Skills: • Supervisory • Report writing and formulation • Ability to interpret and apply HR policies • Problem solving • Analytical • Interpersonal • Ability to work under pressure ☑ Communication: • Good communication skills both verbal and written • Ability to communicate at all levels ☑ Creativity: • Innovative thinker • Ability to analyse information and form conclusions

DUTIES : Oversee the processing of HR transactions on PERSAL. Check and ensure compliance with prescripts and procedures of all HR transactions. Approve or authorise HR transactions. Serve as a Personnel (PERSAL) controller. Compile statistics, reports and submissions on HR transactions. Provide information and advice on HR transactions. Supervise and develop staff. Ensure receipt and record are kept of annual leave rosters, maintain the monthly leave report register and ensure compliance. Supervise and develop staff.

ENQUIRIES : Mr N Maleka ☎ 012 444 3362

POST 21/37 : **ASSISTANT DIRECTOR: ASSET AND DISPOSAL MANAGEMENT**

SALARY : R192 540 per annum, Level 9

CENTRE : Head Office

REQUIREMENTS : Degree/ National Diploma or equivalent in Accounting/ finance with 2-3 years experience in Asset Management or related field and supervisory experience PLUS the following key competencies: ☑ Knowledge of: • LOGIS, BAUD and BAS, • PFMA, • PPPFA, • SCM guidelines, • Treasury regulations, ☑ Skill: Report writing, • Leadership Skills, • Computer Skills • Management Skills, ☑ Communication: • Interpersonal, • Problem solving, ☑ Creativity: Independent thinker.

DUTIES : Oversee and ensure compliance (with national and departmental prescripts, policies and procedures) in the execution of record keeping (asset register), maintenance and disposal of assets as well as loss control. Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the record keeping (asset register), maintenance and disposal of assets as well as loss control. Supervise and develop staff. Advise users, suppliers and staff on national and departmental strategies, processes and procedures for record keeping (asset register), maintenance and disposal of assets as well as loss control.

ENQUIRIES : Mr Sello Maluleka ☎ 012 317 8034

POST 21/38 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT**

SALARY : R192 540 per annum, Level 9

CENTRE : Head Office

REQUIREMENTS : Degree/National Diploma or equivalent in Logistics Management/Purchasing/Finance with 2-3 years experience in Logistics Management or related field and supervisory experience PLUS the following key competencies: ☑ Knowledge of: • LOGIS and BAS, • PFMA, • PPPFA, • SCM guidelines, • Treasury regulations, ☑ Skills: • Report writing, • Leadership Skills Computer Skills, • Management Skills, • ☑ and Communication: • Interpersonal, • Problem solving, ☑ Creativity: • Independent thinker

DUTIES : Oversee and ensure compliance (with national and departmental prescripts, policies and procedures) the process of purchasing, receiving, storing, issuing and payment for goods and services. Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment for goods and services. Supervise and develop staff.

Advice users, suppliers and staff on national and departmental strategies, process and procedures for the purchasing, receiving, storing, issuing and payment for goods and services.

ENQUIRIES : Ms Lindiswa Mgengo ☎012 317 8214

POST 21/39 : **ADMINISTRATIVE OFFICER: BID MANAGEMENT**

SALARY : R130 425 per annum, Level 7

CENTRE : Head Office

REQUIREMENTS : An appropriate National Diploma/ B Degree in Logistics/Finance/Procurement or any related field of study plus a minimum of 1 -2 years Bid Management experience PLUS the following key competencies: ☑ Knowledge of: PFMA • SCM • PPPFA and its regulation • LOGIS ☑ Skill: • Numeric skills • Computer skills • Analytical & report writing skills ☑ Communication: • Excellent written & verbal Communication • Good interpersonal relations at all levels ☑ Creativity: • Self-driven • Problem solving capabilities • Ability to work under pressure • Analytical thinking

DUTIES : KRA's: Ensure that proper and valid supporting documents are attached for each request • Prepare submissions for recommendation by the Bid Adjudication Committee (BAC) • Liaison with end user on the procurement of goods and service • Consolidate & monitor all departmental requirements

ENQUIRIES : Mr. LN Masiza ☎ 012 317 8317

NOTE : Understanding of costing/forecasting/budgeting

POST 21/40 : **SENIOR ASSET CONTROLLER (ASSET MANAGEMENT)**

SALARY : R130 425 per annum, Level 7

CENTRE : Head Office

REQUIREMENTS : A Degree / National Diploma or equivalent in Accounting/Internal Auditing and Finance with appropriate relevant experience in Asset Management field PLUS the following key competencies: ☑ Knowledge of • LOGIS, BAUD and BAS, • PFMA, • PPPFA, • SCM guidelines, • Treasury regulations, ☑ Skills: • Report writing, • Leadership Skills, • Computer Skills, • Management Skills, ☑ Communication: • Interpersonal • Problem solving, ☑ Creativity: • Independent thinker, • Flexible.

DUTIES : KRA's: Approve procurement requests for assets. Oversee the receipt, delivery, tagging, distribution and recording of assets. Monitor and report on asset inventory. Follow –up of discrepancies between inventory and actual description and location of assets. Execute and oversee periodic inventory functions (stocktaking, disposals, etc) Supervise and develop staff.

ENQUIRIES : Mr Sello Maluleka ☎ 012 317 8034

POST 21/41 : **SENIOR ASSET CONTROLLER (MAINTENANCE & DISPOSAL)**

SALARY : R130 425 per annum, Level 7

CENTRE : Head Office

REQUIREMENTS : A Degree / National Diploma or equivalent in Accounting/Internal Auditing and Finance with appropriate relevant experience in Asset Management field PLUS the following key competencies: ☑ Knowledge of: • LOGIS, BAUD and BAS • PFMA • PPPFA • SCM guidelines • Treasury regulations ☑ Skills: • Report writing • Leadership Skills • Computer Skills • Management Skills ☑ Communication: • Interpersonal • Problem solving ☑ Creativity: • Independent thinker • Flexible

DUTIES : KRA's: • Oversee the maintenance and the repairs of departmental assets • Oversee the moving of departmental assets • Monitor and report (loss report, write –off and recovery submissions) on asset losses • Liaise with stakeholders (Risk management, Legal services, etc) on losses and disposal of departmental assets, Conduct asset verification

ENQUIRIES : Mr Sello Maluleka ☎012 317 8034

POST 21/42 : **SENIOR ADMIN CLERK (REQUISITIONS AND ORDER REQUESTS)**

SALARY : R105 645 per annum, Level 6

CENTRE : Head office

REQUIREMENTS : A Degree / National Diploma or equivalent in Logistics/purchasing/ finance with appropriate experience in the related field PLUS the following key competencies: ☑ Knowledge of: PFMA • Treasury regulation, • PPPFA, • SCM Framework, Logis, ☑ Skills: • Computer Literacy • Report writing, • Problem solving, ☑ Communication: •

Ability to negotiate, • Interpersonal • Communicate at all levels ☐ Creativity: • Team Player, • Flexible

DUTIES : KRA's: Receive requisition from user. Verify allocations and item descriptions. Record requisition on the register. Capture Information on Logis. Record order number on order register and forward to all suppliers. Attend to all enquiries from clients (Internal and external clients).

ENQUIRIES : Ms Mahlatse Ntsoane ☎ 012 317 8249

POST 21/43 : **SECRETARY**

SALARY : R87 978 per annum, Level 5
CENTRE : Head Office
REQUIREMENTS : Grade 12 (With typing as a subject or any other appropriate training course/ qualification) PLUS the following key competencies: ☐ Knowledge of: • knowledge of the elements of Supply Chain Management • Batho Pele Principles Office Management ☐ Skills: • Typing skills • Minute taking • Computer literacy • Writing skills ☐ Communication: • Telephone etiquette • Negotiation techniques ☐ Creativity: • Problem solving • Flexibility

DUTIES : Provide secretarial/ receptionist support to the manager. Rendering administrative support services to the manager (travel booking, meeting arrangement and minute taking) Keep to date with regard to the applicable prescripts, policies and procedures to ensure efficient and effective support to the manager e.g. Leave register, incoming and out going document management

ENQUIRIES : Ms Mmacheba Chewe ☎012 317 8175

POST 21/44 : **SECRETARY**

SALARY : R87 978 per annum, Level 5
CENTRE : Head Office
REQUIREMENTS : Grade 12 (With typing as a subject or any other appropriate training course/ qualification) PLUS the following key competencies: ☐ Knowledge of: • knowledge of the elements of Supply Chain Management • Batho Pele Principles Office Management ☐ Skills: • Typing skills • Minute taking • Computer literacy • Writing skills ☐ Communication: • Telephone etiquette • Negotiation techniques ☐ Creativity: • Problem solving • Flexibility

DUTIES : Provide secretarial/ receptionist support to the manager. Rendering administrative support services to the manager (travel booking, meeting arrangement and minute taking) Keep to date with regard to the applicable prescripts, policies and procedures to ensure efficient and effective support to the manager e.g. Leave register, incoming and out going document management

ENQUIRIES : Mr N Phakathi ☎015 287 4741

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001
Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 18 June 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The OPSC will verify the qualifications and conduct reference checking of the short-listed candidates.

OTHER POST

- POST 21/45** : **ASSET MANAGEMENT CLERK**
- SALARY** : R 87 978 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidate profile: Senior certificate (Grade 12) • Knowledge of the Logistic Information System (LOGIS) and Basic Accounting System (BAS) • Appropriate experience in asset management • Excellent interpersonal and communication skills • Good computer literacy skills (Microsoft Office) • Ability to work under pressure • A valid driver's licence and willingness to travel.
- DUTIES** : Ensure proper control of departmental assets • Mark all assets with bar codes and update LOGIS Asset Register • Control and maintain physical movement of assets and update Asset Register with all the movement, additions, discrepancies and disposals • Perform physical asset verification in Head Office and Regional Offices and compile an asset verification report • Maintain asset register for privately owned assets as well as assets on a lease basis • Request monthly reports on BAS and LOGIS for reconciliation purposes • Open loss files and take on reported losses as debts on BAS • Maintain Pool cell phone register with issues and returns.
- ENQUIRIES** : Mr. P Mnyatheli Tel: 012 352 1106

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 11 June 2010
NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only.

OTHER POSTS

POST 21/46 : **SENIOR SUPPLY CHAIN PRACTITIONER (BIDS MANAGEMENT) REF NO: S8/3/2010/411**
 Directorate: Demand and Acquisition Management

SALARY : R161 970 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : A three year National Diploma in Logistic Management / Purchasing Management with at least 3 years experience in Supply Chain Management (Acquisition Management) OR a Senior Certificate and five years working experience in Acquisition Management. * Knowledge of the public sector procurement processes, rules and regulations. * Understanding of the PFMA, Treasury Regulations and other related prescripts. * Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. * Knowledge of the LOGIS and BAS transversal systems will be an added advantage. * Good computer literacy in Microsoft Office Suite and accounting systems. * Ability to work under pressure and deliver to tight deadlines. * Valid code 8 driver's license is a requirement.

DUTIES : * Assist with the processing in procurement of goods and services within the department by means of Bids. * Provide support in maintaining effective systems and procedures for the procurement of goods and services by means of bidding process and evaluation. * Prepare for Advertisement of bids, opening of bid/tender box, registering in bid registers, attend briefing sessions, Evaluation sessions, Take minutes, Interpret and analyse comparative schedules. * Prepare submission of bid documents to National Departmental Bid Committee. * Provide support to Clients, Evaluation and Bid Committees. * Provide support to supervisors in liaising and co-ordinating with client offices on bid related matters. * Ensure that internal control measures to ensure compliance with Policies and procedures of the Department are being adhered to. * Work closely with supervisor to ensure that the procurement of goods and services are valid, accurate and complete. * Support the management and monitoring of the procurement function of the Department. * Assist supervisor in the preparation of management information, statistics and reporting on procurement to management. * Training and management of staff

ENQUIRE : Mr MTC Motiang Tel: (012) 312 9876
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 have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger streets, Pretoria

FOR ATTENTION : Human Resource Management

POST 21/47 : **SENIOR SUPPLY CHAIN PRACTITIONER (QUOTATION MANAGEMENT) REF NO: S8/3/2010/412**

SALARY : R161 970 per annum, Level 8

CENTRE : Directorate: Demand And Acquisition Management (Pretoria)

REQUIREMENTS : A three year National Diploma in Logistic Management / Purchasing Management with at least 3 years experience in Supply Chain Management (Acquisition Management) OR a Senior Certificate and five years working experience in Acquisition Management. * Sound knowledge of the public sector procurement processes, rules and regulations. * Demonstrate sound understanding of the PFMA, Treasury Regulations and other related prescripts. * Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. * Knowledge of LOGIS and BAS transversal systems will be an added advantage. * Good computer literacy in Microsoft Office Suite and accounting systems. * Ability to work under pressure and deliver to tight deadlines. * Must be in possession of a Driver's License.

DUTIES : Assist with the procurement of goods and services within the Department by means of quotations. * Ensure that the database is utilised effectively in the sourcing of quotations and that client expectations are met. * Ensure compliance with Supply Chain Management policies. * Provide support in maintaining effective systems and procedures for the procurement of goods and services. * Provide support to clients. *Attend briefing/evaluation sessions. * Must be willing to travel* Assist in supporting the evaluation of quotations. * Ensure that the procurement of goods and services are within your respective delegation of authority. * Draft Comparative schedules for different commodities. * Supervision of staff members. * Provide support to supervisor in liaising and co-ordinating with client offices on outstanding requests for goods and services. * Work closely with the Supervisor to ensure that the Procurement of goods and services are compliant and fair. * Support the management and monitoring of the procurement function of the Department. * Assist the supervisor in the preparation of management information as well as statistics on procurement.

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 have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger streets, Pretoria,

FOR ATTENTION : Human Resource Management

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<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>	:	18 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. 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 21/48</u>	:	<u>DEPUTY DIRECTOR: CHILDREN'S BENEFITS</u> Directorate: Children and Family Benefits
<u>SALARY</u>	:	R378 456 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree with proven relevant experience. <input type="checkbox"/> Knowledge and thorough understanding of existing policies, legislation, regulations and strategies on social assistance for children. <input type="checkbox"/> Advanced writing skills with proven ability to draft content –heavy memos, policy proposals, briefing papers and reports. Competencies needed: <input type="checkbox"/> Policy Development skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Excellent social and economic research skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Sound analytical and problem-solving skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Strong leadership qualities and excellent people management skills. <input type="checkbox"/> Computer literate. Attributes: <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Proactive and innovative. <input type="checkbox"/> Ability to manage deadlines. <input type="checkbox"/> Confident and highly motivated. <input type="checkbox"/> Professional and results driven. <input type="checkbox"/> Willingness to travel.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Design and formulate policies and legislation in respect of social assistance for children. <input type="checkbox"/> Facilitate the implementation of such policies. <input type="checkbox"/> Analyse, evaluate and review existing policies and legislation to improve social protection in respect of children. <input type="checkbox"/> Facilitate and monitor the implementation of new policies and strategies to improve accessibility to social protection for children. <input type="checkbox"/> Facilitate and manage research to determine the needs of children. Human resource management. <input type="checkbox"/> Participate in forums and committees on matters relating to social protection for children. <input type="checkbox"/> Review international conventions, agreements and policies on matters relating to social protection for children. <input type="checkbox"/> Liaise with provinces and stakeholders on policies and legislation in relation to children's benefits.
<u>ENQUIRIES</u>	:	Dr MM Motepe, Tel no: (012) 312-7067
<u>POST 21/49</u>	:	<u>DEPUTY DIRECTOR: FAMILY BENEFITS</u> Directorate: Children and Family Benefits
<u>SALARY</u>	:	R378 456 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree with proven relevant experience. <input type="checkbox"/> Knowledge and thorough understanding of existing policies, legislation, regulations and strategies on social assistance for youth and families. <input type="checkbox"/> Advanced writing skills with proven ability to draft content –heavy memos, policy proposals, briefing papers and

		reports. Competencies needed: <input type="checkbox"/> Policy Development skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Excellent social and economic research skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Sound analytical and problem-solving skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Strong leadership qualities and excellent people management skills. <input type="checkbox"/> Computer literate. Attributes: <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Proactive and innovative. <input type="checkbox"/> Ability to manage deadlines. <input type="checkbox"/> Assertive. <input type="checkbox"/> Confident and highly motivated. <input type="checkbox"/> Professional and results driven. <input type="checkbox"/> Willingness to travel.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Design and formulate policies and legislation in respect of social assistance for youth and families. <input type="checkbox"/> Facilitate the implementation of such policies. <input type="checkbox"/> Analyse, evaluate and review existing policies and legislation to improve social protection in respect of youth and families. <input type="checkbox"/> Facilitate and monitor the implementation of new policies and strategies to improve accessibility to social protection for youth and families. <input type="checkbox"/> Facilitate and manage research to determine the needs of youth and families. Human resource management. <input type="checkbox"/> Participate in forums and committees on matters relating to social protection for youth and families. <input type="checkbox"/> Review international conventions, agreements and policies on matters relating to social protection for youth and families. <input type="checkbox"/> Liaise with provinces and stakeholders on policies and legislation in relation to youth and family benefits.
<u>ENQUIRIES</u>	:	Dr MM Motepe, Tel no: (012) 312-7067
<u>POST 21/50</u>		<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE I TO III</u> Directorate: Community Development, Policy and Service Standard
<u>SALARY</u>	:	R155 781 – R221 103 per annum The grade and salary of the posts will be commensurate with the appropriate experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate three-year tertiary qualification. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Functional Competencies needed: <input type="checkbox"/> Knowledge of human behaviour and social systems. <input type="checkbox"/> Community development intervention. <input type="checkbox"/> Counselling. <input type="checkbox"/> Community development research. <input type="checkbox"/> Understanding of community development programmes. <input type="checkbox"/> Management of community development projects. <input type="checkbox"/> Understanding of community dynamics. <input type="checkbox"/> Networking and establishing partnership. <input type="checkbox"/> Understanding of community development legislation. Generic Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literate. <input type="checkbox"/> Co-ordination skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Ability to work under pressure.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Provide support in the development and implementation of policies and strategies for community development. <input type="checkbox"/> Develop and ensure operational community development reporting mechanisms on comprehensive rural development and urban renewal programmes at National and provincial level. Facilitate and coordinate inputs on community development activities across government departments and with relevant stakeholders. Facilitate and disseminate information to community development stakeholder. Develop database for community development organisations and institutions in the country. Participate in the implementation and prioritisation of community development programmes of social development by other role-players. Facilitate the design of community development coordination and reporting framework. Represent the Department in intra and inter-departmental task team
<u>ENQUIRIES</u>	:	Mr M Mulaudzi, Tel no: (012) 312-7996
<u>POST 21/51</u>		<u>ASSISTANT DIRECTOR: AFRICA BILATERAL, AU, AND SADC</u> Directorate: International Relations
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three-year degree or equivalent qualification. <input type="checkbox"/> Sound knowledge and understanding of South Africa's international engagements in the social development field. <input type="checkbox"/> Excellent writing and strategic thinking ability, good Organizational, analytical and interpersonal skills and Client Orientation skills are critical. Competencies needed: <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> People Management skills. <input type="checkbox"/> Computer literate. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to function independently and as part of a team. <input type="checkbox"/> Creative and Innovative. <input type="checkbox"/> Accurate. <input type="checkbox"/> Assertiveness.

- DUTIES** : Key Responsibilities: Promote and represent the Department in international engagements and interdepartmental meetings. Co-ordination international activities with our international bilateral partners and international consortia. Analyze and monitor international activities and policy trends that can enhance bilateral operation. Identify key issues and formulate briefing notes and recommendations for senior management on promoting such bilateral cooperation. Coordinate all administrative and planning process related to these functions. Initiate trilateral co-operation with overseas and other African countries on social development.
- ENQUIRIES** : Mr Edzi Ramaite, Tel. no: (012) 312 8439
- POST 21/52** : **SENIOR SECRETARY GRADE III**
Directorate: Nonprofit Organisations and Partnerships
- SALARY** : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and/or a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval. Knowledge of filing systems. Knowledge of provisioning administration prescripts. Competencies needed: Planning and organising skills. Ability to interpret directives. Interpersonal skills. Problem solving skills. Typing skills. Communication (written and verbal) skills. Cost consciousness. MS Office Suite. Knowledge of filing systems. Telephone etiquette. Knowledge of provisioning administration prescripts. Attributes: Friendly. Confident. Accurate. Adaptable. Independent. Ability to work under pressure and to cope with a high workload.
- DUTIES** : Key Responsibilities: Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the diary of the senior manager. Arrange journeys and accommodation and compile and submit subsistence and travel claims. Scan, manage and draft correspondence, documentation, supporting registers and filing. Facilitate inputs for parliamentary questions. Take notes, keep minutes and do typing. Co-ordinate financial inputs as well as human resource management and human resource development matters. Act as Chief User Clerk.
- ENQUIRIES** : Ms L Mabunda, Tel: (012) 312-7556

THE PRESIDENCY

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

- APPLICATIONS** : Please forward applications, quoting the relevant reference number, to: The Presidency, Private Bag X1000, Pretoria 0001 OR hand-deliver at 535 Proes Street
- FOR ATTENTION** : Ms M Makgae.
- NOTE** : Applications must be submitted on a Z83 form (obtainable from any Government institution), accompanied by certified copies of qualifications with proof of academic records, as well as a comprehensive CV and a copy of ID. It is the responsibility of the applicant to have his/her foreign qualification(s) evaluated by the South African Qualifications 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.

MANAGEMENT ECHELON

- POST 21/53** : **CHIEF OPERATIONS OFFICER FOR THE PRESIDENCY**
The Presidency requires a highly experienced executive manager (Chief Operations Officer) to take responsibility for the overall operations of The Presidency.
- SALARY** : All-inclusive package of R1 275 732 per annum (Ref. 66572)
- REQUIREMENTS** : The successful candidate will be a seasoned professional with a proven track record of managerial success in a significant public or private organisation, who has the drive and tenacity required to lead a senior-level multidisciplinary professional team. A postgraduate degree in Business Administration or equivalent qualification, supported by at least five years' experience in financial management, as well as excellent people interaction and analytical skills and all-round communication skills will be required. Expert-level computer literacy in all the MS Office Suite packages is a prerequisite, as are proven project management skills. In-depth knowledge of the Public Finance Management Act, the Public Service Act and other relevant legislation, and a broad understanding of organisational development, IT, finance, HR and corporate governance, is essential.
- DUTIES** : Reporting to the Director-General and Secretary to Cabinet, the Chief Operations Officer's core functions are to serve as the Accounting Officer of The Presidency and provide operational support for the implementation of strategic business plans by all the branches in The Presidency, to enable them to achieve their targets. He/she will provide:
Assistance to the Secretary to Cabinet in his work relating to cross-branch co-ordination of inputs, feedback and implementation measures, Planning support (MTEF), Assistance in meetings and other forums, including interaction with various stakeholders,
Consolidated and monitored performance reports, including delivery on targets through day-to-day interaction with finance, human resources, procurement and IT services,
Optimal efficiency and service excellence from The Presidency to its customers in line with the operational plans, Alignment of policies and procedures with the relevant laws and legislations.
- ENQUIRIES** : Ms Nokuthula Shange, tel. (012) 300-5358 or Karien Beckers, tel. (012) 300 5872
- CLOSING DATE** : 04 June 2010

OTHER POSTS

- POST 2/54** : **SENIOR ACCOUNTING CLERK (S&T SECTION)**
Directorate: Finance
- SALARY** : R87 978 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior certificate or equivalent qualification with relevant experience in travel and subsistence. Knowledge of Bas, Persal, PFMA and Treasury Regulations. Good communication skills, computer literacy and analytical skills. Ability to work under pressure and ability to work in a team.
- DUTIES** : Administering of all Local and other S&T Advances and Claims. Calculation and checking of local S&T Claims and -Advances. Capturing of S&T payments on PERSAL

and BAS. Ensure record keeping and filing of all S&T Claims and -Advances. Clear suspense accounts relating to traveling and subsistence claims and advances. Perform any other reasonable tasks.

ENQUIRIES : Ms Marie Smit (Tel no: 012 - 300 5908)
CLOSING DATE : 11 June 2010
NOTE : Please note that this is a re-advertisement.

POST 21/55 : **KITCHEN ASSISTANT**
Directorate: Households and Accommodation

SALARY : R 72 138 per annum
CENTRE : Pretoria
REQUIREMENTS : Extensive experience in the hotel/guesthouse industry. Sufficient experience in food preparation and kitchen hygiene. A good knowledge of food preparation. .

DUTIES : Assist with all preparations and execution of catering for functions (meetings, dinner parties and resident's breakfast, lunch and dinners) pay particular attention to hygiene directive and personal hygiene. Assist in the preparation of meals. Maintain a clean and hygienic kitchen. Practice self-hygiene of a high standard. Assist with all food preparation when so required. Wash and clean all kitchen equipment. Report faulty kitchen. Take stock. Assist with stock control. Manage waste disposal in the kitchen. Assist with other general household duties when needed. Assist with State Banquets when so required. Make sure that all security regulations are followed and adhered to. Perform any other duties assigned by the supervisor (mutually agreed).

ENQUIRIES : Mr J Human, 012 342 4000
CLOSING DATE : 11 June 2010

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

APPLICATIONS FOR ATTENTION : The Acting Director-General, Department of Tourism, Private Bag x 424, Pretoria, 0001
CLOSING DATE : Mr G Ntshane
 : 7 June 2010
NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered,. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 21/56 : **DEPUTY DIRECTOR: BUSINESS PERFORMANCE MANAGEMENT, MONITORING AND EVALUATION REF. NDT96/2010**

SALARY CENTRE : Remuneration package: R448 521 per annum (all-inclusive remuneration package)
 : Pretoria
REQUIREMENTS : An appropriate degree / diploma in Social, Economic, Public Administration or other Sciences, plus experience in organisational performance management (strategic planning, operational planning and monitoring and evaluation). Knowledge of policy development, analysis and implementation management. Organisational and coordination skills, Communication skills (written and verbal), Interpersonal skills, Analytical thinking, Research skills. Good computer literacy.

DUTIES : Coordinate business performance management (strategic planning, operational planning and monitoring and evaluation) relating to the following performance areas: Strategic planning and operational (business) planning for the Department of Tourism and its public entities. Performance monitoring and evaluation for the Department of Tourism and its public entities. Risk management to ensure attainment of service delivery and optimization of opportunities that enhance institutional performance for the Department of Tourism. Research to contribute to continuous improvement of business performance management processes in the Department of Tourism. Continuous development and maintenance of an organisational performance management system for the Department of Tourism based on the balanced scorecard.

ENQUIRIES : Livhuwani Nemuthenga, tel 012 310 3009
NOTE : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment.

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 7 June 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 21/57 : **SCIENTIFIC MANAGER GRADE A**

SALARY : R436 965 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : MSc degree or equivalent qualification; 10 years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP; Drivers Licence.
DUTIES : Lead (manage and co-ordinate) a group involved in water resource data management (acquiring, capturing and disseminating data), information system development; information generation and data quality assurance; Manage the national data capturing network; providing guidance on and developing protocol for water resource data quality control, audit and data dissemination processes; Manage and co-ordinate the National Surface Water flow Information systems, HYDSTRA, with system support application tools, to execute tasks effectively; Provide support in the development of tools for groundwater resource information products and the promotion of consciousness thereof to the public domain; Establish the needs and requirements of both internal and external clients and initiate programmes to satisfy these; Plan and control the resources (financial and human) and infrastructure of the Surface water flow Information Service.

ENQUIRIES : Mr. LZ Maswuma, Tel. (012) 336-7925.
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 21/58 : **SCIENTIFIC MANAGER GRADE A**

SALARY : R436 965 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : MSc degree or equivalent qualification; 10 years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP as a professional. Drivers licence
DUTIES : Render hydrological and technical services with respect to national flow gauging; Ensure the development and maintenance of national gauging calibration and auditing program; Provide flood and drought advisory and warning services in the country (that is management of hydrological risks and extreme in the country); Render flood management of rivers in the Vaal- Orange, Limpopo and Oliphants River Systems; Develop strategies and technical guidelines of the national flow gauging calibration, flood and drought management; Excellent diplomatic, negotiation protocol skills, Interpersonal and communication skills; Demonstrate decision-making, problem solving and a team player; Ability to pay attention to details; General administration and management of the resource (financial, infrastructure and employees).

ENQUIRIES : Mr. LZ Maswuma, Tel. (012) 336-7925.
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 21/59 : **ENGINEER: PRODUCTION GRADE A-GRADE C**

SALARY : R345 897 – R530 280 per annum (all inclusive package), Offer based on proven years of experience

CENTRE REQUIREMENTS : Pretoria
 : Engineering degree (B Eng/ BSC (Eng); Three years post qualification engineering experience required; Valid drivers licence; Compulsory registration with ECSA as a Professional Engineer; Supported subjects in Flood hydrology, Hydraulics and Statistical analysis (or equivalent); pertinent experience in field of flood hydrology.

DUTIES : Will supervise the engineering group within Flood Studies; Perform flood frequency analyses; Train and direct junior engineers and flood hydrologists; Carry out flood surveys and use indirect hydraulic methods to determine flood magnitudes; Compile flood information. Evaluate the quality of historical data; Assist other groups to improve hydrological data; Provide input to flood gauging network planning; Research and development in the field of flood hydrology.

ENQUIRIES APPLICATIONS : Mr Danie van der Spuy (012) 336-7871
 : 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 21/60 : **GIS PROFESSIONAL: PRODUCTION GRADE A–GRADE C**

SALARY : R311 667 – R456 921 (all inclusive package) (Offer based on proven years of experience)

CENTRE REQUIREMENTS : Bloemfontein
 : 4 year B – degree in GIS (NQF level 7). Three years post qualification GIS professional experience required. Valid drivers licence. Compulsory registration with PLATO. Extensive experience in GIS using ESRI software. Computer literacy and the ability to work in a team. Valid drive's license.

DUTIES : Spatial data capture, maintenance, management and quality assurance using ArcGIS software. Document and maintain GIS data capturing and processing procedure and standards. Manage data capturing and processing projects. Routine and ad hoc project reporting. Technical GIS support to departmental GIS users. Interpret Geo-database requirements. Geo-database design, management and maintenance. Liaise with departmental GIS users. Supervise the GIS data capturing and processing team. General office administration.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr. WH Grobler (051 405 9000)
 : The Regional Head, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300
 Ms P Mogolo

POST 21/61 : **SCIENTIST: PRODUCTION GRADE A – GRADE C 2 POSTS**

SALARY : R298 053 – R456 921 per annum (all inclusive package) Offer based on proven years of experience

CENTRE REQUIREMENTS : Pretoria
 : Science Degree (Bsc) (Hon) or equivalent qualification; Compulsory registration with the SACNASP as a professional, 3 years post qualification experience. Drivers licence Degree supported by at least one of the following subjects Hydrology, Statistics, Mathematics, Applied Mathematics, Computer Science, and Physics on 3rd year level. Candidate must have proficient knowledge in all calibration programs applied and operational procedures followed in the calibration section, Proven skills in the use of the directorate's HYDSTRA database, Computer literacy, including Power Point, Excel and MSWord. Proven ability to compile clear and concise technical reports, proven skills for reviewing and assessing such reports, Willingness to travel countrywide, Willingness to partake in ongoing in-service training programs.

DUTIES : The appointee will assist junior staff in the section who perform routine calibrations of gauging structures and flood sections; Auditing of such calibrations performed by head office and regional staff; Reviewing calibration, evaluation, inspection and auditing reports of junior personnel; Support gauging network management by compiling standards and norms and ensuring implementation thereof; Communication with clients and assistance with the calibration training of head office and regional personnel; Supervision of the inspection and evaluation of gauging structures and sites during field visits; Assessing survey plans of gauging structures and flood sections for correctness; Analyses and interpretation of hydrological and related data; Research and development in related hydrological Proven ability to train staff in the regions and at Head office in calibration methods and database skills; Proven knowledge and understanding of hydrological processes fields, i.e. model studies at the Hydraulics Laboratory

ENQUIRIES : Mr. M Fick (Section: Calibration) 012 336 7888

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 21/62 : **SCIENTIST: PRODUCTION GRADE A – GRADE C**

SALARY : R298 053 – R456 921 per annum (all inclusive package) Offer based on proven years of experience

CENTRE : Pretoria

REQUIREMENTS : Science Degree (BSC) (Hon) or equivalent qualification; Compulsory registration with the SACNASP as a professional; 3 years post qualification experience Degree supported by subjects on the field of Hydrology and or/ or Hydraulics, Knowledge of Hydrology and Statistical analysis; proven analytic experience in the field of surface water hydrology; knowledge and practical experience in the application of the Water Resource Systems Models and rainfall and flow gap filling models; Computer literacy. Recommendations Knowledge of GIS; Ability to work with skilled to team of specialists; willing to undertake field trips on irregular working hours. Drivers Licence

DUTIES : Perform hydrological assessments; Evaluate and improve the quality of historical data; Improve hydrological time series; Develop information products and provide statistical and hydrological information; Provide input to stream flow gauging network planning; Training and communication assistance with regional personnel in relation with hydrological processes; Inspection and assessment of gauging stations; Partake in training of junior hydrologist; Research and development in related to hydrological fields; Assist in a day to day with general management and supervisory functions.

ENQUIRIES : Mr. M Phaladi (012 336-7885)

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 21/63 : **CONTROL BIODIVERSITY OFFICER GRADE A**
Sub- Directorate: Water Regulation and Use)

SALARY : R238 551 per annum

CENTRE : Bloemfontein

REQUIREMENTS : 4 year degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience. A valid driver's license. Experience in managing a budget. Computer skills including MS Office suite and related computer packages. Good management skills. Excellent presentation skills. Good communication skills. A solid knowledge of public service regulations, policy and strategy implementation. Recommendations: An understanding of Integrated Water Resources Management, Strategic Framework for Water Services,2003 , National Water Act, 1998, Water Services Act,1997and related legislation. Dispute resolution skills. Be able to lead and manage a team. Be Able to manage programs and projects. Self motivated with good interpersonal communication skills at all stakeholder levels. Be able to negotiate. Be able to facilitate workshops and advocacy programs in the Water Sector.

DUTIES : Provide leadership to the section in relation to regulatory framework of the Department. Implement and monitor compliance of water programs in the Water Sector. Plans and coordinate intervention for poor performance in the Water Sector. Apply policies and strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act and the National Water Services Act. Provide professional advice to Local Authorities, mines and Industries. Support with the management of human resources and financial matters in the component. Environmental Management Plans (EMP) needed in mining authorization applications to ensure that mining has authorization to ensure that mining has negligible or no impact on water resources. Evaluation of Environmental Impact Assessments (EIA) to address possible impacts on the water environments due to changes in land use and address non compliance of conditions of Water Use Licenses.

ENQUIRIES : Mr. W Grobler Tel: 051 405 9000

APPLICATIONS : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein 9300

FOR ATTENTION : Ms. Pulane Mogolo

POST 21/64 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R 218 166 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Engineering, Three years post qualification, technical experience, valid drivers licence, and Compulsory registration with ECSA as a Professional Engineering Technician, Recommendation Extensive appropriate experience in surface water data collection, analysis, evaluation and interpretation of water surface data; Candidate must be able to handle stakeholders' requests, and dissemination of hydrological products; The position requires a strong candidate with sound leadership skills to function in a changing environment; The candidate should have Project management experience, planning and organising skills; He/She must possess the computer literacy and has thorough knowledge of hydrological systems and software.

DUTIES : Assist in the development of policies, strategies, regulations, standards, guidelines and procedures for surface water data acquisition and management; Liaise with the relevant stakeholders to ensure the maximum alignment and coordination of data acquisition and collection function; Liaise with regions and other units within DWA to ensure that the maximum output of quality is continuously improved; Provide training to both regions and internal staff on the areas data acquisition process; Contribute in business planning and reporting for the operational programme of Data/Information Acquisition and management.

ENQUIRIES : Mr. LZ Maswuma, Tel. (012) 336-7925
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 21/65 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R 218 166 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. Valid drivers licence. Compulsory registration with ECSA as a Professional Engineering Technician. Sound knowledge of hydrological processes and methodology. Project management experience.

DUTIES : To manage and monitor new trends practices with regard to Hydrometric Instrumentation for real time data transmission and collection of Hydrological data; To conduct the research method and improve on data collection platforms; Provision of advance technical advice on the optimal use of hydrological instrumentation; To develop procedure manuals for the installation, operational and maintenance of real time data systems; Initiate direct and manage in depth research in respect of development of procedures and practices regarding technical matters within hydrometric field; To conduct inspection, troubleshooting, repairs and maintenance of real-time data transmission systems; Provide training in the use of Hydrological instruments to national technicians and hydrologist. Candidate to possess sound knowledge of project, financial and human resource management

ENQUIRIES : Mr LZ Maswuma Tel. (012) 336-7925
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 21/66 : **CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A**

SALARY : R218 166 per annum
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma in Civil Engineering (T/N stream). Six years post qualification technical experience. Valid drivers licence. Compulsory registration with ECSA as a professional Engineering Technician Appropriate working experience preferably in the Water Resource Management field. Knowledgeable of water related legislation and other Government legislation i.e. National Water Act. The successful candidate must be computer literate and must have good written and verbal communication skills. Financial management and general management skills is essential for this position and the successful candidate must be in possession of a valid code 08 driver's license and willing to travel.

DUTIES : Perform duties in the Free State Region Office in the Sub Directorate: Water Use. The successful candidate will be responsible for the authorization of water use in the Upper Orange & Middle Vaal Water Management areas. Manage, control and verify water use in the above-mentioned Water management Areas. He/She will also be responsible for the management of his/her section and training of subordinates. Assist with the compilation and management of the budget for the Sub-directorate and provide supervision and assistance to the WARMS section.

ENQUIRIES : Mr. V. G. Blair, Tel, 051 405 9000
APPLICATIONS : The Regional Head, Department of Water Affairs, Private Bag 528, Bloemfontein 9300
FOR ATTENTION : Ms. P Mogolo

POST 21/67 : **CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A**

SALARY : R218 166 per annum
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma in Civil Engineering (T/N stream). Six Years post qualification technical experience. Valid drivers licence. Compulsory registration with ECSA as a professional Engineering Technician Appropriate working experience preferably in the Water Resource Management field. Knowledgeable of water related legislation and other Government legislation i.e. National Water Act. The successful candidate must be computer Literate and must have good written and verbal communication skills. Financial management and general management skills is essential for this position and the successful candidate must be in possession of a valid code 08 driver's license and willing to travel.

DUTIES : Perform duties in the Free State Region Office in the Sub Directorate: Water Use. The successful candidate will be responsible for the authorization of water use in the Upper Orange Water Management area. Manage, control and verify water use in the above-mentioned Water management Areas. He/She will also be responsible for the management of his/her section and training of subordinates. Assist with the compilation and management of the budget for the Sub-directorate.

ENQUIRIES : Mr. V. G. Blair, Tel no: (051) 405 9000
APPLICATIONS : The Regional Head, Department of Water Affairs, Private Bag 528, Bloemfontein 9300
FOR ATTENTION : Ms. P Mogolo

POST 21/68 : **ASSISTANT DIRECTOR: MONITORING, EVALUATION AND REPORTING**

SALARY : R192 540 per annum
CENTRE : Free State - Bloemfontein
REQUIREMENTS : A recognized three year degree/diploma from a recognized tertiary institution preferably in Social Science or Public Administration with at least three years appropriate experience in analytical assessments and report writing. Good knowledge of monitoring, evaluation research methodologies and strategic planning. Excellent communication, analytic and report writing skills. Team work orientation. Good inter and intra – personal skills. Computer literacy, with good knowledge of the MS office suite and data analysis methods and tools. A demonstrated firm understanding of the water and sanitation sector and water sector legislation. Knowledge of the public sector and Government processes. A valid Code 08 driver's license.

DUTIES : Reporting to the DD: Strategic Support and M&E. Responsible for analyzing monthly and quarterly reports. Facilitate reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments. Assist in the provision of information and coordinate responses to ministerials, parliamentary questions and NCOP reports. To assist with the development of the Regional Business plan and coordinate the alignment of the Directorates Business plan to the Regional Business Plan. Coordinate all internal and external M&E related activities in the Region including office of the Premier. Take part in the project site visits and ensure spot checks on all water related projects. Assist with analytical and strategic assessment of the progress against sector programme targets. Timeously respond to adhoc queries from the Region with regard to water sector performance. Assist in the development of Government Implementation Action Plan relevant to the Free State Region. Monitor and evaluate Government Implementation Action Plan including National / Provincial and local Government relevant to Department of Water Affairs in the Free State Region

ENQUIRIES : Ms ZM Letloenyane, Tel No: 051 405 9000
APPLICATIONS : The Regional Head: Free State Region, Department of Water Affairs Private Bag X 528, Bloemfontein 9300
FOR ATTENTION : Ms P Mogolo

POST 21/69 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – GRADE C (CIVIL) 5 POSTS**

SALARY : R148 818 – R228 132 per annum (Offer based on proven years of experience)
CENTRE : Bloemfontein

REQUIREMENTS : An appropriate National Diploma (T/N-stream Civil) 3 years post qualification technical experience. Valid drivers licence. Compulsory registration with ECSA as a professional Engineering Technician. Computer literacy. Willing to travel and work away from home. Recommendations: Good technical problem solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. A sound understanding of Government Policies, Knowledge of the implementation of Occupational Health and Safety act (OHS); Knowledge and understanding of Government Procurement System, Environment Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal relations (good human relations) presentation-, organizing- and analytical skills.

DUTIES : Management of maintenance and construction works. Installation and up keeping of real time equipment. Collection and processing of electronic hydrological data. Surveying of gauging structures and cross sections. Calibrating of gauging structures. Current gaugings at gauging structures. Flood management.

ENQUIRIES : Mr. CGF Lloyd, Tel: 051 405 9000
APPLICATIONS : The Regional Head, Department of Water Affairs, Private Bag 528 Bloemfontein, 9300
FOR ATTENTION : Ms. P Mogolo

POST 21/70 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – GRADE C (CIVIL) 2 POSTS**

Directorate: Water Regulation and Use
Sub-Directorate: Water Regulation
Division: Compliance and Enforcement

SALARY : R148 818 – R228 132 per annum (Offer based on proven years of experience)
CENTRE : Bloemfontein

REQUIREMENTS : An appropriate recognised National Diploma in Civil. 3 years post qualification technical experience. Valid drivers licence. Compulsory registration with ECSA as a professional Engineering Technician. Appropriate working experience, preferably in Integrated Water Resource Management. Knowledge of water related. Government Legislation, i.e. National Water Act, 1998 (Act 36 of 1998). Computer Literacy, Good written & verbal communication skills, license and willingness to travel.

DUTIES : Perform duties in the Free State Regional Office in the. Directorate: Water Regulation and Use, Division: Compliance Monitoring and Enforcement. Investigate water uses for compliance or non compliance. Take action in terms of the National Water Act, 1998 (Act 36 of 1998). Report on progress, cases, etc. Perform general office and administrative duties.

ENQUIRIES : Mr. W Grobler, Tel: (051) 405 9000
APPLICATIONS : The Regional Head, Department of Water Affairs, Private Bag 528 Bloemfontein 9300
FOR ATTENTION : Ms. P Mogolo

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

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

CLOSING DATE : 4 June 2010

OTHER POSTS

POST 21/71 : **DEPUTY DIRECTOR: INFORMATION**

SALARY : R 378 456 per annum, Level 11

CENTRE : Ukhahlamba CSC

REQUIREMENTS : An appropriate recognized Bachelor's Degree or Diploma. Health background will be an advantage. Advanced Computer skills(Ms Word, Ms Access, Ms Excel and Ms Power Point) presentation skills and facilitation skills. Extensive knowledge, experience and use of all information software like DHIS, ETR and any emerging software, with 3-5 years experience working in the information environment and at management level. Extensive data management and packaging skills. A valid drivers license is a prerequisite. Good verbal and written communication, leadership, analytical and interpersonal skills. Ability to work independently in a time bound.- driven environment and in a team under pressure. Be familiar with Acts, policies and principles regulating information and adherence to Provincial Data flow.

DUTIES : Coordinate and maintain up to date databases, refreshed pivot tables or other input files, making the data & indicators really available. Monitor closely all information at Sub-District and facilities within the district. Manage all data sets (Hospital, PHC,HAST, ETR and any other emerging data set) in accordance to the National and Provincial needs. Develop appropriate & timely monthly, quarterly, annual and adhoc in collaboration with the relevant programme managers. Provide written monthly feedback to sub districts, identifying both positive and negative elements of information processing, quality and other relevant observation. Provide ongoing support to district, sub-districts and facilities on information issues and respond promptly to all information needs at all levels. Perform other tasks relevant to the areas of responsibility as requested from time to time. Knowledge and skills will be proven through a practical exercise.

ENQUIRIES : Mr. H.T. Ramncwana@ 051 634 2661 or 083 378 1754

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity, affirmative action employer.

APPLICATIONS : Please quote the reference number and forward your application to the following Centres/ District Offices:

Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho for the attention of Mr Mapuza. Enquiries may be directed to Ms B. Nxusani at 040 - 6089215

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms N. Duma. Enquiries may be directed to Ms N. Duma at 043 – 7116609

Grahamstown Cacadu: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 12, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown, for the attention of Ms Williams. Enquiries may be directed to Ms Williams at 046 – 46361484

CLOSING DATE : 11 June 2010, If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful.

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be

limited to successful candidates only. Please note: people from the designated groups and those with disabilities are encouraged to apply as the Department is in a process of closing the gap in terms of equity targets.

OTHER POSTS

- POST 21/72** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GR 1 REF NO: (CD-A9)**
District: Amathole
- SALARY** : R248 065 – RR365 457 per annum
CENTRE : Amahlathi Area Office
REQUIREMENTS : An appropriate Bachelor's degree in Social Science specializing in Community Development , Development Studies, or Social Development and other related studies or an appropriate recognized three year Economic Degree. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification Driver's license code 8 (EB) is essential A qualification/certificate in project management will be an added advantage Competencies: Knowledge of theory and practice of Community Development as an intervention strategy Demonstrate ability to interpret policies and translate them into practice Demonstrate management skills through coaching, supervised practice and delegation Ability to develop appropriate consultation process for developing programmes and project plans Demonstrate a facilitative approach to motivate consultative participation in programme development and implementation Demonstrate ability to document and report on programme and projects according to required format Awareness of research needs for programme planning and development Communication and interpersonal skills, organizational and planning skills Demonstrate an understanding of organizational development Must be computer literate
- DUTIES** : Key Performance Areas: Monitoring, evaluation and reporting of Community Development Programmes in line with Area Office's operational plans. Facilitate the alignment of business plans of project participants to the Departmental programmes Develop and maintain a database on poverty issues that impact on Department's Programme Planning
- NOTE** : Final salary will be determined by appropriate experience/recognizable experience in community development environment as a Community Development Practitioner in terms OSD
- POST 21/73** : **ASSISTANT SOCIAL WORK MANAGER: CHILD & YOUTH CARE 2 POSTS REF NO: SW-A9**
District: Cacadu
- SALARY** : R241 806 – R297 144 per annum
CENTRE : Humansdorp (1) and Graff Reinet (1)
REQUIREMENTS : Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of child and youth care and probation services. Full understanding and proper interpretation of Social Welfare Legislation and specially in the field of Children Good understanding of PFMA and Treasury Regulations Project management skills and Code 08 driver's licence (EB) Computer literacy
- DUTIES** : Co-ordinate to Child care and protection services as well as probation services Monitoring of priority projects and NGO Programmes Ensure implementation of Social Welfare Legislations Manage budget, establish community child protection structures
- NOTE** : Final salary will be determined by appropriate experience/recognizable experience in social work after registration with SACSSP as a Social Worker in terms OSD
- POST 21/74** : **ASSISTANT SOCIAL WORK MANAGER: WOMEN & VICTIM EMPOWERMENT 3 POSTS REF NO: SW-A9**
District: Cacadu
- SALARY** : R241 806 – R297 144 per annum
CENTRE : Humansdorp (1), Graff Reinet (1) and Grahamstown (1)
REQUIREMENTS : Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of families victim empowerment and social relief Knowledge of family preservation programmes Ability to integrate programmes related to families, social relief and victim

		empowerment Good understanding of PFMA and Treasury Regulations Good interpersonal skills and expertise in Social Welfare legislation Project management skills Computer literacy and code 8 driver's licence (EB)
<u>DUTIES</u>	:	Interpretation of Welfare Legislation related to the field Co-ordination of projects from the communities Capacity building of Co-ordinators in the field and specially on application of statistics related to the field Management and monitoring of projects in the related field Manage budget of the directorate
<u>NOTE</u>	:	Final salary will be determined by appropriate experience/recognizable experience in social work after registration with SACSSP as a Social Worker in terms OSD
<u>POST 21/75</u>	:	<u>ASSISTANT SOCIAL WORK MANAGER: PEOPLE WITH SPECIAL NEEDS 3 POSTS</u> <u>REF NO: SW-A9</u> District: Cacadu
<u>SALARY</u>	:	R241 806 – R297 144 per annum
<u>CENTRE</u>	:	Humansdorp (1), Graff Reinet (1) and Grahamstown (1)
<u>REQUIREMENTS</u>	:	Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) with five years as a supervisor Code 08 driver's licence (EB) Computer literacy Post graduate degree will be an added advantage Competencies: Knowledge of an implementation experience with regard to Provincial and National policy framework Sound communication and interpersonal skills Planning, organizing and controlling skills Demonstrate an ability to network with strategic stakeholders Sound knowledge of the functioning of the profit sector Implementation of the PFMA and financial; regulations and policies
<u>DUTIES</u>	:	Monitor, evaluate and render support to funded and non-funded services Facilitate the development of Community based Program and Projects Facilitate the establishment of intersectoral structures with stakeholders and other departments Oversee the functioning of the sub-program Design and implement statistical data Manage and interpret statistical data Mobilise and facilitate the development and utilization of resources Implement the Performance Management & Development System Facilitate the implementation of the Provincial strategize and standard for service To integrate programmes related to substance abuse, older persons and people with disabilities.
<u>NOTE</u>	:	Final salary will be determined by appropriate experience/recognizable experience in Social Work after registration with SACSSP as a Social Work
<u>POST 21/76</u>	:	<u>ASSISTANT SOCIAL WORK MANAGER: HIV & AIDS 3 POSTS REF NO: SW-A9)</u> District: Cacadu
<u>SALARY</u>	:	R241 806 – R297 144 per annum
<u>CENTRE</u>	:	Humansdorp (1), Graff Reinet (1) and Grahamstown (1)
<u>REQUIREMENTS</u>	:	Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of HIV & AIDS and impact thereof on orphans and children made vulnerable by HIV & AIDS Good understanding of Home Community Based Care Programme Computer literacy and understanding of Social Welfare Legislation Full understanding of PFMA and Treasury Regulations Project management Skills Code 08 driver's licence (EB)
<u>DUTIES</u>	:	Facilitate the development and implementation of Home Community Based and support programmes for people infected and affected by HIV & AIDS Facilitate and monitor the establishment of corporate structures for orphans and children infected and affected by HIV and AIDS Implement and monitor policy for orphans and children made vulnerable by HIV & AIDS To integrate home community based care programmes and monitor priority projects
<u>NOTE</u>	:	Final salary will be determined by appropriate experience/recognizable experience in Social Work after registration with SACSSP as a Social Work
<u>POST 21/77</u>	:	<u>MANAGER: OFFICE OF THE GENERAL MANAGER</u> Directorate: Social Welfare Services
<u>SALARY</u>	:	R240 318 - R278 994 per annum, level 10
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	Three (3) year degree in Accounting/Economics Proven experience of at least 3 years at junior management level in the field of financial management Full understanding of the PFMA and Treasury Regulations A post graduate degree will be an added advantage

<u>DUTIES</u>	: Full knowledge of the Public Service Legislation Computer literacy is compulsory Code 8 driver's license is compulsory : Advise the General Manager on Management and control of branch budget Analyse and report emerging trends in expenditure of the branch Capacity build branch staff on budget management, including the NGO Unit at Provincial and District level Determine risks in the implementation of branch directives Establish management and control systems Assist in financial reports for NGO's and priority projects
<u>POST 21/78</u>	: <u>ASSISTANT MANAGER/COMMUNITY DEVELOPMENT POLICY DEVELOPER GR 3</u> : <u>REF NO: CD-B10</u> : Directorate: Women Development
<u>SALARY</u>	: R221 103 – R297 144 per annum
<u>CENTRE</u>	: Bhisho
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree in Social Sciences/Social Work specializing in Community Development, Development Studies or Social Development, Rural Development and other related studies A minimum of 5 years recognizable experience in Community Development after obtaining the required qualification Driver's licence code 08 is essential Competencies: Knowledge of theory and practice of Community Development as an intervention Strategy Demonstrate ability to interpret the policies and translate them into practice Ability to conceptualise and design new programmes to empower women Promotion of Gender Equality Demonstrate management skills, through supervision and mentoring Ability to facilitate and assist in Community mobilization at District level for developing programmes and project plans Demonstrate ability to document and report on programmes and projects according to required format Awareness of research needs for programme planning and development Strong communication and interpersonal skills, organizational and planning skills, good report writing skills Demonstrate an understanding of organizational development Must be computer literate
<u>DUTIES</u>	: Key Performance Areas: Design and Implementation of Women Development Programmes Monitoring, evaluation and reporting on Women Development Programmes in line with Department of Social Development's Operational Plans Facilitate the alignment of business plans of community projects for funding in line with the Departmental funding criteria Budgeting and expenditure management for the programme – adhered to Public Finance Management Act (PFMA) Contribute to policy formulation relevant to the Departmental programmes Develop and maintain a database on poverty issues that impact on the Department's Programme Planning Establish & strengthen partnerships and facilitate integrated programme planning and implementation with relevant stakeholders
<u>NOTE</u>	: Final salary will be determined by appropriate experience/recognizable experience in community development environment as a Community Development Practitioner in terms OSD

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

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

MANAGEMENT ECHELON

- POST 21/79** : **HEAD: CLINICAL DEPARTMENT (DENTAL)/ADJUNCT OR ASSOCIATE PROFESSOR REF NO: 70252702**
Directorate: Orthodontics

- SALARY** : R1 115 565 per annum (all inclusive package) Benefits: Additional benefits could include basic service benefits, optional service allowance and if the incumbent so elects, commuted overtime. The incumbent will have the right to apply for permission to undertake Remunerative Work Outside Public Service.

- CENTRE REQUIREMENTS** : Wits Oral and Dental Hospital
Registration with the Health Professions Council of South Africa as specialist in Orthodontics. Minimum of 10 years clinical experience in this abovementioned specialty. Experience in dental education and a research record. Proven managerial skills.

- DUTIES** : The incumbent will be responsible, inter alia for: Control all administrative and management aspects. The monitoring of: Service rendered to hospital patients in this discipline. Under- and postgraduate teaching programmes. The supervision of postgraduates and the development and maintenance of research projects. The incumbent should be a catalyst for transformation priorities.

- ENQUIRIES** : Prof A.R.M. Essop, Tel No: (011) 488 - 4887
CLOSING DATE : 14 June 2010

- POST 21/80** : **HEAD: CLINICAL DEPARTMENT (DENTAL)/ADJUNCT OR ASSOCIATE PROFESSOR REF NO: 70252703**
Directorate: Oral Medicine and Periodontology

- SALARY** : R1 115 565 per annum (all inclusive package) Benefits: Additional benefits could include basic service benefits, optional service allowance and if the incumbent so elects, commuted overtime. The incumbent will have the right to apply for permission to undertake Remunerative Work Outside Public Service.

- CENTRE REQUIREMENTS** : Wits Oral and Dental Hospital
Registration with the Health Professions Council of South Africa as specialist in Oral Medicine and Periodontology. Minimum of 10 years clinical experience in this abovementioned specialty. Experience in dental education and a research record. Proven managerial skills.

- DUTIES** : The incumbent will be responsible, inter alia for: Control all administrative and management aspects. The monitoring of: Service rendered to hospital patients in this discipline. Under- and postgraduate teaching programmes. The supervision of postgraduates and the development and maintenance of research projects .The incumbent should be a catalyst for transformation priorities.

- ENQUIRIES** : Prof A.R.M. Essop, Tel No: (011) 488 - 4887
CLOSING DATE : 14 June 2010

- POST 21/81** : **MEDICAL SPECIALIST - SURGERY 2 POSTS REF NO: 70252629**
Medical

- SALARY** : R643 065 – 682 527 per annum (All-Inclusive Package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Registration with the HPCSA as Medical Specialist in Surgery. A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Surgery.

DUTIES : Management of clinical services and after hour calls in the department. Cost centres and containment management. Training and development of staff. Maintaining of discipline and sound human relations. Advice HOD and Clinical Manager on all improvements as may required.

ENQUIRIES : Dr N.A Msibi, Tel No: (016) 930-3303

CLOSING DATE : 10 June 2010

POST 21/82 : **MEDICAL SPECIALIST GRADE II (FAMILY MEDICINE) 2 POSTS REF NO: 70250375**
Directorate: Medical Services

SALARY : R491 892 – R624 198 per annum (plus benefits)

CENTRE : Jubilee District Hospital

REQUIREMENTS : MMED (Family Medicine) Or equivalent. Current registration with HPCSA as a Family Physician. Minimum of 5 years working experience as specialist and minimum of 2 years management experience within the district health services. Effective leadership skills, team orientation, skills in communication, eagerness to support other services delivery points in the hospital and the district.

DUTIES : Responsible for provision of quality district hospital / level 1 Primary Health Care (PHC) services at Jubilee district hospitals and their sub- district. Improve quality of Primary Health Care (PHC) / level 1 district health services through direct patient care, mentoring and supervision. Support and participate in the management of commuted overtime at the district hospital. Contribute to the academic activities of the department of Family Medicine & PHC in the hospital / district and the university of Limpopo (Medunsa Campus). Teach medical students. Interns, community services doctors/ medical officers and other PHC team members. The incumbents may be required to visit clinic /community health care centres within the sub-district as and when required.

ENQUIRIES : Dr. Modise. Tel No: (012) 717 9338 (Jubilee District Hospital)
Prof GA Ogunbanjo Tel NO. (012) 521 4528 (University of Limpopo: Family Medicine & PHC)

POST 21/83 : **MEDICAL OFFICER (ANAESTHESIA, PAEDIATRICS AND ORTHOPAEDICS) REF NO: 70252630**
Directorate: Medical

SALARY : Grade II & Grade III (will be determined through OSD regulations as well as specific needs at the institution)
Grade II: 423 846 – 477 462 ,Grade III: 491 892 – 579 420

CENTRE : Sebokeng Hospital

REQUIREMENTS : Grade II: Registration with the HPCSA as Medical Practitioner with a minimum of 5 years appropriate experience AFTER registration as medical practitioner. Grade III: Registration with the HPCSA as Medical Practitioner with a minimum of 10 years appropriate experience AFTER registration as medical practitioner. Basic computer skills and an interest in the specific discipline applied for.

DUTIES : Management of clinical services and after hour calls in the department. Cost centres and containment management. Training and development of staff.

ENQUIRIES : Dr N.A Msibi, Tel No: (016) 930-3303

CLOSING DATE : 10 June 2010

POST 21/84 : **MIDDLE MANAGER: RADIOGRAPHY REF NO: 70252676**
Directorate: Allied Health

SALARY : R174 234 – R202 287 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : 3 years National Diploma / Degree in Diagnostic Radiography, B.Tech / Honours will be an advantage. Registration with HPCSA. 10 years experience as a diagnostic radiographer with 5 years experience as a manager will be an advantage. Knowledge of public service legislation, policies and procedures. Skills in the following areas:
Supervisory, organizing, communication, strategic thinking, computer literacy, Interpersonal relationship and conflict resolution, policy implementation, budgeting and analytical thinking. Quality assurance for Radiography, accreditation standards, knowledge of specialised radiology procedures and equipment.

DUTIES : Manage Radiography Department. Manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general to specialised radiography services according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24 hour radiography service at all times. Provide professional advice in issues pertaining to policies and

legislation related to health. Provide input into compilation of the strategic and operational plans. Compilations of monthly statistics and stock control.

ENQUIRIES : Dr. VJ Radebe, Tel No: (016) 930 - 3264
CLOSING DATE : 10 June 2010

POST 21/85 : **CHIEF PHYSIOTHERAPIST REF NO: 70252620**
 Directorate: Allied

SALARY : R161 970 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : BSc Physiotherapist or equivalent qualifications. Minimum 5 year experience. Computer, communication and interpersonal skills.

DUTIES : Implement physiotherapy clinic treatment protocols. Be able to manage a team. Co-ordinate inventory and assistive devices. Support and coach team. Implement PMDS and evaluate the team. Convene meetings, write and submit reports. Supervise subordinates.

ENQUIRIES : Dr NA Msibi , Tel No: (016) 930-3303
CLOSING DATE : 10 June 2010

POST 21/86 : **PROFESSIONAL NURSE GRADE II REF NO: 70252704**
 Directorate: Nursing Services (ART)

SALARY : R 160 032 – R 185 523 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice 425 (i.e. Diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Written and verbal Communication skills. ARV knowledge will be an advantage.

DUTIES : Implement standard practice for quality health care. Implement Nursing care in accordance with relevant Acts and regulations. Maintain a constructive working relationship with subordinates and other sections. Improve customer care and implement Batho Pele Principles and Patient’s Charter. Order and control stock. Record keeping and report writing.

ENQUIRIES : Mrs. M. Radebe, Tel No: (011) 681-2016
CLOSING DATE : 14 June 2010

POST 21/87 : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70252622**
 Directorate: Allied

SALARY : R130 425 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : BA/BSc Occupational Therapy. Minimum 1 year post community service. Registration with the HPCSA. Basic computer skills. Leadership and communication skills.

DUTIES : Assessment and rehabilitation of paediatrics and adults with physical and psychiatric disorders. Performance management of subordinates. Cost centering / budget management.

ENQUIRIES : Mr. Japhta Molete, Tel No: (016) 930-3360
CLOSING DATE : 10 June 2010

POST 21/88 : **SENIOR PHYSIOTHERAPIST REF NO: 70252623**
 Directorate: Allied

SALARY : R130 425 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : BSc Physiotherapist or equivalent qualifications. Computer, communication and interpersonal skills. Ability to work under pressure.

DUTIES : Implement physiotherapy clinic treatment protocols. Be able to manage a team. Co-ordinate inventory and assistive devices. Support and coach team. Implement PMDS and evaluate the team. Convene meetings, write and submit reports. Supervise subordinates.

ENQUIRIES : Dr NA Msibi ,Tel No: (016) 930-3303
CLOSING DATE : 10 June 2010

POST 21/89 : **SENIOR DIETICIAN REF NO: 70252754**
 Directorate: Dietician

SALARY : R130 425 per annum (plus benefits)
CENTRE : Tembisa Hospital
REQUIREMENTS : To be a qualified dietician and be currently registered with the HPCSA. Must have a degree in dietetics. The applicant must be able to demonstrate good clinical knowledge of human nutrition and apply therapeutic nutrition intervention.

DUTIES : To render effective optimal nutrition that is cost effective with the application of evidence based nutrition according to the departmental quality and financial targets. To perform and complete administrative functions. To contribute to the development and implementation of the departmental strategic, financial and operational plan. To ensure maintenance of the departmental standards. Participate in the training of the dietetics and elective students. Contributes in coordinating dietetics and food service. Provide relevant and cost effective inputs towards improving food service provision. To assist with the development and updating of clinical guidelines, policies and procedures. To apply nutrition knowledge and therapeutic practice. Render effective and efficient administrative function in patient affairs.

ENQUIRIES : Ms R.M. Rapholo, Tel No: (011) 923-2231
CLOSING DATE : 10 June 2010
NOTE : The employer reserves the right to fill or not to fill the post.

POST 21/90 : **JUNIOR OCCUPATIONAL THERAPIST REF NO: 70252624**
 Directorate: Allied

SALARY : R105 645 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : BA/BSc Occ. Therapy. Registration with the HPCSA. Basic computer skills. Leadership and communication skills.

DUTIES : Assessment and rehabilitation of paediatrics and adults with physical and psychiatric Disorder. Performance management of subordinates. Manage consumable budget in own area of work.

ENQUIRIES : Mr Jaftha Molete, Tel No: (016) 930-3360
CLOSING DATE : 10 June 2010

POST 21/91 : **OCCUPATIONAL THERAPY ASSISTANT REF NO: 70252621**
 Directorate: Allied

SALARY : R73 584 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : OTA Diploma. Relevant clinical experience. Registration with the HPCSA. Basic computer skills. Vernacular and communication skills.

DUTIES : Help assessment and rehabilitation of pediatrics and adults with physical and psychiatric disorders. Responsible for issuing and repairs of assistive devices. Do group treatment as required.

ENQUIRIES : Mr. Japhta Molete, Tel No: (016) 930-3360
CLOSING DATE : 10 June 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 : the contents of this circular minute must be brought to the notice of all eligible officers and employees on your establishment of all institutions. institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. direction to candidates: the following documents must be submitted: application for employment form (z83) which is obtainable from any government department or from the website - www.kznhealth.gov.za. 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 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 be disqualify applicants. person with disabilities should feel free to apply for the post. the appointment is subject to positive outcome obtained from the nia the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). due to the large number of applications, receipt of applications will not be acknowledged. however, every applicant will be advanced of the outcome of his/her application, in due course.

OTHER POSTS

POST 21/92 : **MEDICAL SPECIALIST GRADE 1 3 POSTS REF NO: GS 49/10 COMPONENT: GENERAL SURGERY**

SALARY : R554 109 Per Annum (all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime

CENTRE : PMB Metropolitan Hospitals Complex

REQUIREMENTS : Specialist Qualification in Surgery plus registration with the HPCSA as a Medical Specialist in a normal specialty on commencement of job (can be after interview) Knowledge, Skills, and Experience Required: Appropriate Specialist procedures and protocols within field of Surgical expertise Sound Knowledge of Human Resource Management Financial Management- monitoring of expenditure, Essential drug list, Management functions- policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, Applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES : Key Performance Areas: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery of a 24- hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex. Develop management protocols for the Department of Surgery in accordance with the Hospital and Department policies Provide appropriate Surgical care to patients Maintain the effective and efficient utilization of human resources in respect of: Overseeing and supervising surgical staff in the execution of their duties Training staff and promoting ongoing staff development in accordance with their individual and departmental development needs Recruiting and selecting staff in accordance with government prescripts Assessing performance of surgical staff Allocating surgical personnel to respective wards Provide measures and guidance on quality assurance to comply with set quality standards Foster collaboration with other hospitals within and outside the district Exercise cost control over the activities of the department in line with the allocated budget Participate in all academic and clinical meetings of the Department Participate in the outreach programme Participate in the departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department

ENQUIRIES : Dr V. Govindasamy: 033 – 8973381

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

CLOSING DATE : 7th June 2010

POST 21/93 : **MEDICAL SPECIALIST REF NO: MEDSPECNEUROLOGY/2/2010**
Department: Neurology Dept

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

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

DUTIES : The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students, on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest in Epilepsy or Neuro-immunology. As part of the candidate's development of the special skill he/she will be required to spend time in an internationally recognized unit.

ENQUIRIES APPLICATIONS : Prof Bhigjee at (031) 2402359
: All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

CLOSING DATE : 18 June 2010

POST 21/94 : **MEDICAL SPECIALIST REF NO: MEDSPECOPHTH/1/2010**
Department: Ophthalmology

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

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Tertiary Qualification in an appropriate Health Science plus registration with the HPCSA as a "Medical Specialist (Ophthalmologist). Knowledge, skills training and competencies required: Broad knowledge of working in an Ophthalmology Department. Good communication and supervisory skills. Appropriate specialist procedures and protocol within the field of expertise. Assessment, diagnosis and management of patients within field of expertise. HR management skills. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : Manage designated areas of responsibility of the ophthalmology department. Conduct general ophthalmology clinics and perform ophthalmic surgery. Supervision of post graduate and undergraduate training. Participate in the academic programme & perform research of the Department Ophthalmology, Nelson R Mandela Medical School.

ENQUIRIES APPLICATIONS : Dr Linda Visser, Dept of Ophthalmology Tel: 031-2604341
: All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 18 June 2010

POST 21/95 : **MEDICAL SPECIALIST IALCH 2 POSTS REF NO: SPECNEUROSURG/2/2010**
Department: Neurosurgery

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

REQUIREMENTS : Applicants must be currently registered as a Specialist Neurosurgeon with the Health Professions Council of South Africa. Prior surgical experience. Skills, Knowledge, Training and Competence, The appointee will be required to perform Neurosurgical operations expected of a junior specialist, attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

DUTIES : Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Developing patient management, protocols, clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department, supervise research with a view to improving quality care of the patient. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi- disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs.

ENQUIRIES APPLICATIONS : Dr E.M. Kiratu (Acting Head) 031 – 240 1135.
: All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 18 May 2010

POST 21/96 : **HOSPITAL MANAGER REF NO: SHD 10/2010 SAP**

SALARY : An inclusive package of R448 521per annum, Level 12)
CENTRE : St Apollinaris Hospital
REQUIREMENTS : Senior Certificate/Grade 12/ Standard 10 or Equivalent qualification Plus; B Degree/Diploma in the field of Administration and Management or Tertiary qualification in Health Science; plus a minimum of 3 years Managerial experience within a health environment; plus Unendorsed Valid Code EB Drivers License (Code 8) Skills: Sound Knowledge of Human Resource Management, Financial Management Systems and Acts and Regulations relating to the Public Service and Health Service. Analytical thinking, Planning and Leadership skills, Good interpersonal skills, Computer Literacy, Conflict Management and negotiation skills, Good working knowledge of the functioning of hospitals or public sector institutions, Time Management and Decision Making Skills, Performance Management.

DUTIES : Provide Leadership for the management team to Ensure the delivery of high quality compassionate Care for patients as part of the Provincial Health Care Network. Manage the institution in a cost effective and Efficient manner and ensure that systems are Established and maintained to enable this. Ensure the co-ordination of all health services Within the catchment area. Formulate and execute strategic and operational policies and plans for the institution. Monitor and evaluate the provision of institutional Services. Plan and effect institutional human Strategy in line with Provincial Relations which are Practical and promoted within the ambit of the Labour Relations Act of 1995. Ensure the effective Management of physical facilities and other clinical and non clinical support services (Radiology, Pharmacy, Laboratory, catering, stores and other Hotel services) in line with Provincial regulations and guidelines. Ensure good governance Programmes and community participation which includes the effective functioning of hospital boards. Provide optimal health care for the communities the institution serves by identifying key result areas that are specific, measurable, achievable and realistic, that will enable the institution to sustain its service delivery. Manage and control finances allocated to the institution in line with government prescripts

ENQUIRIES APPLICATIONS : Mrs NS Radebe Tel No:-039: 8348300
: Direct your application quoting the relevant reference number to : The District Manager, Sisonke District Health Office, Private Bag X 502, IXOPO,3276. Hand delivered

applications may be submitted to Human Resource Practices Component, 38 Margaret Street, IXOPO.

FOR ATTENTION : The Human Resource Manager
CLOSING DATE : 7 June 2010

POST 21/97 : **MEDICAL OFFICER: GRADE 1, 2 OR 3 2 POSTS REF NO: GTN 05/2010**

SALARY : This inclusive salary package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules
Grade 1-R405 333-R456 666, GRADE 2-R470 409- R529 983, GRADE 3-R545 999-R643 156 Additional Benefits: Commuted Overtime (Subject to approval) Plus, Rural Allowance (18% of basic salary)

CENTRE : Greytown Hospital
REQUIREMENTS : An MBChB degree or equivalent qualification, Plus Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner, Plus Grade 1, No Experience. Grade 2, Minimum of 5 years experience after registration with the HPCSA as a Medical Practitioner. Grade 3, Minimum of 10 years experience after registration with HPCSA as a Medical Practitioner. Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. Caesarian sections and spinal anesthetics, ectopic pregnancies, circumcisions, evacuations etc. Knowledge and skills in Medicine including HIV and TB, Pediatrics, Surgery, Obstetrics & Gynecology, Orthopedics, Psychiatry, Emergency Medicine and Anesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.

DUTIES : Clinical and administrative duties/ responsibilities for the respective wards. Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. After – hours participation in call rosters. Perform emergency procedures and administer anesthesia. Application of family medicine to patient and relatives. Facilitation of staff training and on-going medical education.

ENQUIRIES : Dr M Ndlangisa 033 413 8230
APPLICATIONS : Human Resource Manager, Greytown Hospital, Private Bag X 5562 Greytown 3250
FOR ATTENTION : Ms Z.P Mkhize TEL: 033 413 9492
CLOSING DATE : 30 May 2010

POST 21/98 : **PHARMACY MANAGER (PHARMACIST GRADE 111) REF NO: TCHC 06/2010**

SALARY : R381 900 per annum. This inclusive package consists of 70% basic salary and 30% flexi portion that must be structured in terms of the applicable rules.

CENTRE : Tongaat Community Health Centre
REQUIREMENTS : Minimum Requirements: A bachelor Degree/ Diploma in Pharmacy. Current registration with South African Pharmacy Council. Appropriate qualification, registration certificate plus 13 years experience after registration with SAPC as a Pharmacist. Knowledge Skills and competencies required a sound knowledge and understanding of the public Pharmaceutical service, policies and procedures as well as the legislation applicable to Pharmacy practices and control of medicine. Supervisory, team building, conflict management and analytical skills. Appropriate clinical and theoretical knowledge. Professional concern for excellence. Computer Literacy Sound interpersonal communication planning and organizing skills. Sound knowledge of human resource management and staff relations legislation. Knowledge of the principles of drug supply management and EDL programme.

DUTIES : Key Performance Areas: Supervise and control of junior staff, pharmacy assistants and community service pharmacist. To execute all duties, functions and responsibilities to the best of his/her abilities and within all legislations. Tutor pharmacist interns and pharmacist assistants undergoing training. Maintain accurate and appropriate patients records as per legal requirements. Supervision and control of pharmacy bulk stores. Co-ordination of clinic schedule and pre packing and pre dispensing to community clinic. Engage in effective communication and interactions between departments, personnel and other service providers in order to render service. Perform standby of the call duties and work overtime. Participate in the department academic programme.

ENQUIRIES : Dr BM Roopsingh (032 – 944 5050) Ext. 228
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager Manager, Tongaat Community Health Centre, Private Bag X 06, Tongaat, 4433
FOR ATTENTION : Mr AS Cele

CLOSING DATE : 04th June 2010

POST 21/99 : **PHARMACIST GRADE III (PHARMACY MANAGER) 1 POST REFERENCE NO: TCHC 06/2010**

SALARY : R381 900 per annum, (this inclusive package consists of 70% basic salary and 30% flexible portion that must be structured in terms of the applicable rules.

CENTRE : Tongaat Community Health Centre

REQUIREMENTS : A bachelor Degree / Diploma in pharmacy Current registration certificate with SAPC as a Pharmacist. Appropriate qualification, registration certificate plus 13 year experience after registration with SAPC as a Pharmacist. Knowledge, Skills, and Competencies Required Sound knowledge and understanding of the public pharmaceutical service, policies and procedures as well as the legislation applicable to Pharmacy practices and control of medicine. Supervisory, team building, conflict management and analytical skills. Appropriate clinical and theoretical knowledge. Professional concern for excellence. Computer literacy. Sound interpersonal, communication, planning and organizing skills. Sound knowledge of Human Resource Management and staff relations legislation. Knowledge of the principles of drug supply management and EDL programme.

DUTIES : Key Performance Areas: Supervise and control of Junior staff, Pharmacy Assistants and Community Service Pharmacist. To execute all duties, functions and responsibilities to the best of his/her abilities and within all legislations. Tutor pharmacist interns and pharmacists assistants undergoing training. Maintain accurate and appropriate patient's records as per legal requirements. Supervision and control of pharmacy bulk stores. Co-ordination of clinic schedule and pre-packing and pre-dispensing to community clinics, Engage in effective communication and interactions between departments, personnel and other service providers in order to render a quality service. Provide information on medicines, counseling and education to health professionals and patients. Execute control over expenditure by ensuring non-wasting of pharmaceutical and other resources. Perform standby/on-call duties and work overtime.

ENQUIRIES : Dr B.M. Roopsingh (032) 944 5054 Ext. 229

APPLICATIONS : Application should be forwarded to, Tongaat CHC Private Bag X 06 Tongaat, 4400

FOR ATTENTION : Mr A.S. Cele Human Resource Manager

CLOSING DATE : 04th June 2010

POST 21/100 : **MEDICAL OFFICER 2 POSTS REF NO: MOHAEM/1/2010**
Department: Haematology

SALARY : Salary Grade1: Medical Officer - R365 217 per annum excluding Commuted overtime, Experience: Not applicable
Salary Grade 2: Medical Officer - R423 846 per annum excluding commuted overtime, Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer - R491 892 per annum excl commuted overtime, Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

CENTRE : Hospital: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Current registration with the Health Professions Council as an Medical Practitioner. Applicants must be registered as Medical Practitioners with the HPCSA and Applicants must have completed their community service. Knowledge, Skills, Training and Competencies Required: Applicants are expected to have a sound knowledge and appropriate skills in the basic medical disciplines to allow for accurate diagnosis and appropriate management of clinical problems.

DUTIES : Duties will include clinical ward duties, management of outpatient clinics and participation in the academic programmes of the department. Good record keeping and clinical audits form part of the duties. Incumbents may be required to perform duties at other hospitals attached to the Department of Haematology. Incumbents are required to participate in overtime duties and after-hours on site clinical services in haematology and to other medical departments as required.

ENQUIRIES : Professor V.B Jogessar, Tel (031) 2402654/8

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

CLOSING DATE : 18 June 2010

POST 21/101 : **MEDICAL OFFICER: GRADE 1, 2 & 3 2 POSTS REF NO: GTN 03/2010**

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

CENTRE : Greytown Hospital

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

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

ENQUIRIES : Dr M Ndlangisa 033 413 8230

APPLICATIONS : Human Resource Manager, Greytown Hospital, Private bag x 5562, Greytown, 3250

FOR ATTENTION : Ms ZP Mkhize Tel: 033 413 9492

CLOSING DATE : 30 May 2010

POST 21/102 : **MANAGER: COMMUNITY HEALTH CENTRE (LEVEL 10) REF: UTHUNG 10/2010**

SALARY : An all inclusive salary package of R240 318.00 per annum Plus 13TH Cheque, Medical Aid (Optional) and Housing Allowance (Employee Must Meet Prescribed Conditions)

CENTRE : Nseleni CHC

REQUIREMENTS : An appropriate B-degree or equivalent qualification in the field of Administration and Management or a tertiary qualification in Health Science. At least 3 years experience in management. Management in a Health Facility would be an added advantage. Valid code 08 Driving Licence and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Knowledge of Legislative prescripts governing the Public Service. Ability to plan and organize. Project management and Human Resource Management. Good communication skills (oral and written). Leadership, financial management and management skills. Problem solving and conflict management. Good interpersonal relations.

DUTIES : Key Performance Areas: - Manage and monitor the day to day functioning of the Community Health Centre and its PHC clinics to ensure that the high quality of services is being provided to clients. Formulates strategic plans and ensure the execution of measurable and achievable strategies and operational activities for optimal service delivery. Manage and control the finances of the institution in line with the Public Finance Management Act and other relevant prescripts and policies. Ensure that the environment complies with the Health and Safety Act and that staff adhere to safety precautions and their welfare is maintained to attain optimal productivity. Maintains discipline and deals with grievances and labour relations issues in terms of laid down policies and procedures. Plan and effect an institutional human resource strategy in line with the policy framework of the Public Service. Formulates policies and procedures for the CHC to promote efficiency. Facilitates the development and implementation of HR policies that promotes continuous training and development of staff in the Centre. Participates in the recruitment of staff in different fields.

ENQUIRIES : Mr M.M Zungu: 035-787 0631/3/4/5

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

FOR ATTENTION : Mr S.D Mzimela

CLOSING DATE : 11 June 2010

POST 21/103 : **PRINCIPAL DIETICIAN 1 POST REF NO: GTN 05/2010**

SALARY : R161 970 PA plus 13th cheque, medical aid (optional) housing allowance (employee must meet prescribed requirements), 10% scarce skills and 17% rural allowance

CENTRE : Greytown Hospital

REQUIREMENTS : Must be currently registered with Health Professional Council; of South Africa as a Dietician .Degree /National Diploma in BSC Dietician .A minimum of 4 years post registration experience as a Dietician. Able to demonstrate an extensive clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions. Have a good understanding of clinical governance and clinical audits. Counselling skills .Nutritional analysis and assessment .Ability to plan and organize resources .Excellence interpersonal skills. Knowledge of nutrition management for people with HIV/AIDS and TB. Communication and training skills with respect to post graduate intern training.

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

ENQUIRIES : Dr M Ndlangisa, 033 413 8230

APPLICATIONS : Human Resource Manager, Greytown Hospital, Private Bag X5562, Greytown 3250

FOR ATTENTION : Ms ZP Mkhize Tel: 033 413 9492

CLOSING DATE : 30 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 : Mrs D. Scheffers

CLOSING DATE : 11 June 2009

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.

OTHER POSTS

POST 21/104 : **MEDIA LIAISON OFFICER REF NO: HO 06/2010**
(Fixed period appointment linked to the term of Office of the MEC)

SALARY : Negotiable within the applicable salary range of a Deputy Manager within the Public Service which provides for an all inclusive package to be structured in accordance with the rules for middle management services (MMS)

CENTRE : Office of the MEC for Public Works : Head Office – Durban / Pietermaritzburg

REQUIREMENTS : An appropriate recognized Bachelor's degree /National Diploma plus relevant and appropriate experience in either Communication, Media Relations, Journalism or Public Relations. A valid drivers licence. Candidates must be computer literate. Skills, Knowledge: *An expert knowledge of the communications, media & Competencies: and public relations environment *An expert ability to compile accurate information for

release *The ability to function under pressure and in accordance with time constraints
*In-depth knowledge of relevant prescripts applicable to the Public Service *Candidates
should possess the following skills : Analytical and innovating thinking, Research and
creativity, Facilitation, Policy interpretation, Financial management, Strategic
management and leadership, Problem solving, and advanced interpersonal and
communication skills (both written and verbal)

DUTIES

: Key Performance Areas: *Manage and coordinate media briefings for the MEC
*Prepare media releases *Liaise with Provincial Communications *Serve as
spokesperson for the MEC *Research, draft and coordinate speeches for the MEC
*Manage Ministry website *Monitor, coordinate and control inputs for bills *Ensure the
implementation of policies *Manage the resources of the sub-directorate

ENQUIRIES

: Ms R. Choonilal (031 – 261 8997)

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

- APPLICATIONS** : The Department reserves the right not to fill the positions. Applications must be forwarded to: The Head of Department, Department of Economic Development, Environment and Tourism, Riverside Government Complex, Building no 4, 1st floor, Private Bag x 11215, Nelspruit, 1200 Closing date: 28 May 2010 @ 16h15 and please take note that no applications received after the closing date will be considered.
- CLOSING DATE** : 04 June 2010
- NOTE** : How to apply: Fully completed and signed Z83 application form obtainable from any Public Service department must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. If your application(s) does not meet the above-mentioned prerequisites, your application(s) will be automatically disqualified. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is also expected of the top three candidates in terms of the selection interview results for the Middle and Senior Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer
- MANAGEMENT ECHELON**
- POST 21/105** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PR1/01/2010/11**
- SALARY** : R652 572 per annum, all inclusive package
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate tertiary qualification in Human Resource Management or equivalent qualification with at least five years minimum work experience in the broad Human resource management areas covering administration, Human resource development, human resource policy and planning, employee relations, performance management and employee wellness. Extensive knowledge of Public Service Regulations/Acts, Legislations and prescripts applicable to Human resource management in the Public Service. The successful candidate must be able to display the following competencies: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
- DUTIES** : Provide strategic direction to the Human resource directorate in all matters relating to Human resource management in the Department as well as effective and efficient Human Resource Management. Formulate policies related to Human resource management and human resource development, employee wellness, employee relations and performance management. Provide advice and assistance to other senior managers on Human resource matters • Represent the Department in the Bargaining Chamber and other negotiation forums. Promote a sound working relationship between management and employees. Develop, implement and report on the Employment Equity Plan. Facilitate the implementation of the Performance Management and Development System. Liaise with government institutions on employee matters
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

OTHER POSTS

POST 21/106 : **DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: PR3/01/2010/11**

SALARY : R378 456 per annum, all inclusive package
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Economics/Business Management or equivalent qualification with at least three years minimum practical and relevant work experience. Export work experience and training of people will serve as advantages. Good understanding of the South African economy. Good understanding of economic data and the ability to draw inference from them. Insight into and knowledge of sectors in the province and nationally. Ability and experience in dealing proactively with a range of players across industries, academia and the public sector and the community. Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation, Communication and Valid code (08) driver licence

DUTIES : Manage the development and implementation of export and investment promotion policies and strategies. Promote all investment opportunities. Manage the implementation of bi-lateral trade agreements. Stimulate and facilitate growth and development of industrial trade and commerce. Liaise with all spheres of government and all other stakeholders on trade and investment related initiatives. Co-ordinate both domestic and international trade exhibitions. Manage all resources.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/107 : **DEPUTY DIRECTOR: INFORMATION SERVICES (KNOWLEDGE MANAGEMENT) REF NO: PR5/02/2010/1**

SALARY : R378 456 per annum, all inclusive package
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary or equivalent qualification in Economics/Social/ Information Science with majors in at least one of the following: Information management Systems/Statistics/Economics, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication. . Ability to lead effectively and to be a team player valid driver license is a must.

DUTIES : Coordinate the collection, collation, processing, analysis and dissemination of information related to the economy, environment and tourism of the province. Manage information on macro and micro-economic indicators. Provide and manage information services on the provincial economy. Manage linkages with sources of information. Manage activities related to statistics, economic, environment and spatial analysis as well as the production of reports thereof.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/108 : **DEPUTY DIRECTOR: ENVIRONMENTAL AWARENESS AND EDUCATION REF NO: PR6/01/2010/11**

SALARY : R378 456 per annum, all inclusive package
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary or equivalent qualification, Minimum of 5 years experience in the environmental education field, Proven management experience, Financial and budgetary planning and control skills, High level of written and verbal communication skills ,Ability to work under pressure.

DUTIES : Management of Environmental Education and Support services in the directorate. Effective and efficient implementation of a Multiyear strategic and Annual Operational Plans of the Directorate Environmental Education. Administrative and financial managerial support services to the directorate. Facilitate the implementation of environmental education programme towards sustainable development

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/109 : **DEPUTY DIRECTOR: WASTE AND POLLUTION MANAGEMENT SERVICES REF NO: PR6/16/2010/11**

SALARY : R378 456 per annum, all inclusive package
CENTRE : Gert Sibande District, Ermelo
REQUIREMENTS : An appropriate tertiary qualification in Environmental Science/Environmental Management, Chemistry/ Chemical Engineering. He/she should have excellent interpersonal and managerial skills. A good knowledge of environmental legislation, environmental management systems and/ or integrated environmental management is required. Previous experience (not less than five years) in the area of air quality management, waste management and pollution control is essential. At least three years supervisory management experience is essential. The applicant is also expected to be computer literate and have a valid driver's license.

DUTIES : This is a middle management position and the incumbent is expected to provide overall management of the Sub-directorate. The post comprises both policy formulation and implementation responsibilities, and the successful candidate will manage the Sub-directorate: Pollution and Waste Management in the Gert Sibande District of Mpumalanga Province. In addition to general administrative functions, the successful applicant will: Develop appropriate waste management strategies for the District, including approaches for dealing with industrial, mining, hazardous and health-care risk waste; Establish and maintain a District Register for waste streams and waste facilities for the Province; Monitor waste management performance of local authorities; Develop and facilitate the implementation of appropriate strategies for the implementation of cleaner production initiatives in the District; Investigate pollution and waste complaints; Take appropriate steps to ensure that rehabilitation and other remedial work on affected land is carried out satisfactorily; Develop and facilitate the implementation of appropriate procedures for dealing with emergency incidents in the District; Process applications for waste facility licenses in the District; Liaise, inspect and conduct risk assessments on the relevant listed activities in order to ensure compliance; Develop and oversee the implementation and maintenance of an air quality management system for the Province in the District; and Monitor pollution impacts.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/110 : **PRINCIPAL ENVIRONMENTAL OFFICER: WASTE AND POLLUTION MANAGEMENT SERVICES 2 POSTS**

SALARY : R192 539 per annum
CENTRE : Gert Sibande District, Ermelo Ref No: Pr6/17/2010/11)
Ehlanzeni District, Nelspruit Ref No Pr6/18/2010/11)

REQUIREMENTS : An appropriate tertiary qualification in Environmental Science, Environmental Management, Chemistry/ Chemical Engineering. At least five years technical or professional experience in integrated pollution control, integrated waste management and air quality management is required. A good knowledge of environmental legislation, environmental management systems and integrated environmental management is required. Previous experience in the area of waste management and air pollution control is essential. The applicant is also expected to be computer literate and possess a valid driver's license.

DUTIES : This position requires specialist production knowledge in integrated pollution management. The incumbent is expected to provide solutions to complex environmental problems in the form of specialized advice and technical support to the Sub-directorate. The successful applicant will: Participate in the development of policies, legislation, regulation and guidelines; Contribute towards the implementation of Waste and Air Quality Management systems, policies, legislation, regulations, strategies and guidelines; Provide expert technical and subject specific comments and advice on technical reports e.g. (Waste and Air Quality Management, Scoping and EIA's etc); Contribute towards the development of specific projects (e.g. Air Quality and Waste Management planning , information management, climate change awareness and capacity building); Provide support with regards to compliance monitoring and enforcement with respect to statutory obligations, especially NEMA (Act 107 of 1998; NEM:AQA (Act 39 of 2004) and NEM:WA (Act 59 of 2008 and subordinate legislation thereof. Perform all administrative and related functions.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/111 : **ASSISTANT DIRECTOR: MARKETING & ENVIRONMENTAL RESOURCE DEVELOPMENT REFNO: PR6/02/2010/11**

SALARY : R192 540 per annum
CENTRE : Head Office, Nelspruit

<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification with at least three years experience in environmental education (EE) field. Proven management experience. High level of research skills. High level of resource development & graphic design skills (CorelDraw or Adobe Photoshop will be an advantage). High level of event management skills. High level of written, reporting and verbal communication skills. Ability to work under pressure.
<u>DUTIES</u>	:	The development of EE resources in service of the operational plans of the Directorate Environmental Education. Management and development of environmental education and environmental capacity building programmes. Ensure the promotion of environmental awareness and the celebration of environmental commemorative days. Implement EE policy and strategy.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/112</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL AWARENESS AND EDUCATION 2 POSTS.</u>
<u>SALARY CENTRE</u>	:	R192 540 per annum Elukwatini Ref No: Pr6/03/2010/11) Nelspruit Ref No: PR6/04/2010/11)
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification with three year minimum work experience in environmental education field at a supervisory level. Report writing, verbal and written communication skills Financial, budgetary planning and control. Ability to work under pressure
<u>DUTIES</u>	:	Financial and administrative management of the environmental centre. Management and development of environmental education and capacity building programmes. Ensure the promotion of environmental awareness and the celebration of environmental commemorative days. Implement EE policy and strategy.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/113</u>	:	<u>PRINCIPAL ENVIRONMENTAL OFFICER: ENVIRONMENTAL AWARENESS AND EDUCATION 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R192 540 per annum Kwamhlanga Ref No: Pr6/05/2010/11) Belfast Ref No: Pr6/06/2010/11)
<u>REQUIREMENTS</u>	:	An appropriate tertiary or equivalent qualification plus three years minimum relevant experience in environmental awareness at a supervisory level and capacity building. Project management, financial and budgetary planning and control skills, report writing, verbal and written communication, basic computer skills. A valid driver's licence
<u>DUTIES</u>	:	Develop, execute, present and facilitate environmental education programmes and support services on an Environmental Centre level within the Departmental Policy framework. Assist the manager of the environmental centre with generic financial and administrative responsibilities. Maintain and manage the management information systems. Manage and co-ordinate environmental projects. Facilitate Media Outreach programmes. Facilitate group visits by/to environmental centre. Ensure the efficient, effective and economical management of the centres financial resources.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/114</u>	:	<u>ECONOMIST: ECONOMIC POLICY AND PLANNING REF NO: PR5/01/2011</u>
<u>SALARY CENTRE</u>	:	R192 540 per annum Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Economics/Econometrics and or Development Planning plus a minimum of five years practical and relevant work experience in data gathering, analysis and interpretation. In-depth knowledge of economics, its principles and theoretical frameworks. Sound understanding of Government policies, proven work experience in economic police analysis and related techniques and methodologies. The successful candidate must be able to display the following competencies: Strong analytical capabilities and sound report writing skills. Advanced computer skills and valid driver's license
<u>DUTIES</u>	:	determine and analyze key economic variables, their interrelations and relevance for provincial economic strategies and plans. Provide information that assists in formulating provincial economic policy priorities for integration in the Provincial Growth Development Strategy. Assist in developing and reviewing economic plans and strategies. Convene strategy and policy advocacy workshops and summits.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164

- POST 21/115** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PR1/02/2010/11**
- SALARY** : R192 540 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary in Internal Auditing, Auditing, Accounting and Risk Management field or equivalent qualification with a minimum of three years relevant work experience. Knowledge of Enterprise Risk Management Frame work, Public service Act, Public Service Regulations, Public Finance Management Act, and Treasury regulations, Basic Accounting System, Government Budget Processes, annual financial statements and performance evaluation will be an added advantage. The successful candidate must be able to display the following competencies: Good communication & report writing skills, Computer literacy, Good interpersonal and conflict handling skills. A valid driver license
- DUTIES** : Develop, monitor and manage risk policies and profiles for the Department. Review at annually the risk faced by the department. Maintain and update risk register, Report quarterly on progress in implementation of effective risk management, Ensure the implementation and operation of risk committee. Monitor and evaluate the implementation of risk policy and the strategy. Facilitate and perform any investigations on any fraud and corruption activities notified of. Liaise with directorates in areas of responsibility to ensure identification and management of risk. Assist in the implementation of fraud prevention plan and detection in the department, Assist in implementation of Auditor General and Internal Audit recommendations.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 21/116** : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: PR3/02/2010/11**
- SALARY** : R192 540 per annum
CENTRE : Nkangala District
REQUIREMENTS : An appropriate tertiary qualification in Economics/Business Management or equivalent qualification with at least three years minimum practical and relevant work experience. Work experience in Trade Development and Investment Promotion will serve as an advantage. Knowledge of the South African economy. Good understanding of economic data and the ability to draw inference from them. Knowledge of the various sectors in the province and nationally. Experience in developing and implementing programmes and projects. Ability and experience in dealing proactively with a range of players across industries, academia, the public sector and the community. Strategy formulation, qualitative and quantitative skills. Valid code (08) driver licence.
- DUTIES** : Facilitate and stimulate sustainable economic development by developing export trade in the province. Facilitate training for emerging exporters. Assist emerging exporters to access national and international markets to become fully fledged exporters. Make input towards policies and strategies for trade promotion and development. Liaise with all spheres of Government and all other stakeholders on trade related initiatives. Facilitate and co-ordinate provincial exports promotion initiatives. Advise emerging and current provincial exporters on export matters and the export awareness programme. Identify and assess companies suitable for various programmes. Assist with the registration of exporters/importers. Co-ordinate both domestic and international trade exhibitions. Give advice on Export Marketing and Investment Assistance (EMIA) schemes available within the DTI and any other exporter support schemes. Participate in the national programme and drive the formalization of the craft sector and the existence of a provincial craft hub. Supervise junior officials and draw reports.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 21/117** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: PR1/04/2010/11**
- SALARY** : R192 540 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Communication/Marketing or Public Relations or equivalent qualification with at least three years experience in government communications and ability to work under pressure and irregular hours including weekends and public holidays when required to meet tight deadlines. Good understanding of the Departmental Mandate in terms of applicable Acts, prescripts and regulations. successful candidate must be able to display the following competencies: Multi-task, strong public relations, Project management, time management and prioritising skills, with a proactive approach, Excellent written and verbal communication skills, and attention to detail, Knowledge and understanding of government corporate

		ethos and values, and the advertising industry, Computer literacy including the use of various software at high proficiency level and valid driver's licence
<u>DUTIES</u>	:	Manage and facilitate responses raised through the Presidential Hotline. Consult with complainants regularly to provide updates. Develop content for all promotional material. Ensure compliance to Departmental Corporate Identity Manual. Coordinate Departmental outreach programmes and campaigns. Manage all Departmental exhibitions. Manage stakeholder's database. Compile and submit reports. Provide general administrative support. Work closely with provincial Thusong Service Centres
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/118</u>	:	<u>ASSISTANT DIRECTOR: SECTOR DEVELOPMENT REF NO: PR3/05/2010/11</u>
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	An appropriate tertiary or equivalent qualification in Economics or equivalent qualification or equivalent qualification plus two years minimum relevant experience. Knowledge of Government framework relating to Economic Development, PGDS and GDS. The successful candidate must be able to display the following competencies: Project management, Strong verbal and written communication and presentation skills, computer literacy. General knowledge of economic policies and regulated industries. Understanding of the Public Service laws and procedures would be an added advantage. Sound knowledge of government processes and regulations.
<u>DUTIES</u>	:	Assist in developing and implementing the following sectors: Metals and Petro-chemical, agro-processing, mining and energy. Assist in improving the capability and competitiveness of Mpumalanga businesses. Develop the priority sectors of the province, such as metals and allied metals, mining and energy, petro-chemicals, agro-processing (food and wood), and bio-fuels. Develop and support incubation centres in the Province. Support the capacity building programmes on sectors such as Business Process and Outsourcing, Information and Communication Technology.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/119</u>	:	<u>PRINCIPAL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: PR6/29/2010/11</u>
<u>SALARY</u>	:	R192 539 per annum
<u>CENTRE</u>	:	Ehlanzeni District, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in a Natural Science or Environmental Management or equivalent qualification with at least three years minimum experience in environmental impacts assessments. Knowledge of environmental legislation, environmental management systems, integrated environmental management. A thorough understanding of public service regulation/ administration. Good interpersonal skills, Computer literate and valid driver's license.
<u>DUTIES</u>	:	The successful candidate will, inter alia Review the Environmental Impact assessment applications submitted to the District office in terms of the appropriate legislation and draft authorization recommendations for the record of decisions; evaluate and comment on environmental mining programme reports for the Department of Minerals and Energy; and maintain a register of all applications and authorizations.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/120</u>	:	<u>SENIOR ENVIRONMENTAL OFFICER: WASTE AND POLLUTION MANAGEMENT SERVICES 2 POSTS</u>
<u>SALARY</u>	:	R161 971 per annum
<u>CENTRE</u>	:	Gert Sibande District, Ermelo Ref No: Pr6/19/2010/11 Nkangala District Witbank Ref No: Pr6/20/2010/11
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Environmental or Natural Sciences, Environmental Management, Chemistry/ Chemical Engineering. At least three years experience in pollution and waste management is essential. A good knowledge of environmental legislation, environmental management systems and integrated environmental management is required. The applicant is expected to be computer literate and possess a valid driver's license.
<u>DUTIES</u>	:	This is a hands-on position and the incumbent has to provide advanced technical support to the Sub-directorate in identifying and solving pollution related problems. The successful candidate will be expected to perform the following functions: Implement appropriate pollution and waste management policies and action plans for the District, including industrial, mining and hazardous waste; Maintain a register for waste streams;

Monitor air quality within the district; Investigate public nuisance and pollution and waste complaints; Consult with of relevant target groups such as municipalities, other organs of state and industry and stakeholders and perform all administrative and related functions.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/121 : **SENIOR ENVIRONMENTAL OFFICER: ENVIRONMENTAL AWARENESS AND EDUCATION REF NO: PR6/07/2010/11**

SALARY : R161 970 per annum
CENTRE : Pilgrims Rest
REQUIREMENTS : An appropriate tertiary qualification plus three years relevant experience in environmental awareness and capacity building. Proven project management skills. Basic computer skills. A valid driver's license, reside at the environmental centre

DUTIES : Render environmental awareness and education services in the area of responsibility of the environmental centre. Interact with local municipalities in the establishment and implementation of community- based projects and programs. To render environmental programs to groups visiting the centre. To execute departmental/centre policy in regard to the safety and physical well-being of visiting groups. To market and facilitate group visits to environmental centres

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/122 : **TRADE ADVISOR: TRADE AND INVESTMENT PROMOTION 2 POSTS**

SALARY : R161 970 per annum
CENTRE : Gert Sibande District Ref No: Pr3/04/2010/1
Nkangala District Ref No: Pr3/05/2010/11
REQUIREMENTS : An appropriate tertiary or equivalent qualification in Business Economics/ Economics or equivalent qualification with knowledge of International Trade. Work experience in this field will be an advantage. The successful candidate must be able to display the following competencies: Research, good communication skills, Basic computer skills analytic and innovative thinking. Knowledge of the economy of the province, country and the world. Knowledge of international relations would be an added advantage. Valid code (08) driver licence.

DUTIES : Liaise with all spheres of Government and all other stakeholders on export related initiatives. Facilitate and co-ordinate provincial export development and promotion initiatives. Advice emerging and current provincial exporters on Export Marketing and Investment Assistance (EMIA) scheme available within the DTI and address any other export enquiries from the industry. Assist with registration of exporters/importers. Co-ordinate both domestic and international trade exhibitions. Administrative support to follow up trade deals arising from exhibitions. Collate data of emerging and exporting companies in the province.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/123 : **INDUSTRY ADVISOR: SECTOR DEVELOPMENT 2 POSTS**

SALARY : R161 970 per annum
CENTRE : Nkangala District Ref No: Pr3/06/2010/11
Ehlanzeni Ref No: Pr3/07/2010/11
REQUIREMENTS : An appropriate tertiary qualification in Business Management or Economics or equivalent .A valid driver's licence. Knowledge and experience in sound interpersonal and negotiation skills. The successful candidate must be able to display the following competencies: Good computer literacy, verbal and written communication skills. Knowledge of project management will be added advantage.

DUTIES : To assist managers in developing the following sectors: Metals and Petro-chemicals, Agro-processing, Mining and Energy and other sectors identified as priority in Mpumalanga

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/124 : **LEGAL ADMINISTRATIVE OFFICER REF NO: PR1/06/2010/11**

SALARY : R161 970 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Law or LLB OR BProc Degree with at least three year relevant work experience in a legal environment. Good understanding of South African Legal System framework, Public Service Act of 1994, Public Finance

- Management Act of 1999 and Treasury regulations. Computer literacy, interpersonal and communication, problem solving and analytical, research, negotiation and dispute resolution skills.
- DUTIES** : Provide excellent and accurate legal advice to the department. Draft contracts and other legal instruments. Assist managers with legal matters. Assist the department with compliance related matters. Liaise with the state Attorneys and state Law Advisors. Render legal support services on internal and external working group and portfolio committee of the Department. Provide legal opinion regarding the formulation of internal policies. Advise the department on implementation of new legislation. Develop an effective and professional legal support services
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 21/125** : **BUSINESS ECONOMIST: CO-OPERATIVES REF NO: PR2/01/2010/11**
- SALARY** : R161 970 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : An appropriate three year tertiary in Economics / Business Economics or equivalent qualification with two years relevant work experience. Good understanding of relevant provincial and national policies and strategies. The successful candidate must be able to display the following competencies: verbal and written communication skills, ability to use own initiative to solve problems Ability to perform in a complex and dynamic environment and valid driver's licence.
- DUTIES** : Assist in the implementation of the Cooperatives strategy. Facilitate the establishment of primary and secondary cooperatives. Maintain and update the Provincial cooperatives database. Facilitate registration of cooperative with Companies and Intellectual Property Registration Office (CIPRO). Co-ordinate cooperatives awareness programme.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 21/126** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: PR1/03/2010/11**
- SALARY** : R130 425 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Financial Management/or Matric Certificate with relevant work experience. Knowledge of Public Finance Management Act, Treasury Regulations. Good understanding of Basic Accounting System. The successful candidate must be able to display the following competencies: Good numerical, report writing, written and verbal communication, analytical and problem solving skills, Computer skills with high proficiency in Microsoft Word and Excel.
- DUTIES** : Print monthly expenditure reports for Managers. Prepare and compile journals for correct monthly allocation. Creditors' reconciliation. Capture payment on BAS and Logis. Analyse budget inputs from parastatals. Assist with preparation and capturing of budget. Monitor parastatals expenditure trends and reconcile their budget transfers. Ensure safekeeping of records for audit purposes. Ensure compliance with Treasury Regulations in terms of PFMA section 40 reporting.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 21/127** : **COMMUNICATION OFFICER 2 POSTS REF NO: PR1/05/2010/11**
- SALARY** : R130 425 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Communication/Marketing/Public Relations or equivalent qualification. Ability to work under pressure, irregular hours including weekends and public holidays when required to meet tight deadlines. Good understanding of the Departmental Mandate in terms of applicable Acts, prescripts and regulations. Multi-task, strong public relations, project management, time management and prioritising skills, with a proactive approach. The successful candidate must be able to display the following competencies: Excellent written and verbal communication skills, and attention to detail, Knowledge and understanding of government corporate ethos and values. Computer literacy with high proficiency level and valid driver's licence
- DUTIES** : Manage and facilitate responses raised through the Presidential Hotline. Consult with complainants regularly to give updates. Develop content for all promotional material. Ensure compliance to Departmental Corporate Identity Manual. Coordinate Departmental outreach programmes and campaigns. Manage all Departmental exhibitions. Manage stakeholder's database. Compile and submit reports. Provide general administrative support. Work closely with provincial Thusong Service Centres
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

<u>POST 21/128</u>	:	<u>ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: PR6/21/2010/11</u>
<u>SALARY</u>	:	R130 425 per annum
<u>CENTRE</u>	:	Gert Sibande District, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in a Natural Science/Environmental Management or equivalent qualification with at least two years minimum experience in preparing or evaluating impacts assessments. Knowledge of environmental legislation, environmental management systems, and integrated environmental management will be an advantage. Good interpersonal skills, Computer literate and a valid driver's license.
<u>DUTIES</u>	:	The successful candidate will, inter alia Review the Environmental Impact assessment applications submitted to the District office in terms of the appropriate legislation and draft authorization recommendations for the record of decisions; evaluate and comment on environmental mining programme reports for the Department of Minerals and Energy; and maintain a register of all applications and authorizations.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/129</u>	:	<u>INFORMATION OFFICER: KNOWLEDGE MANAGEMENT REF NO: PR5/03/2010/11</u>
<u>SALARY</u>	:	R130 425 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Economics/Statistics/Information Science with knowledge and Expertise in Management, Geographic Systems and statistical analysis/economics. Computer literacy and valid driver's licence
<u>DUTIES</u>	:	Collection, collation, processing and dissemination of information related to the economy, environment and tourism of the province. Attend to user information request. Manage information on macro and micro-economic indicators. Provide information services on the provincial economy internally and externally. Establish linkages with sources of information. Manage resource centre and update resource centre website.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/130</u>	:	<u>ENVIRONMENTAL OFFICER: ENVIRONMENTAL AWARENESS AND EDUCATION 2 POSTS</u>
<u>SALARY</u>	:	R130 425 per annum
<u>CENTRE</u>	:	Secunda Ref No: Pr6/08/2010/11 Belfast Ref No: Pr6/09/2010/11
<u>REQUIREMENTS</u>	:	An appropriate tertiary or equivalent qualification in Environmental Education or equivalent qualification plus one years' experience in the field of Environmental Education. Project management and good communication skills will serve as a recommendation. Basic computer skills and a valid driver's licence
<u>DUTIES</u>	:	Execute, present and facilitate environmental education programmes and support services on an Environmental Centre level within the Departmental Policy framework. Develop and maintain the management information systems. Manage and co-ordinate environmental projects. Facilitate Media Outreach programmes. Facilitate group visits by/to environmental centre. Ensure the efficient, effective and economical management of the centres financial resources. Report to the Centre Manager for Environmental Education.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 21/131</u>	:	<u>SECRETARY 4 POSTS</u>
<u>SALARY</u>	:	R87 978 per annum
<u>CENTRE</u>	:	Chief Financial Officer Ref: Pr1/08/2010/11 Director: Nkangala District Ref: Pr1/09/2010/11 Director: Gert Sibande District, Pr1/10/2010/11 Director: Ehlanzeni District, Ref: Pr1/11/2010/11 Chief Director: Corporate Services, Pr1/12/2010/11
<u>REQUIREMENTS</u>	:	Matric and or a Secretarial Certificate or equivalent qualification with relevant work experience. Computer literacy with high proficiency in using Microsoft word, outlook, PowerPoint and excel. Excellent typing, verbal and written communication, administrative and organisational skills. Ability to work independently, handle work pressure and conflict
<u>DUTIES</u>	:	The incumbent will be an Office Manager in the Chief/Director's Office. Carry out general office management duties such as typing of letters, memos, reports and related correspondence, photocopying, facsimile, answering and screening incoming

calls, filing and record management. Make travel, accommodation, meeting and venue arrangements, receive visitors and diarise and confirm appointments for senior managers. Uphold a positive image of the office. Take minutes. Prepare presentations on PowerPoint.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/132 : **SENIOR ADMINISTRATION CLERK 2 POSTS**

SALARY CENTRE : R 87 978 per annum
Belfast Ref: Pr6/10/2010/11

Ehlanzeni District Ref: Pr6/11/2010/11

REQUIREMENTS : Senior certificate or equivalent qualification plus three years minimum experience in government administration support services. Computer literacy in MS Word, MS Excel & MS Power Point. Good interpersonal relations. Good verbal and written communication skills. Applicants will be subjected to practical evaluation sessions regarding the required skills. A valid driver's license

DUTIES : Render general office administration support services, procurement services, financial administration support services, programme/project support services and reporting support services.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/133 : **SENIOR ADMINISTRATIVE CLERK REF NO: PR6/12/2010/11**

SALARY CENTRE : R87 978 per annum
Volksrust

REQUIREMENTS : A senior certificate or equivalent qualification. Computer literacy in MS Word, Excel & Power Point. Good interpersonal relations and communication skills both verbally & in writing. Applicants will be subjected to practical evaluation sessions regarding the required skills.

DUTIES : Render office administration support to the district, financial administration (expenditure) support to the district, financial administration (revenue) support service to the district and communication / liaison support services to the district.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/134 : **SENIOR FOOD SERVICE AID SUPERVISOR REF NO: PR6/13/2010/11**

SALARY CENTRE : R 73 584 per annum
Amsterdam

REQUIREMENTS : A senior certificate or equivalent qualification plus five years minimum experience in food service aid. Computer literacy, interpersonal relations, verbal and written communication skills.

DUTIES : Responsible for the general logistic support to the residential centre. Manage and supervise catering services in support of the residential centre. Supervise housekeeping services in support of the residential function of the centre. Supervise the general cleaning services of the environmental centre. Assist the manger with financial and administrative management of the environmental centre.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/135 : **DRIVER/MESSENGER 2 POSTS**

SALARY CENTRE : R73 584 per annum
Nkangala District Ref: Pr1/13/2010/11
Head Office, Nelspruit Ref: Pr1/14/2010/11

REQUIREMENTS : Grade 10 and at least three years' driving experience and a valid driver's licence. Good interpersonal relations. Ability to work under pressure and abnormal hours

DUTIES : Provide driving services for the Auxiliary Services and the Department. Collect and deliver mail and documents on behalf of the Department as and when required to do so. Ensure that the car is serviced and well maintained at all times. Keep record of trips undertaken as and perform duties as and when instructed to do so

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/136 : **SENIOR FOOD SERVICE AID REF NO: PR6/14/2010/11**

SALARY CENTRE : R62 094 per annum
Pilgrims Rest

REQUIREMENTS : A senior certificate or equivalent qualification. Good interpersonal relations and communication skills.

DUTIES : Render effective catering services in support of the residential centre. Manage housekeeping services of the environmental centre. Render the general cleaning services of the environmental centre. Render financial administration (revenue) support service to the centre. Assist with the management of the communication system.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/137 : **FOOD SERVICE AID REF NO: PR6/15/2010/11**

SALARY : R 62 094 per annum

CENTRE : Amsterdam

REQUIREMENTS : A senior certificate or equivalent qualification plus relevant work experience. Good interpersonal relations and communication skills.

DUTIES : Render effective catering services in support of the residential centre. Manage housekeeping services of the environmental centre. Render the general cleaning services of the environmental centre. Render financial administration (revenue) support service to the centre. Assist with the management of the communication system.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/138 : **RECEPTIONIST REF NO: PR1/07/2010/11**

SALARY : R62 094 per annum

CENTRE : Gert Sibande District

REQUIREMENTS : Minimum qualification of Matric Certificate. Good interpersonal and communication skills. Computer literatecy

DUTIES : Man the departmental switchboard. Receive guests. Type department correspondence Ensure good corporate image and good customer care. Perform any other lawful and legitimate assignment.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 21/139 : **CLEANER REF NO: PR1/15/2010/11**

SALARY : R51 936 per annum

CENTRE : Gert Sibande District

REQUIREMENTS : An educational qualification at the level of grade 9 or 10. Ability to read, write, learn and work independently and under pressure

DUTIES : Clean all offices and empty dustbins. Clean walls, toilets and the kitchen. Serve water in the boardroom and tea when there are interviews and meetings. Assist wherever there is a need in the sections.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

**PROVINCIAL ADMINISTRATION NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

The Provincial Administration Of The Northern Cape is an equal opportunity, Affirmative Action Employer.

APPLICATIONS : Applications must be submitted on forms Z83 obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications. Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300

FOR ATTENTION : M Maphate.

CLOSING DATE : 11 June 2010

OTHER POSTS

POST 21/140 : **SENIOR LEGAL ADMINISTRATION OFFICER CONTRACT AND PROPERTY MANAGEMENT REF NO: DRPW: 18/10**
Directorate: Legal Services

SALARY : R242 253- R588 816 per annum (Salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an appropriate legal qualification (LLB degree) with at least eight years appropriate post qualification legal experience. Sound knowledge and experience in litigation, regulation and advisory services. Knowledge of the specific alignment of legislation and regulations. The ability to manage and train sub-ordinates and work in a team and be willing to travel. Functional Competencies: Must be able to analyze, interpret, advice and mentor the sub-ordinates in terms of research that will provide information and case law relevant to the legal matter at hand. Give advice to sub-ordinates on how a specific case should be approached to obtain a justifiable outcome. Draft legal documents and advice sub-ordinates on the drafting of legal documents that provide clear justification for a particular position pertaining to the case. Successfully conduct an interview in order to determine the client's goals and objectives and be able to document the interview and all advice given during legal consultation I writing. Generic Competencies: Must be able to achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Collect data and information, analyze and translate information into knowledge for planning, decision making, communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. email, intranet, etc.). Develop and coach sub-ordinates and constructively review the work the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.

DUTIES : Key performance Areas: The successful candidate will be responsible for the development of plans and strategic intervention related to the implementation of relevant legislation related to Contract and Property Management. Co-ordinate and liaise with relevant stakeholders/ role players within the Department of Roads and Public Works on the effective implementation of legal framework related to Contract and Property Management. Develop legal documents, memoranda, reports and government notices. Provide reports on the institutional performance reports related to relevant legislation. Analyze legislation and provide recommendation for appropriate interventions. Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation. Draft key documents related to the implementation of relevant legislation. Draft legal research documents, memoranda, reports and government notices. Manage budgets and provide monthly expenditure reports of the budgets related to the Sub- Directorate.

ENQUIRIES : Mr. M.S Motingoe Tel. No: (053) 839 2247

POST 21/141 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DRPW: 19/10**
Litigation, Regulation and Advisory Services
Directorate: Legal Services

SALARY : R242 253- R588 816 per annum Package (Salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

**CENTRE
REQUIREMENTS**

: Kimberley
: Applicants must be in possession of an appropriate legal qualification (LLB or equivalent) with at least eight years appropriate post qualification legal experience. Sound knowledge and experience in litigation, regulation and advisory services. Knowledge of the specific alignment of legislation and regulations. The ability to manage and train sub-ordinates and work in a team and be willing to travel. Functional Competencies: Must be able to analyse, interpret, advice and mentor the sub-ordinates in terms of research that will provide information and case law relevant to the legal matter at hand. Give advice to sub-ordinates on how a specific case should be approached to obtain a justifiable outcome. Draft legal documents and advice sub-ordinates on the drafting of legal documents that provide clear justification for a particular position pertaining to the case. Successfully conduct an interview in order to determine the client's goals and objectives and be able to document the interview and all advice given during legal consultation I writing. Generic Competencies: Must be able to achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Collect data and information, analyse and translate information into knowledge for planning, decision making, communicate and distribute to different audiences, using a variety of information and communication technologies (e.g email, intranet, etc.). Develop and coach sub-ordinates and constructively review the work the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.

DUTIES

: Key performance Areas: The successful candidate will be responsible for the development of plans and strategic intervention related to the implementation of relevant legislation related to litigation, regulation and advisory services. Co-ordinate and liaise with relevant stakeholders/ role players within the Department of Roads and Public Works on the effective implementation of legal framework related to litigation, regulation and advisory services. Develop legal documents, memoranda, reports and government notices. Provide reports on the institutional performance reports related to relevant legislation. Analyze legislation and provide recommendation for appropriate interventions. Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation. Draft key documents related to the implementation of relevant legislation. Draft legal research documents, memoranda, reports and government notices. Manage budgets and provide monthly expenditure reports of the budgets related to the Sub- Directorate.

ENQUIRIES

: Mr. M.S Motingoe, Tel. No: (053) 839 2247

POST 21/142

: **ASSISTANT MANAGER: ASSET AND GIAMA MANAGEMENT REF NO: DRPW 14/10**
Directorate: Property Management

**SALARY
CENTRE
REQUIREMENTS**

: R192 540 per annum
: Kimberley
: Applicants must be in possession of a Degree/ Diploma preferably in the Property related field plus three years experience in the field of property disposal, property management and information systems relating to property management or a Senior Certificate with 5- 10 years experience in the latter mentioned fields. Knowledge and understanding of the Public Finance Management Act and Treasury Regulations, Preferential Procurement Policy Framework Act, Contract Management, Government Land Reform Policies, State Land Disposal Act and the vesting of state land in terms of the Constitution and other property related legislation. Knowledge and understanding of GIAMA (Act 19 of 2007); Knowledge and understanding of the PFMA and Treasury Regulations; Basic space planning skills; Knowledge and understanding of the definition of State Land, including the vesting of State Land Knowledge and understanding of land surveying and property valuations. High level of verbal and written communication skills. Computer literacy. A valid code EB driver's license. Proven negotiation skills. Ability to write letters and memorandums, as well as to compile reports for the Manager.

DUTIES

: Oversee the general management of the comprehensive provincial immovable asset register; Manage the implementation of GIAMA (user asset management plans); Prepare asset management plans as per GIAMA guidelines; Monitor the overall management and implementation of user asset management plans and the development of a custodian asset management plan for immovable properties;

Determine the functional performance of immovable assets by conducting feasibility studies and property inspections; Develop development options for the conversion or re-use of immovable assets; Property life-cycle planning and the optimization of usage of government properties Liaise with User Departments, local authorities and sister Directorates; Manage and audit space requirements for User Departments; Monitor the optimal allocation of properties for service delivery objectives to User Departments. Assist in the update of relevant property related policies and legislation; Manage the budget and personnel of the section and assist management by providing necessary reports; Maintain sound financial and budgetary processes in terms of the PFMA. Ensure compliance with relevant policies, acts and procedures. Willing to travel extensively and work overtime. Coach and develop personnel falling under the Directorate including performance evaluations

ENQUIRIES

: Mr. E. Crouch Tel 053-8392 217

POST 21/143

: **ASSISTANT DIRECTOR: LAND ADMINISTRATION REF NO: DRPW 15/10**
Directorate: Property Management

SALARY

: R192 540 per annum

CENTRE

: Kimberley

REQUIREMENTS

: Applicants must be in possession of a Degree/ Diploma preferably in the Property related field plus three years experience in the field of property disposal, property management and information systems relating to property management or a Senior Certificate with 5- 10 years experience in the latter mentioned fields. Knowledge and understanding of the Public Finance Management Act and Treasury Regulations, Preferential Procurement Policy Framework Act, Government Land Reform Policies, Giama, State Land Disposal Act and the vesting of state land in terms of the Constitution and other property related legislation. Knowledge and understanding of the definition of State Land, including the vesting of State Land Knowledge and understanding of land surveying and property valuations. Ability to read and interpret S.G.-diagrams, Title Deeds, Valuation reports and Town Planning Schemes. High level of verbal and written communication skills. Computer literacy. A valid code EB driver's license. Proven negotiation skills.

DUTIES

: The successful candidate will be responsible to determine and analyze options for disposal of redundant fixed State assets to meet the requirements of Government; ensure that all properties disposed of are removed / disposed from the fixed asset register; update the fixed asset register in respect of vested state properties; Liaise with all relevant stakeholders to effect disposal of State Land; Oversee the preparation of applications to the Provincial State Land Disposal Committee (PSLDC) ; Represent the Department at the PSLDC and related property meetings; Confirm the vesting and registration of properties; Administrate the appointment and management of service providers for land surveys, property valuations, town planning matters, etc.; Administer applications for servitudes and mineral rights; Liaise with other Directorates, Departments, Municipalities, Parastatals and Tribal Authorities on property related matters; Assist with the verification of property data through land use investigations and site inspections; Conduct research into the status of State Land; Assist in the update of relevant property related policies and legislation; Manage the budget and personnel of the section and assist management by providing necessary reports; Execute the disposal process on redundant properties as recommended by the department. Negotiate property purchases, advise and investment analysis, the most beneficial and legally acceptable form of acquisition and disposal of the property. Ensure compliance with relevant policies, acts and procedures. Coach and develop personnel falling under the Directorate including performance evaluations

ENQUIRIES

: Mr. E. Crouch Tel 053-8392 217

POST 21/144

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT / OPERATIONAL MANAGEMENT REF NO: 16/10**
Directorate: Property Management

SALARY

: R192 540 per annum

CENTRE

: Kimberley

REQUIREMENTS

: Applicants must be in possession of a Diploma or equivalent qualification preferably in the Property related field plus three years experience in the field of property administration property payment processes / or a Senior Certificate with 5- 10 years experience in the latter mentioned fields. Knowledge and understanding of the Public Finance Management Act and Treasury Regulations, Preferential Procurement Policy Framework Act, Government Land Reform Policies, State Land Disposal Act, Giama

		and other property related legislation. Understanding of property market trends and the acquisition / disposal of fixed properties. High level of verbal and written communication skills. Computer literacy. A valid code EB driver's license. Proven negotiation skills.
<u>DUTIES</u>	:	Management of two units: letting and hiring of properties and the property payment section. Ensure proper management of payment of rates & taxes and other utility charges; Verify the rates and tax charges levied by municipalities on provincial State Land; Manage the identification of suitable premises for User Departments; Negotiate lease agreements on behalf of the Provincial Government; Administrate lease agreements; Manage the relationship between landlord and tenant; Manage the provision of office accommodation; Ensure government receive value for money through the optimal use of private and public properties; Conduct research work related to property matters Produce status reports; Maintain property registers (e.g. lease register, disposal register, immovable asset register); Maintain the property files and ensure property documents are secured; Maintain sound financial and budgetary processes in terms of the PFMA. Ensure compliance with relevant policies, acts and procedures. Coach and develop personnel falling under the Directorate including performance evaluati
<u>ENQUIRIES</u>	:	Mr.E Crouch, Tel 053-8392105
<u>POST 21/145</u>	:	<u>LEGAL ADMINISTRATION OFFICER GRADE 3(MR-3): (2 POSTS) CONTRACT AND PROPERTY MANAGEMENT REF NO: DRPW: 17/10</u> Directorate: Legal Sevices
<u>SALARY</u>	:	Package: R130 203 – R148 875 (Salary will be determined in accordance with experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate legal qualification (LLB or equivalent) with at least two (2) years appropriate post qualification legal experience. Sound knowledge and experience in litigation, regulation and advisory services. Knowledge of the specific alignment of legislation and regulations. The ability to train sub- ordinates and work in a team and be willing to travel. Functional Competencies: Must be able to analyze, interpret, advice and mentor the sub- ordinates in terms of research that will provide information and case law relevant to the legal matter at hand. Give advice to sub- ordinates on how a specific case should be approached to obtain a justifiable outcome. Draft legal documents and advice sub- ordinates on the drafting of legal documents that provide clear justification for a particular position pertaining to the case. Successfully conduct an interview in order to determine the client's goals and objectives and be able to document the interview and all advice given during legal consultation I writing. Generic Competencies: Must be able to achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Collect data and information, analyze and translate information into knowledge for planning, decision making, communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. email, intranet, etc.)
<u>DUTIES</u>	:	Key performance Areas: The successful candidate will assist in the development of plans and strategic intervention related to the implementation of relevant legislation related to Contract and Property Management. Co- ordinate and liaise with relevant stakeholders/ role players within the Department of Roads and Public Works on the effective implementation of legal framework related to Contract and Property Management. Assist in the development of legal documents, memoranda, reports and government notices. Compile reports on the institutional performance reports related to relevant legislation. Analyze legislation and provide recommendation for appropriate interventions. Assist in the drafting of legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation. Assist in the drafting of key documents related to the implementation of relevant legislation. Assist in the drafting of legal research documents, memoranda, reports and government notices. Assist in the management of budgets and provide monthly expenditure reports of the budgets related to the Sub- Directorate.
<u>ENQUIRIES</u>	:	Mr. M.S Motingoe Tel. No: (053) 839 2247

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

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

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

OTHER POSTS

POST 21/146 : **OPERATIONAL MANAGER NURSING (SPECIALITY) (OPERATING THEATRE COMPLEX AND CSSD)**
Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services

SALARY : R287 745 (PN-B3) per annum
CENTRE : Mowbray Maternity Hospital, Mowbray
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Registration with a professional council: Registration with the SANC as Professional Nurse. Competencies (Knowledge/skills): Knowledge of Perinatal Health Care. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Key result areas/outputs: Manage an Obstetric theatre service to ensure a high standard of patient care. Develop, implement and maintain theatre policy and standards. Manage human and financial resources effectively. Maintain and develop required standards of Infection Control. Co-ordination of the provision of effective training and research. Exercise overall control of the Central Sterilisation Unit. Execute the duties of a surgical scrub sister with regard to all surgical specialities to ensure a high standard of patient care. In-service and health education activities. Perform overtime (within limits) and be on call for the theatre.

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 : 18 June 2010

POST 21/147 : **PROFESSIONAL NURSE: LECTURER GRADE 1 AND 2**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Grade 1: R 195 936 (PN-D1) per annum
Grade 2: R 240 981 (PN-D2) per annum
CENTRE : College of Psychiatric Nursing: Stikland Hospital, Bellville
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (ie Diploma/Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Post-basic diploma in Psychiatric Nursing Science. Post-basic Nursing qualification in Nursing Education. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year Post-basic qualification in Nursing Education. Experience in Community-based Education, Problem-based Education and Outcome-based Education. Experience as a Nursing Lecturer. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse in Nursing Education. Inherent

		requirement of the job: Valid driver's licence. Competencies (Knowledge/skills): Good communication skills (verbal and written). Computer literacy.
<u>DUTIES</u>	:	Key result areas/outputs: Facilitate the learning process and co-ordinate the Post-basic Psychiatric Nursing programme for Student Nurses. Evaluate the theoretical and clinical performance of the Student Nurses to ensure a safe competent nursing practitioner. Evaluate and revise the curriculum to ensure a curriculum relevant to the course objectives. Manage the Identified Nurse educational programmes. Conduct surveys and research relating to nursing education and nursing service matters.
<u>ENQUIRIES</u>	:	Ms T Bock, tel. no. (021) 940-4567
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms R Hattingh
<u>CLOSING DATE</u>	:	18 June 2010
<u>POST 21/148</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (IMAGING)</u> Directorate: Engineering and Technical Support
<u>SALARY</u>	:	R 161 970 per annum.
<u>CENTRE</u>	:	Clinical Engineering, Goodwood
<u>REQUIREMENTS</u>	:	Minimum education qualification: National diploma (T-N or S stream) Electronics/Electrical light current or Bio-medical or registration as Engineering Technician in terms of section 14(1) 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Repair and maintenance to imaging and related equipment. Inherent requirements of the job: Willingness to work overtime, stay away and travel throughout the Western Cape. Willingness to assist in other sections of clinical engineering. Competencies (Knowledge/skills): Excellent ability to fault find electronic circuits and repair down to component level. Excellent ability to read circuit diagrams. Competence with hands-on practical work. Computer literacy (Ms Word and Excel). Knowledge and experience in IT, both hard and software. Good written and verbal communication skills in at least two of the three languages of the Western Cape.
<u>DUTIES</u>	:	Key result areas/outputs: Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other sections, prioritising work and consideration of operational requirements. Request parts and service via Logis system. Maintain maintenance management and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of imaging and related medical equipment and perform quality assurance checks. Visit institutions to maintain service routes and preventative maintenance schedules.
<u>ENQUIRIES</u>	:	Mr Gary Lee or Mr H Oosthuizen, tel. no. (021) 591-7126
<u>APPLICATIONS</u>	:	The Deputy Director: Hospital Engineering Services: Bellville, Private Bag X21, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms L Petersen
<u>CLOSING DATE</u>	:	11 June 2010
<u>POST 21/149</u>	:	<u>ADMINISTRATION CLERK (RECEPTION)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 87 978 per annum
<u>CENTRE</u>	:	Head Office: Western Cape Medical Supplies Centre
<u>REQUIREMENTS</u>	:	Minimum education qualification: Senior (or equivalent) Certificate. Experience: Basic appropriate experience. Competencies (Knowledge/skills): Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good typing and administrative skills. Computer literacy (MS Word and Excel). Good telephone etiquette and interpersonal skills.
<u>DUTIES</u>	:	Key result areas/outputs: Switchboard operation / telephone reception. Welcome visitors to the Administration Section. Perform secretarial functions. Fax documentation and distribute faxes. Keep workplace neat and tidy.
<u>ENQUIRIES</u>	:	Ms R Hopley, tel. no. (021) 483-2475
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Ms C Versfeld
<u>CLOSING DATE</u>	:	23 June 2010
<u>POST 21/150</u>	:	<u>DRIVER (LIGHT MOTOR VEHICLE)</u> Directorate: Supply Chain Management

SALARY : R 51 936 per annum
CENTRE : Head Office: Western Cape Medical Supplies Centre
REQUIREMENTS : ABET. Valid drivers licence. Experience: Appropriate driving experience. Competencies (Knowledge/skills): Good knowledge of Cape Town and surrounding areas. Language proficiency in two of the three official languages of the Western Cape. Recommendations: Knowledge of government transport regulations.
DUTIES : Key result areas/outputs: Drive the messenger to the Post Office, bank and Head Office daily. Take government officials on authorised trips when needed and requested. Deliver and collect medication for testing to and from the Quality Control Laboratory on a daily basis. Keep record of all trips taken as well as vehicle usage and maintenance.
ENQUIRIES : Ms R Hopley, tel. no. (021) 483-2475.
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 23 June 2010

PROVINCIAL TREASURY

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

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

OTHER POSTS

POST 21/151 : **ECONOMISTS REF NO: WCPT 07/01/10**
 Chief Directorate Public Policy Services
 Directorate Public Finance Policy Research and Modelling
SALARY : All all-inclusive package of R378 456 (level 11) includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. This flexible portion of the package can be structured according to the individual's personal needs.
CENTRE : Cape Town
REQUIREMENTS : The minimum qualification requirement, personal attributes and required skills for this position is a Master's Degree in Economics / Public Finance / Public Administration or Policy Analysis • 6 – 10 years appropriate experience • proven macro and socio-economic research and analysis, as well as sound revenue analysis knowledge • Knowledge of government revenue, expenditure and financial systems. • Proven project and financial management capabilities. • Computer literacy • A keen interest in working in an applied economic policy environment. • Understanding of economic theories, taxation and sampling techniques • Indicator know-how and the ability to interpret and report on complex and specialized information. • A cool head under pressure, influential negotiation methods, a meticulous and well-structured work ethic, and an aptitude for numbers and analysis is essential
DUTIES : Reporting to the Senior Manager of this directorate, you will provide opportunities to develop efficient revenue streams for Provincial Government this will entail: • Determine

the overall financing envelope for government over the MTEF •Researching and assessing all relevant revenue streams to determine a sustainable fiscal framework •Developing and expanding own revenue base , including revenue estimations modules: •Assessing borrowing and financing instruments in aid of service delivery obligations •Co-ordinate MTEC processes and conducting supervisory functions

ENQUIRIES

: Ms C Horton at ☎ 021 483-6031

POST 21/152

: **ECONOMIST: PROVINCIAL GOVERNMENT REF NO: WCPT 07/02/10**
Chief Directorate Public Policy Services
Directorate Budget Management (Provincial Government)

SALARY

: R 378 456 per annum Level 11 Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.

CENTRE

: Cape Town

REQUIREMENTS

: The minimum qualification requirement, personal attributes and required skills for this position is Master's Degree in Economics / Public Finance / Public Administration or Policy Analysis. •6 – 10 Years experience gained in a similar capacity, •A clear understanding of macro and proven socio-economic research •Knowledge of policy making processes and procedures •Exposure to national and provincial legislation and policies •Computer literacy •Figure-minded and analytical thinking •Excellent communication, presentation and planning skills •Influential and team-orientated approach should be evident

DUTIES

: Promoting effective and responsive financial allocation which entails: •Conducting economic analysis to inform provincial planning and budgeting processes •Participating in all relevant budgetary processes and providing sound inputs into Provincial Treasury publications •Analysing provincial government departments and their related entities' budgets and policy plans •Monitoring of budget implementation and performance.

ENQUIRIES

: Ms M Sheraton ☎ (021) 483 9951