



DATE OF ISSUE: 02 JULY 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 26 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 Social Development:** Kindly note that Post 22/39: Assistant Director: Co-ordination and Programme, Directorate: HIV/AIDS the salary should be R192 540 and not R240 318 as stated on the advert.

**Gauteng Department of Health:** Kindly note that the following posts: Staff Nurse Grade 2 SN2 (Case Manager) 2 Year Contract Post Ref No: 70253028; Medical Officer Grade 1 Ref No: 70253030; Medical Officer Grade 2 Ref No: 70253031; Assistant Manager Nursing (Area) – PNA7 (2 Year Contract Post) Ref No: 70253032, advertised in PSVC 25 of 2010, the closing date has been amended to 06 July 2010.

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## DEPARTMENT OF AGRICULTURE

*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 or phone (012) 811 1900/1 or (012) 811 9909/10.

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 9 July 2010

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

## OTHER POSTS

**POST 26/01** : **STATE VETERINARIAN REF NO: 141/2010**  
Directorate: Animal Health

**SALARY** : R378 456 per annum (all inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a BVSc or BVMCh degree and must be registered with the South African Veterinary Council (SAVC). Sufficient appropriate experience. Sound knowledge of disease reporting systems and geographical information systems (GIS). Epidemiology background. Good verbal and written communication skills and a valid driver's licence. The candidate must be computer literate (MS Office and database software).

**DUTIES** : The incumbent's responsibility will be to manage reporting on animal diseases both nationally and internationally. Management of national disease information on controlled and notifiable diseases. Manage the co-ordination of emergency animal diseases reports. Supervise the format for reporting for Veterinary Services in South Africa.

**ENQUIRIES** : Dr W Ungerer, Tel. 012 319 7411.

**POST 26/02** : **STATE VETERINARIAN 3 POSTS REF NO: 143/2010**  
Directorate: Animal Health  
This is a re-advertisement of Post Reference 134/2009. Candidates who applied previously must re-apply if they are still interested.

**SALARY** : R378 456 per annum (all inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a BVSc or BVMCh degree and must be registered with the South African Veterinary Council (SAVC). Sufficient appropriate experience. Sound knowledge of animal health and meat safety legislation. Policy formulation abilities and good verbal and communication skills. The candidate must be computer literate (MS Office software) and have a valid driver's licence.

**DUTIES** : The incumbent's responsibility will be to contribute to policy formulation. Facilitate the export of animals and animal products. Communicate with veterinary counterparts in foreign countries. Complete questionnaires received from prospective and existing trade partners. Draft export protocols and guidelines and negotiate export health certificates. Conduct risk assessments with regard to the importation of animals and animal products. Evaluate veterinary services of other countries by analysing completed questionnaires and other information. Draft import protocols and negotiate health certificates for import purposes. Check and sign veterinary import permits for certain commodities. Solve problems and attend to enquiries related to detained and illegal consignments. Participate in local, regional and international standard setting bodies. The incumbent may also be required to travel abroad to represent the Department. Provide inputs on World Trade Organisation (WTO), Sanitary and Phyto-sanitary (SPS) agreement issues. Disseminate information on export and import matters to stakeholders and respond to enquiries from clients in a professional manner. Participate in managerial activities.

**ENQUIRIES** : Dr L. Schoeman, Tel. 012 319 7522.

**POST 26/03** : **DEPUTY DIRECTOR REF NO: 142/2010**  
Directorate: Animal Health

**SALARY** : R378 456 per annum (all inclusive package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a BVSc or BVMCh degree and must be registered with the South African Veterinary Council (SAVC). Sufficient appropriate experience on a State Veterinarian level in state veterinary disease control. Management capabilities. Sound knowledge of animal health legislation and animal disease control with special emphasis on state controlled and vector borne diseases. Some experience with laboratory services, disease research and implementation of brucellosis and tuberculosis control scheme in provincial veterinary services is an advantage. Some experience with policy formulation. Knowledge of project management, monitoring and evaluation and the Animal Diseases Act, 1984 (Act No. 35 of 1984) and Animal Health Act, 2002 (Act No. 7 of 2002). Experience in communication with several types of role players. Good verbal and written communication skills. The candidate must be computer literate (MS Office software) and have a valid driver's licence.

**DUTIES** : The incumbent's responsibility will be to develop, formulate, implement and manage policies, norms, standards for prevention and control of animal diseases and promotion of animal health in accordance with the international requirements. Implementation and (law) enforcement of the Animal Diseases Act, 1984, Animal Health Act, 2002 and accompanying regulations in co-ordination with the provincial authorities. Policies and decisions for the management of disease control fences including international border fences. Risk analysis service with regard to animal diseases (risk assessments, risk management and risk communications). Animal disease surveillance programmes and contingency plans. Campaigns initiated for the control of animal disease outbreaks in co-ordination of animal disease control policies and priority programmes with other African countries. Expert communication and advice regarding animal disease risk analysis (risk assessment, management and communication).

**ENQUIRIES** : Dr W. Ungerer, Tel. 012 319 7411.

**POST 26/04** : **SENIOR FOOD SECURITY OFFICER REF NO: 144/2010**  
Directorate: Food Security

**SALARY** : R192 540 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree in Agricultural Economics or a B.Sc degree in Agriculture and/or Rural Development (you are required to furnish a credit certificate and/or statement of results). Relevant and sufficient experience in policy development and formulation in Agriculture, Food Security and Rural Development. Good verbal and written communication skills. Computer literacy in Microsoft Office (MS Word, Excel and Access). A valid driver's licence.

**DUTIES** : The incumbent will be responsible to provide inputs in the setting of national food security policy, strategic framework, norms and standards. Co-ordinate

the promotion and implementation of food security policies at regional, national, provincial and local Government. Support the ongoing review and updating of relevant national policies. Assist in the formulation and administration of food security legislation.

**ENQUIRIES**

: Mr H.S. Ndimande, Tel. 012 319 6705.

**POST 26/05**

: **SENIOR FOOD SECURITY OFFICER REF NO: 145/2010**  
Directorate: Food Security

**SALARY**

: R192 540 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicants must be in possession of a National diploma or Bachelor's degree in Agriculture or Rural Development preferably with Animal Production, Land and Water Resource Management, Horticulture, Agribusiness Management, Local Government and/or Agricultural Economics as a major subject (you are required to furnish a credit certificate and/or statement of results). Relevant and sufficient experience in drafting and editing concise reports, programme planning/management and with the three spheres of Government. Co-ordination, facilitation, evaluation, support and assessment of Provincial food security and nutrition programmes. Good verbal and written communication skills. Organising skills and computer literacy in Microsoft Office (MS Word, Excel and Access). A valid driver's licence.

**DUTIES**

: The incumbent will be responsible to provide support to, and co-ordinate, food security programmes at national, provincial and municipal levels. Encourage household food production and small-scale farming. Promote and support a community-based food security and nutrition programme that encourages self-reliance. Build partnerships for programme harmonisation with other Government departments, the private sector and civil society. Convene stakeholder meetings to establish effective service delivery mechanisms. Effective co-ordination and facilitation for resource mobilisation and inclusion into affected IDP processes. Ensure inclusion of project and programme information into the database.

**ENQUIRIES**

: Mr R. Tuckeldoe, Tel. 012 319 7002.

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 31 July 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POST

- POST 26/06** : **SENIOR PERSONNEL PRACTITIONER (PSAP DEVELOPMENT)**  
The post is advertised in the DOD and broader Public Service.  
Human Resource Development, Directorate Education, Training and Development (PSAP ETD)
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year Degree / National Diploma in Human Resource Development (HRD) / (ETD) or equivalent (NQF Level 6) preferable. HRD/HRM experience with ETD will be a recommendation. Special requirements (skills needed): Good background and understanding of HRD/HRM. Knowledge of PSAP Legislation and ETD prescripts, including ABET & FET. Knowledge of Adult learning. Computer skills (MS Word, MS Power Point, MS Excel). Proficiency in the thread language of the DOD. Communication skills (written and verbal). Organizing-, inter personal-, problem solving-, analysis-, research-, time management-, creative-, innovative-, decision making, team building-, influencing- and negotiation skills. A valid code 8 driver's license is essential.
- DUTIES** : All duties related to ETD inclusive of GET and FET: Assist with the co-ordination of induction and ETD programmes for PSAP. Monitor ETD, maintain an Excel statistical database and compile reports. Communicate ETD strategy, trends, opportunities and policy related issues to clients. Interpret and give inputs to ETD strategy and policy. Research and give advice on ETD trends and opportunities. Monitor and report on PSAP development needs (needs analysis).
- ENQUIRIES** : Ms K. Swart, (012) 355-6107 / 5880.
- APPLICATIONS** : Department of Defence & Military Veterans, Human Resources Division, CD HR Development (PSAP ETD), Private Bag X161, Pretoria, 0001.
- NOTE** : Candidates invited to attend an interview will be required to undergo a computer test.

## DEPARTMENT OF ENERGY

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

**FOR ATTENTION** : Ms E Lethole

**CLOSING DATE** : 16 July 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 26/07** : **DEPUTY DIRECTOR: RENEWABLE ENERGY ( GRID BASED)**

**SALARY** : R378 456 per annum, Level 11

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Bachelor is degree plus relevant experience in the energy sector. PLUS the following key competencies:  Knowledge of Knowledge of Project Management, • Basic project finance and economics • Industry and public sector policies, • Strategies and legislation in the field of energy preferable renewable energy (grid based).  Skills: • Communication • Project Management • Report writing & presentation • Interpersonal skills • Negotiations skills • Computer skills. • Time management & work planning  Communication: Ability to interact with multiple stakeholders at different levels.  Creativity • Independent thinker • innovative and self driven • Ability to work efficiently under pressure • Commitment to service delivery

**DUTIES** : Lead, interact and manage consultants involved in renewable energy projects • Manage budget for projects, thus ensuring that key milestone payments are made timeously • Develop, motivate and implement in close collaboration with the electrification Chief Directorate and subsidy Office the Grid based strategy • Initiate, undertake and support the drafting of regulations and legislation which create the enabling environment for grid based renewable energy introduction ( Energy Regulations Act, Energy Bill) • Monitor the Renewable Energy grid based division including management of external service provider contracts agreements • Draft and motivate Terms of references (TOR) and request for proposals (RFP) for various research projects for improved decision making • Assist with the monitoring and evaluation ( grid based renewable energy) regarding progress made in implementing the White Paper on Renewable target • Co-ordinate , implement and oversee the development of appropriate technical standards for renewable energy ( grid based) • Co-ordinate, implement and oversee bulk renewable energy IPP initiative ( e.g. green power trading, bagasse co-gen • Capacity building and participation in training and workshops as part of skills development plan.

**NOTE** : Post graduate qualification will be an added advantage

**ENQUIRIES** : Ms Nomawethu Qase ☎012 444 4105

**POST 26/08** : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND MANAGEMENT ACCOUNTING**

**SALARY** : R378 456 per annum Level 11

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Degree or National Diploma in Accounting plus relevant experience in a financial environment PLUS the following key competencies. PLUS the following key competencies:  Knowledge of • PFMA, Treasury Regulations and other financial prescripts Basic Accounting System, DORA,

Accounting Standards ☐ Skills • Numeric and accounting skills • Computer literacy • Spreadsheets and word processing • Negotiation and leadership • Project Management • Financial administration and management accounting • Evaluation and monitoring ☐ Communication • Excellent communication skills (verbal & written) at all levels ☐ Creativity • Independent thinker • Innovative and self driven • Ability to work efficiently under pressure • Commitment to service delivery

**DUTIES** : Compile financial statements and other reports in accordance with PFMA • Coordinate the departmental budget processes • Monitor and report on adherence to budgetary control • Ensure healthy cash flow position and conduct bank account reconciliations • Administer donor funds, gifts donations and other payments. Ensure effective management of revenue, debtors, telecom, and rehabilitation trust • Develop and maintain policies • Provide advice on financial matters • Manage and develop staff

**ENQUIRIES** : Mr DS Netshivhazwaulu ☎ (012) 444 4286

**POST 26/09** : **ADMINISTRATION CLERK: INVENTORY**  
Six Months Contract

**SALARY** : R73 584 per annum, Level 4  
**CENTRE** : Head Office

**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate relevant experience in warehouse and/or dispatching. PLUS the following key competencies:  
☐ Knowledge of • LOGIS PI • Supply Chain Management (SCM) • Public Finance Management Act (PFMA) • Treasury Regulations (TR)  
☐ Skills • Computer Literacy • Good Verbal and Written Communication • Ability to communicate at all levels • Financial skills • Report writing ☐ Communication • Telephone etiquette • Liaising with end Users • Ability to negotiate ☐ Creativity • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure

**DUTIES** : Receive goods from distribution (Transition) into the departmental store • Retrieve goods from the departmental store • Dispatch goods • Ensure that bin cards are updated accordingly • Ensure safekeeping of warehouse • Ensure that items are issued out of store within approved turnaround time • Maintain departmental store • Attend to enquiries

**ENQUIRIES** : Brayne Matshotshi ☎ 012 444 4382

**POST 26/10** : **ASSET CONTROLLER**  
Six Months Contract

**SALARY** : R78 584 per annum, Level 4  
**CENTRE** : Head Office

**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate relevant experience in Asset Management. PLUS the following key competencies ☐ Knowledge of: • PFMA • SCM • BUAD/LOGIS • Treasury Regulation ☐ Skills • Computer Literacy • Financial Skills • Report writing ☐ Communication Good verbal and written communication • Ability to negotiate • Telephone Etiquette ☐ Creativity • Prioritising of tasks • Ability to work under pressure • Problem solving skills • Record Keeping Recommendation/Note: Driving licence will be an added advantage

**DUTIES** : Receive and capture receipts vouchers on BAUD • Keep records (asset register) of asset • Verify the description and location of assets periodically (Stock taking) • Monitor and report on the utilisation and conditions of assets

**ENQUIRIES** : Matthews Maluleke ☎ 012 4444368

**POST 26/11** : **ADMINISTRATION CLERK: ORDERS**  
(Six Months Contract)

**SALARY** : R73 584 per annum, Level: 4  
**CENTRE** : Head Office

**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate relevant experience in SCM-Logistics Management. PLUS the following key competencies: ☐ Knowledge of • LOGIS PI • Supply Chain Management



(SCM) • Public Finance Management Act (PFMA) • Preferential Procurement Policy Frameworks (PPPFA) • Treasury Regulations (TR) *Skills* • Computer Literacy • Good Verbal and Written Communication • Ability to communicate at all levels • Financial skills • Report writing *Communication* • Telephone etiquette • Liaising with end Users • Ability to negotiate *Creativity* • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure

**DUTIES** : Expedite invoices and orders • Follow-up with users and suppliers for delivery or service rendered • Ensure that delivery is made within the approved turnaround time • Maintain expediting of orders register • Fax orders to suppliers and confirm delivery date • Perform other administrative work • Advice both internal and external clients of ordering process • Attend to orders enquiry

**ENQUIRIES** : Brayne Matshotshi ☎ 012 444 4382

**POST 26/12** : **ADMINISTRATION CLERK: TRANSACTION**  
Six Months Contract

**SALARY** : R78 584 per annum, Level 4

**CENTRE** : Head Office

**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate relevant experience in SCM PLUS the following key competencies: *Knowledge of* • LOGIS PI • Supply Chain Management SCM Public Finance Management Act PFMA • Preferential Procurement Policy Frameworks PPPFA Treasury Regulation TR *Skills* • Computer Literacy • Good Verbal and Written Communication Ability to communicate at all levels • Financial skills • Report writing *Communication* Telephone etiquette • Liaising with end Users • Ability to negotiate *Creativity* • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure

**DUTIES** : Expedite invoices and orders • Receive invoices and prepare them for payment. Retrieve order from 0-9 file and match with invoices • Forward invoices to user and follow up for certification of receipt for goods or services • Maintain & update the invoice register • Ensure that invoices are processed within the approved turnaround time • Follow-up all invoices that are sent to users for payment authorisation • Attend to all enquiries from clients (Internal and external clients)

**ENQUIRIES** : Brayne Matshotshi ☎ 012 444 4382

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001
- CLOSING DATE** : 16 July 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.

## MANAGEMENT ECHELON

- POST 26/13** : **DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: AP99/2010**  
Office of Deputy Director- General: Environmental Quality and Protection
- SALARY** : R652 572 per annum (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year degree/diploma in business management, public administration or a relevant qualification or extensive relevant experience in the rendering of executive support services in a similar environment; proven management experience; strategic management and leadership skills; Good organizational and administrative skills; Good 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 overall management of the Office of the Deputy Director-General : Environmental Quality Protection and perform the following key functions: Provide a high level executive /strategic support to the Deputy Director-General ; Oversee effective management of the DDG's diary and alignment with the business plan ; Provide secretariat support to the DDG' meeting ; Develop and maintain a correspondence and records management system for the office; Manage cabinet and parliamentary matters; Assist the DDG in monitoring the implementation of executive/top management decisions; Assist with strategic and business planning processes for the Branch; Assist the DDG on Branch performance management and reporting matters ; Manage staff in the Office of the DDG.
- ENQUIRIES** : Mr JM Kutu – Tel (012) 310 3051
- FOR ATTENTION** : Mr JM Kutu

## OTHER POSTS

- POST 26/14** : **SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL PERFORMANCE MANAGEMENT, MONITORING AND EVALUATION REF NO: AP 6008 / 2010**
- SALARY** : R161 970 per annum (Total package of R 228 624 per annum/ conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year tertiary qualification in public administration or an appropriate equivalent qualification and/or relevant experience and knowledge in office administration; experience in document management and project management; Ability to work under pressure; Be pro-active and ability to work independently with limited supervision; knowledge of government processes and treasury regulations with regard to planning; good interpersonal skills , good communication skills (verbal and writing), presentation skills , planning and analytic skills, conflict management and resolution skills; Research skills and a high level of computer literacy (MS Office).
- DUTIES** : The successful candidate will be responsible for the following key functions: coordination of the schedule for departmental strategic planning sessions including branch preparatory sessions; providing support in analyzing the organizational and public entities strategic plans; providing support in the

compilation of the overall departmental strategic & business plans; providing coordination for the tabling of the departmental strategic plan in Parliament; providing risk management support related to organizational performance management and performance auditing and conducting research on how to continuously improve our planning processes.

**ENQUIRIES  
FOR ATTENTION**

: Mr JM Kutu - Tel: (012) 310 3051  
: Mr JM Kutu

**POST 26/15**

: **OFFICE ADMINISTRATOR II REF NO: AP101 /2010**  
Chief Directorate: Human Capital Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R130 425 per annum (Total package of R190 349 per annum / conditions apply)  
: Pretoria  
: A Grade 12 certificate plus relevant work experience in office administration; A relevant post-matric/three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work independently with limited supervision; Willingness to work extended hours.

**DUTIES**

: The successful applicant will be responsible for rendering an effective office administrative support service in the Office of the Chief Director : Human Capital Management and perform the following key functions: Provide financial administrative support to the office of the Chief Director ; Oversee the procurement of goods and services in line with Department policies ; Maintain a document management system for the office; Facilitate logistical arrangements for the Chief Director's meetings, workshops and conferences ; Prepare presentations, submissions and reports ; Develop and manage a filing system for the office; Assist with the consolidation of the Chief Directorate's reports; Provide support on the coordination of other Chief Directorate activities; Facilitate travel arrangements, taking minutes during meetings and perform any other office administration related functions such as making copies, faxing documents e.t.c ; Assist the Chief Director with personal tasks within an agreed framework

**ENQUIRIES  
FOR ATTENTION**

: Mr JM Kutu - Tel (012) 310 3051  
: Mr D Masoga

**POST 26/16**

: **ADMINISTRATIVE OFFICER: INTERGOVERNMENTAL COORDINATION AND COOPERATION REF NO: AP97/2010**

**SALARY  
CENTRE  
REQUIREMENTS**

: R130 425 per annum  
: Pretoria  
: A relevant bachelor's degree or diploma plus experience in administration. Knowledge in administrative procedures, good interpersonal skills, good written and verbal communication skills, sound planning and organising skills, project management skills and good computer literacy with knowledge of MS Excel, Word, Power-point, as well as the Group Wise and internet. An understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work under pressure and independently with limited supervision and the willingness to work after hours when required.

**DUTIES**

: The successful applicant will be responsible for developing and maintaining comprehensive electronic data-bases of all key stakeholders involved in air quality management. Provide assistance and support in the logistical arrangements of all air quality meetings, workshops and conferences. Provide secretarial services to the quarterly National-Provincial Air Quality Officer's Forums and other National Air Quality Officer's meetings. Manage correspondence by ensuring that all National Air Quality Officer Communiqués are circulated timeously to all Air Quality Officers and that all follow-ups are carried out. Liaise with stakeholders with regards to general queries and provide assistance. Distribute information and perform other administration functions as required.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Ms A Phahlane, telephone (012) 310 3730  
: Mr D Moyane  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 16 July 2010
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.

**OTHER POSTS**

- POST 26/17** : **ASSISTANT DIRECTOR**  
Chief Directorate: Government and Media Liaison
- SALARY** : Commencing salary: R192 540 per annum (Excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: An appropriate Bachelor's degree in Administration. Knowledge: Ability to grasp new concepts and assimilate learning. Ability to write creatively and logically using information at hand. Ability to summarise and highlight important actions for the Chief Director and the Chief Directorate. . Follow up on the Chief Directorate's business plans and provide written reports. Ability to maintain a high level of accuracy confidentiality concerning financial matters. Competencies Required: Excellent interpersonal skills. Ability to work in a team environment. . Analytical and problem solving skills. Decision making skills. Effective verbal and listening communication skills. . Attention to detail and high level of accuracy. Very effective organizational skills. Effective written communication skills. Computer skills (including the ability to work on spreadsheets; excel and word-processing programs). Time management skills. Personal Attributes. The incumbent must maintain strict confidentiality in performing duties and also demonstrate the following personal attributes: be honest, trustworthy, respectful, flexible and demonstrate sound work ethics.
- DUTIES** : Responsible for providing administrative and support services in the office of the Chief Director in order to ensure effective and efficient operations. Provide administrative support to ensure that the Chief Directorate operations are maintained in an effective, up to date and accurate manner. Provide support to the Chief Director to ensure that she is provided with the resources to make effective decisions. Provide summaries of memos and guide the Chief Director on the strategic meetings to attend. Ensure that the Chief Director has draft memos for all meetings. Develop summaries of work done by the unit. Edit and approve quarterly reports of the Chief Director. Be responsible for all the emails that need responding to and all correspondence from the secretary.
- ENQUIRIES** : Ms N Momodu, tel (012) 314 2108
- POST 26/18** : **STATE ACCOUNTANT: BUDGET OFFICE**  
Directorate: Finance
- SALARY** : Commencing salary: R130 425 per annum (Excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: A relevant three-year degree/diploma in a financial field, especially public finance and accounting. Experience: One to three year's budgeting experience. Proven working experience in MS Excel and Word. Competencies Required: Ability to work under pressure and meet deadlines. Good communication and writing skills. Good planning and reporting skills. Good organisational skills. Knowledge: Knowledge of Budgeting process in the Public Service, Public Finance Management Act (PFMA), Treasury Regulations, Basic

**DUTIES**

Accounting System (BAS). Knowledge of cost accounting and costing of Business Plans will be an added advantage.

: Responsible for Monthly Projections (In Year Monitoring Report) to be submitted to the Deputy Director: Budget Office for consolidation to National Treasury. Assist in compiling the Medium Term Expenditure Framework (MTEF); Estimates of Expenditure (ENE) and Adjustments Budget. Capture budget allocations on BAS. Effect the shifting of funds (virement). Compile Budget Committee inputs for submission to the Budget Committee. Collect and report on expenditure trends to the Financial Control Forum. Check expenditure and do necessary corrections. Do quarterly personnel reconciliations. Act as Sub-System Controller of the Basic Accounting System. Provide other support to the Deputy Director: Budget Office.

**ENQUIRIES**

: Kedibone Huma, tel: (012) 314 2499

**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** : 19 July 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 26/19** : **ASSISTANT MANAGER: FACILITIES MAINTENANCE REF NO: FM/2010/06**  
Facilities Section  
One position of Assistant Manager: Facilities Maintenance is currently available at the Government Employees Pension Fund. This position will be filled as a permanent position.

- SALARY** : R 192 540 per annum (Basic Salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three-year tertiary A Grade 12 Certificate and an applicable tertiary qualification in Building related profession or an applicable technical qualification (T-or N stream) with at least 2 years appropriate experience Property Management, Facility and Maintenance Services. A valid code B driver's license. Knowledge of the National Building Regulations and Building Standards Act, 1997 will be an advantage. Experience / Knowledge of Project Management. Ability to find workable solutions while dealing with multiple constituents and conflicting objectives. Effective verbal and written communication skills. Ability to build, manage and develop teams. Computer literacy that include a good working knowledge of Microsoft Office products Effective interpersonal relations. Excellent planning and organising skills Ability for innovative and creative thinking Knowledge of the Occupational Health and Safety Law Excellent problem solving skills

- DUTIES** : Key Performance Areas: The successful candidate will be responsible For the following: Ensure that the necessary approval is obtained prior to the appointment Assisting with facilities planning, provision and maintenance Assisting with supervising projects and providing technical advice Record keeping Liaising with service providers Ensuring adherence to policies and procedures for all aspects of Facilities Maintenance Conducting site investigations and supervision. Certify work for completion after execution by contractors Attending effectively to complaints and requests during working hours and after hours when required Ensuring that specifications are compiled Assisting with the management and operation of building maintenance and physical facilities Movement of assets Assisting with the effective planning of office space.

**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.*

**CLOSING DATE** : 16 July 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 POSTS**

**POST 26/20** : **SENIOR INVESTIGATOR REF NO: Q9/2010/26**

**SALARY** : R161 970 per annum  
**CENTRE** : Free State (Bloemfontein)  
**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 the Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing, as well as verbal and written communication skills. He / She must be computer literate and possess a valid unendorsed Code 08 driver's licence, and be able to drive a motor vehicle. 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 M.P. Parman on 051 406 6800  
**APPLICATIONS** : Independent Complaints Directorate Private Bag X20708 Bloemfontein 9300 or hand deliver at 15 Cnr St Andrew & West Burger Street Ground Floor Standard Bank Building Bloemfontein 9300

**FOR ATTENTION** : Ms N Thulo on 051 406 6800  
**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. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**POST 26/21** : **SENIOR NETWORK CONTROLLER REF NO: Q9/2010/25**

**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidate must have a relevant post school qualification and relevant experience in respect of networks (A+, N+, Win 2000/2003, Lotus Notes and XP). A driver's license is a prerequisite.

**DUTIES**

: Key competencies include: To participate in the management of the WAN/LAN installation of software and hardware components, co –coordinating maintenance and repairs of equipments as well as giving periodic reports, provide user support including telephone, solving/troubleshoot hardware and software problems.

**ENQUIRIES**

: Mr T Tsotetsi @012 392 0495

**APPLICATIONS**

: Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

**FOR ATTENTION**

: Ms T Marumo

**NOTE**

: The successful candidate will be required to undergo a preliminary security vetting and signing of an Agreement to Maintain Secrecy. His/ her character should be beyond reproach. Preference will be given to candidates from Pretoria and surrounding areas to limit expenses. Faxed applications will not be considered.



## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 16 July 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 POST

- POST 26/22** : **DEPUTY DIRECTOR: NON-FERROUS METALS AND ENERGY COMMODITIES**
- SALARY** : R378 540 per annum, Level 11
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A recognised Honours degree or equivalent in Geology, Metallurgy, Metallurgical / Chemical / Mining Engineering or Commerce with Economics, with substantial working experience in the minerals and mining industry, PLUS the following key competencies: *Knowledge*: • Advanced knowledge and expertise with respect to South Africa's mineral / mining industry especially in the field of mineral and metal commodities as well as acquaintance with diversified mining and minerals terrains worldwide. Knowledge of the non-ferrous metals and/or energy commodities industry will be an added advantage. • Knowledge of Minerals / Mining acts and policies and other related policies • Policy development • Managerial principles • Computer applications, e.g. spreadsheets, databases, presentation, word processing and internet software *Skills* : • Analytical, research and presentation capabilities • Leadership and management capabilities • Strong problem solving and organisational capabilities • Computer literacy e.g. spreadsheets, databases, presentation, word processing and internet software *Communication*: • Sound verbal and written communication capabilities • Public speaking capability *Creativity*: • Ability to compile, analyse and interpret data • Innovative and creative thinking capabilities
- DUTIES** : KRA's • Conduct in-depth research and market analyses, forecast trends in prices and supply and demand patterns and compile advanced mineral economic reports, directories, memoranda and articles on non-ferrous and energy commodities • Supervise and edit work of mineral economists such as mineral economic reports, directories, memoranda and articles on non-ferrous and energy commodities • Handle mineral economic enquiries and render advice on non-ferrous and energy commodities and other related minerals and matters • Ensure effective and efficient management of the Non-ferrous Metals and Energy Commodities Sub-directorate in order to add value towards the achievement of the strategic objectives of the Mineral Economics Directorate and the Department of Mineral Resources • Assist in the promotion of South Africa's mineral industry through participation in conferences, seminars, forums, workshops, exhibitions, etc., both locally and internationally, and advise management at all levels on mineral economic issues, including the promotion and optimal utilisation of South Africa's minerals • Attend to ad hoc tasks and minerals-related queries of an advanced nature
- ENQUIRIES** : Mr AS Conradie ☎ 012 444 3705
- NOTE** : • Capability to work under pressure and a valid driver's license are essential  
• The incumbent will be required to travel both locally and internationally on a regular basis

## NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to [recruit.alm@treasury.gov.za](mailto:recruit.alm@treasury.gov.za). Applications can also be faxed to (012) 315 5999.
- CLOSING DATE** : 16 July 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POSTS

- POST 26/23** : **ANALYST: TRANSPORT AND DEFENCE REF NO: S062/2010**  
Division: Asset and Liability Management
- SALARY** : R240 318 basic excluding benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree / diploma in Economics / Finance. Experience in the transport and defence sectors. Experience in financial management/ transport economics. Knowledge and experience of the legislative and regulatory frameworks of the Transport and Defence Industry. Computer literate with knowledge of the full MS Office suite, with specific working knowledge of MS Excel.
- DUTIES** : It would be expected from the candidate to: Conduct analysis to enable the identification of where restructuring of SOEs in the transport and / or defence sectors is required to better achieve government objectives and advise Minister accordingly Review of the restructuring/turnaround plans of the SOEs in the transport and defence Participate in the restructuring of SOEs in the transport and defence sectors with other departments Analyse the financial statements and corporate plans of the SOEs Review legislation, sector policy and framework for economic regulation Analyse the alignment of the corporate plans of SOEs to policy objectives Analyse industry structure in the transport and defence sectors Analyse industry trends in the transport and defence sectors Exercise ongoing oversight over Schedule 2 and 3B SOEs in the transport and defence sectors.

## 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** : 16 July 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 26/24** : **SENIOR HUMAN CAPITAL PRACTITIONER REF NO: S8/3/2010/517**  
 Directorate: Human Resource Management

**SALARY** : R161 970 per annum, Level 8  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year tertiary qualification in HR plus extensive experience in recruitment and selection. \* Knowledge and understanding of applicable Human Resource Legislation and policies. \* Computer literacy and report writing skills. \* Excellent planning and organising skills. \* Good written and verbal communication skills. \* Good interpersonal skills. \* A valid driver's licence will be an added advantage. \* Ability to work under pressure and willingness to travel. \* Ability to deal with demanding clients and solve problems. \* Ability to supervise interns and junior staff

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

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

**FOR ATTENTION** : Human Resource Management  
**NOTE** : Coloured males are encouraged to apply

**POST 26/25** : **OFFICE ASSISTANT REF NO: S8/3/2010/518**

**SALARY** : R130 425 per annum, Level 7  
**CENTRE** : Chief Directorate: Supply Chain And Facilities Management Services (Pretoria)  
**REQUIREMENTS** : A three year degree/diploma or equivalent qualification. \* Extensive experience in office administration and Secretarial duties (including travel arrangements, arrangement of meetings, taking of minutes etc) particularly in a highly pressurised environment. \* High level of computer literacy in MS Word, Excel and PowerPoint. \* Excellent communication skills (written and verbal), mature

and strong initiative and good at multitasking. \* Telephone etiquette, attention to detail, confidence and organizational skills

**DUTIES**

: \* Provide overall secretarial and administrative support functions to the Executive Manager \* Manage all the administrative functions in the Executive Manager's office. \* Provide logistical support (e.g. travel and accommodation arrangements, etc). \* Plan, organize, coordinate and manage information and documentation flow in the office, including quality control. \* Type and prepare various documentation of various complexities (word, excel and PowerPoint). \* Manage the diary of the Executive Manager and prioritize appointments when necessary. Confirm appointments and remind the Executive Manager of engagements. \* Manage task follow ups delegated to managers and other officials. \* Arrange and coordinate meetings, workshops, etc as delegated. \* Establish and administer a filing system and distribute documents as requested. \* Ensure the safekeeping of all documentation in the office of the Executive Manager\* Take minutes and follow up on resolutions taken.

**APPLICATIONS**

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

**FOR ATTENTION**

: Human Resource Management

## THE PRESIDENCY

**APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001  
**CLOSING DATE** : 16 July 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. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

## OTHER POST

**POST 26/26** : **ASSISTANT DIRECTOR: ADMINISTRATION**  
Private Office of the President

**SALARY** : R 240 318 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidate must be in possession of a relevant National Diploma (NQF6) qualification or equivalent as well as appropriate experience. The candidate must be computer literate with good communication skills as well as interpersonal, organisational, planning and coordination skills.

**DUTIES** : The ideal candidate will assist the Administrative Secretary in processing correspondence. Provide executive support to the Chief Director: Private Office. Liaise with the Policy Unit and communicate with other units in support of the work of the branch. Manage the budget of the office and ensure compliance with prescripts. Manage the MTEF process and all expenditure of the branch. Liaise with Minister, Municipalities and Provinces with regards to correspondences referred to the Deputy Director-General and Chief Director. Liaise with other branches to ensure that correspondence is correctly processed and feedback is received. Attend the Protocol Logistics meeting for international incoming and outgoing visits and provide reports. Assist in managing the registry and ensure efficient archiving of documents. Assist with preparing documents for Dairy Committee meetings.

**ENQUIRIES** : Mr T Koena (012) 300 5896

## DEPARTMENT OF TOURISM

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

**NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The persons appointed to this position will be subject to reference checking and security clearance, as well as competency assessment test. Candidate must also sign of a performance agreement and employment contract. Candidates should also note that the Department will be relocated to another premises soon. Please be advised that, in order to comply with PSCBC Resolution 3 of 2009 and DPSA Circular 2 of 2009. All Deputy Director and Assistant Director posts advertised on levels 12 and 10 will now be filled on levels 11 and 9, respectively.

## OTHER POSTS

**POST 26/27** : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: NDT113/2010**

**SALARY** : Remuneration package: R378 456 per annum (all-inclusive remuneration package)

**REQUIREMENTS** : An appropriate Bachelor's degree in Marketing/Tourism Management /Human Resources Management/Finance. Extensive formal working experience, preferably in the Tourism sector, will be an advantage. Good analytical and interpersonal skills. Excellent communication skills (written and verbal). Project management, financial and budgetary skills. an understanding of service excellence, quality and service benchmarking. Advanced computer literacy and presentation skills. Excellent management skills and experience. Familiarity with LRA and BCEA. The ability to work in a multicultural environment. A valid Code 08 driver's licence.

**DUTIES** : Promote quality and service standards in the Tourism sector. Manage consumer complaints and conduct research on world class practices in service offerings within Tourism. Represent the Directorate at national and international forums. Develop frameworks in the creation of awareness, within the Tourism industry and public, of a service-orientated culture. Liaise with the media; national and international bodies promoting service excellence, service standards and human rights; Government departments and all relevant stakeholders.

**ENQUIRIES** : Mr Gabriel Dichabe (012) 310 3308

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

**CLOSING DATE** : 09 July 2010

**FOR ATTENTION** : Mr G Ntshane

**POST 26/28** : **ASSISTANT DIRECTOR: ORGANISATIONAL STRUCTURE AND KNOWLEDGE MANAGEMENT REF NO: NDT116/2010**

**SALARY** : R192 540 per annum (Total inclusive package of R270 445 /conditions apply) (level9).

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 certificate plus relevant advanced training and working knowledge of PERSAL; Specific training as a PERSAL Controller and possession of a relevant three-year post matric qualification will serve as an added advantage ; Good experience in organizational development and the management of an organizational structure and establishment; Good experience in the field of

Human Resources Management and an understanding of the public service regulatory framework; Good communication (interpersonal and report writing) and stakeholder liaison skills; Supervisory experience; Ability to work independently with limited supervision.

**DUTIES** : The successful candidate will be responsible for the following key performance areas : Ensure maintenance and updating of the Department's structure and establishment; Ensure updating of staffing levels on PERSAL ; Support the implementation of job evaluation results ; Support re-structuring efforts ; Ensure effective implementation of the remuneration policy and administration of SMS and MMS remuneration packages; Render a knowledge management service ; Act as a PERSAL Controller for Department; Develop and implement strategies to build capacity and competencies to PERSAL users

**ENQUIRIES** : Mr R Raphiri (012) 310 3762  
**APPLICATIONS** : and forwarded to the Director-General, Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1<sup>st</sup> Floor, North Tower, Room 106 (Information Center),

**FOR ATTENTION** : Mr G Ntshane.

**CLOSING DATE** : 12 July 2010

**POST 26/29** : **ADMINISTRATIVE OFFICER REF NO: NDT117/2010**

**SALARY** : R130 425 per annum (Total inclusive package of R195 089 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year qualification in Public Administration or Grade 12 certificate plus appropriate experience in office administration. Good understanding of finance and procurement procedures. Good computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, email and the internet. Good communication (written and verbal), interpersonal, organising skills. Ability to work individually and in a team, document management skills, ability to work under pressure and be able to multi task. Knowledge and understanding of filing systems. Knowledge of Logis.

**DUTIES** : The successful candidate will be responsible for the following key performance areas: Provide administrative support to the office of the Deputy Director-General: Policy, Research, Monitoring and Evaluation. Provide administrative support during meetings/workshops, document management, ordering and distribution of stationery, handling of telephone accounts, asset management and salary advices, update and maintaining of filing systems, manage incoming and outgoing documentation. Making the necessary logistical arrangements, maintain branch leave schedule, assist in compiling and submitting of claims, taking minutes of meeting etc. administer procurement processes.

**ENQUIRIES** : Mr R Naidoo: Tel 012 310 3517

**CLOSING DATE** : 12 July 2010

**POST 26/30** : **OFFICE ADMINISTRATOR I: OFFICE OF VARIOUS DIRECTORS REF NO: NDT118/2010**

**SALARY** : R105 645 per annum (Total inclusive package package of R 165 023 /conditions apply)

**CENTRE** : Pretoria

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

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

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

**ENQUIRIES** : Ms S Pityana, Tel: 012-310 3039  
**CLOSING DATE** : 12 July 2010

**POST 26/31** : **OFFICE ADMINISTRATOR II: OFFICE OF THE VARIOUS CHIEF DIRECTORS**  
**REF NO: (NDT119/2010)**

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

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

**ENQUIRIES** : Ms S Pityana, Tel: 012-310 3039  
**CLOSING DATE** : 12 July 2010



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

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

**FOR ATTENTION** : Mrs RL Jasmin

**CLOSING DATE** : 13 July 2010

**OTHER POSTS**

**POST 26/32** : **ASSISTANT DIRECTOR: NURSING DEVELOPMENT REF NO: ASDND/STEH/06/001/ 2010**  
Directorate: OR Tambo

**SALARY** : R287 745 per annum

**CENTRE** : St Elizabeth Hospital

**REQUIREMENTS** : Grade 12 certificate, Nursing, Degree, Diploma in Nursing /Midwifery/ Psychiatry. Post Basic Diploma/ Degree in Nursing Education., Nursing Administration will be an added advantage. Current registration with SANC as Prof. Nurse, at least 5-7 years Managerial and professional experience.

**DUTIES** : Execute duties and functions with Proficiency in and perform duties within the prescripts of all the applicable legislation. Co-ordination of trainings. Development of training schedule for the year. Identification of training needs. Compilation of workplace skills plan. Compilation of training static reports. Advise on training budget Administer and process Bursary applications & study leaves

**ENQUIRES** : Mrs RL Jasmin (039) 2531111 EXT 114

**APPLICATIONS** : St Elizabeth Hospital, Private Bag x1007, LUSIKSIKI,4820 or hand delivered to St

**POST 26/33** : **OPERATIONAL MANAGER LABOUR WARD (SPECIALITY) REF NO: OPMLWS/STEH/06/003/2010**  
Directorate: OR Tambo

**SALARY** : R287 745 per annum

**CENTRE** : St Elizabeth Hospital

**REQUIREMENTS** : Diploma in Advanced Midwifery and Neonatal Nursing Science Experience in Obstetric of at least 5 years. Current registration with SANC as Prof Nurse. Post basic Diploma/ Degree in Nursing Administration an added advantage.

**DUTIES** : Supervise the provision of effective and efficient pt care through adequate Nursing Care. Participate in the analysis and formulation and implementation of nursing Guidelines, protocols, standards & procedures. Effective utilization of resources both financial human & material resources. Ensure implementation of PMDS Promote effective communication within the unit. Ensure nursing administrative duties i.e. effective planning of the ward. Monitor PP'P Identity & monitor high risk Pts in labour Supervise KMC.

**ENQUIRES** : Mrs RL Jasmin (039) 2531111 EXT 114

**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.

**OTHER POSTS**

- POST 26/34** : **PHARMACIST GRADE I, II AND III REF NO: 70253153**  
Directorate: Pharmacy
- SALARY** : R302 319 – 381 900 all inclusive package Remuneration package will depend on years of experience after registration.
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : B Pharm degree or equivalent. Registration with the SA Pharmacy Council as a Pharmacist. Computer literate. Experience will be a recommendation.
- DUTIES** : Issue medication to patients and wards as per prescription. Control medicine and the consumption thereof. Pharmacist duties in line with Good Pharmacy Guidelines. Informing patients on the correct use of medicine.
- ENQUIRIES** : Mr. RV Vagiri, Tel. No: (012) 319 9840
- CLOSING DATE** : 20 July 2010
- POST 26/35** : **PHARMACIST REF NO: 70253084**  
Directorate: Pharmacy Department
- SALARY** : R302 319 – R381 900 per annum (plus benefits)
- CENTRE** : Tshwane Rehabilitation Centre
- REQUIREMENTS** : B Degree in Pharmacy. Registration with the South African Pharmacy Council and annual proof of payment Sound knowledge of appropriate legislation, protocols and standard operating procedures applicable to Pharmacy practices. Ability to work in a multidisciplinary team, good communication and computer literacy will be a recommendation.
- DUTIES** : Ensure adherence to standard and treatment guidance and protocols. Manage, monitor and evaluate Pharmacy staff in the unit. Monitor and evaluate the quality of service in the department and assist with the dispensing of medicines. Ensure adherence to both the centre and provincial formularies. Implement and evaluate budgetary control measures and adherence to set treatment protocols. Collect data and provide reports and statistics with regard to all aspects of pharmaceutical services. Accept managerial responsibility for drug dispensing of medicines to patients. Plan and co-ordinates all functions of the department. Supervision of Pharmacy Assistant/s.
- ENQUIRIES** : Ms W.K Ngubeni, Tel. no: (012) 354 - 6745
- CLOSING DATE** : 13 July 2010
- POST 26/36** : **ASSISTANT MANAGER: NURSING AREA (SURGICAL WARDS) PN-A7 REF NO: 70253042**  
Directorate: Nursing Department
- SALARY** : R 287 745 per annum (plus benefit)
- CENTRE** : Kalafong Hospital
- REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level..

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service.

**ENQUIRIES** : Mrs. T.R.B Seikaneng; Tel no; (012) 318 6622

**CLOSING DATE** : 13 July 2010

**POST 26/37** : **PROFESSIONAL NURSE (ICU SPECIALITY) PN-B2 GRADE 2 2 POSTS REF NO: 70253053**  
Directorate: Nursing Department

**SALARY** : R 240 981-R271 230 per annum (plus benefits)

**CENTRE** : Kalafong Hospital

**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse. A post basic qualification in critical care with a minimum of 14 years recognizable experience in nursing as professional nurse with South African Nursing Council in general nursing. At least 10 years of the period referred to above must be recognizable experience in specific speciality after obtaining the 1 year basic qualification in relevant speciality.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Implement and control operational management of clinical and support services in theatre. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs T.R.B Seikaneng; Tel no;: (012) 318 6622

**CLOSING DATE** : 13 July 2010

**POST 26/38** : **PROFESSIONAL NURSE (OPERATING THEATRE) PN-B2 GRADE 2 2 POSTS REF NO: 70253054**  
Directorate: Nursing Department

**SALARY** : R 240 981-R271 230 per annum (plus benefits)

**CENTRE** : Kalafong Hospital

**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse. A post basic qualification in operational theatre with a minimum of 14 years recognizable experience in nursing as professional nurse with South African Nursing Council in general nursing. At least 10 years of the period referred to above must be recognizable experience in specific speciality after obtaining the 1 year basic qualification in relevant speciality.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Implement and control operational management of clinical and support services in theatre. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs T.R.B Seikaneng, Tel no; (012) 318 6622

**CLOSING DATE** : 13 July 2010

**POST 26/39** : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: 70253082**  
 Directorate: Social Work Department

**SALARY** : R196 446 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : BA Social Work Degree. Current registration with South African Council for Social Service Professionals. Previous experience in managing a department, experience in rehabilitation setting will be an advantage. Ability to work in a multidisciplinary team. Knowledge of appropriate legislation, good communication skills and computer literacy will be a recommendation.

**DUTIES** : Render and manage Social Work services that comply with standards and norms as indicated by the Health Policies. To reintegrate patients into the community by advocating for patients and networking with various stakeholders (e.g NGO's). Implement and maintain Quality Assurance and Accreditation standards and norms at departmental level. Management of allocation human resource, including supervision and performance appraisal. Perform administrative duties such as record keeping, data collection, assets management and report writing. Contribute and participate in own professional development, colleagues and multidisciplinary team members. Participate and encourage mini research projects for the institution.

**ENQUIRIES** : Ms.W.K Ngubeni, Tel. no: (012) 354 - 6125  
**CLOSING DATE** : 13 July 2010

**POST 26/40** : **PROFESSIONAL NURSE: OPERATING THEATRE PN-B1 GRADE 1 4 POSTS**  
**REF NO: 70253055**  
 Directorate: Nursing Department

**SALARY** : R 195 936- R220 530 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council. A post basic qualification in operating theatre with minimum of 4 years recognizable experience in nursing as professional nurse.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Implement and control operational management of clinical and support services in theatre. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs T.R.B Seikaneng, Tel no: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/41** : **PROFESSIONAL NURSE: GENERAL PN-A4 GRADE 3 1 POST REF NO: 70253052**  
 Directorate: Nursing Department

**SALARY** : R 195 936-R220 530 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse. A minimum of 20 years appropriate/recognizable experience in nursing after registration as professional nurse with the South African Nursing Council in general nursing.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs T.R.B Seikaneng; Tel no: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/42** : **SOCIAL WORK POLICY DEVELOPER GRADE I (SW-B1) (PROBATION SERVICES) REF NO: 70253104**  
 Directorate: Restorative Services and Services to Children

**SALARY** : R186 006 per annum (plus benefits).  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Bachelor's Degree in Social Work with a minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Services Professions. Knowledge of the following documentation will be an advantage: Probation Services Act, Probation Services Amendment Act, Child Justice Act, Norms and Standards for Diversion, Policy on Financial Awards for Service Providers and PFMA. A valid driver's license.

**DUTIES** : To manage and monitor the implementation of legislation, policies and international conventions for probation services. Formulate, co-ordinate and maintain policy, procedures and guidelines. Administration of legislation regarding probation services. Training and capacity building of service providers. Monitoring and evaluation of services rendered by regional offices, child and youth care centres and NPOs. Promoting, coordinating and monitoring programs for crime prevention and probation services. Ensuring that new programmes are in line with departmental legislative and policy mandates. Collate monthly statistics on the movement of children in conflict with the law. Determine research needs and trends. Promote departmental transformation policy.

**ENQUIRIES** : Ms. T. Mkhonto, Tel no; (011) 355 7724  
**CLOSING DATE** : 20 July 2010

**POST 26/43** : **SOCIAL WORK POLICY DEVELOPER GRADE I (SW-B1) (SUBSTANCE ABUSE) REF NO: 70253105**  
 Directorate: Restorative Services and Services to Children

**SALARY** : R186 006 per annum (plus benefits).  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Bachelor's Degree in Social Work with a minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Services Professions. Knowledge of the following documentation will be an advantage: Prevention and treatment of Drug Dependency Act 20 of 1992, Norms and Standards for In-patient Treatment Centres, Norms and Standards for Out-patient Treatment Centres, National Drug Master Plan 2006-2011, Policy on Management of Substance Abuse, Policy on Financial Awards for Service Providers, Model for Treatment of Substance Abuse Dependant Youth in Residential facilities and PFMA. A valid driver's license.

**DUTIES** : To manage and monitor the implementation of legislation, policies for substance abuse. Formulate, co-ordinate and maintain policy, procedures and guidelines. Administration of legislation regarding substance abuse. Training and capacity building of service providers. Monitoring and evaluation of services rendered by regional offices, child and youth care centres and NPOs. Promoting, coordinating and monitoring programs for the prevention and drug dependency and crime prevention. Ensuring that new programmes are in line with departmental legislative and policy mandates. Determine research needs and trends. Promote departmental transformation policy.

**ENQUIRIES** : Ms. T. Mkhonto, Tel no; (011) 355 7724  
**CLOSING DATE** : 20 July 2010

**POST 26/44** : **SOCIAL WORK GRADE 2 REF NO: 70253083**  
 Directorate: Social Work Department

**SALARY** : R160 455 900 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : BA Social Work Degree. Current registration with South African Council for Social Service Professionals. Knowledge of appropriate legislation, Acts and Policies pertaining to Social works. Liaise with the external resource (NGO's and patient's employers). Ability to work in a multidisciplinary team, good communication skills and computer literacy will be a recommendation. Clinical experience in rehabilitation setting will be an advantage.

**DUTIES** : To render Social Work services to patients that complies with standards and norms as indicated by the Health Policies. To apply relevant Social Work

intervention strategies, by engaging the patient and relevant stakeholder. Implement Quality Assurance and Accreditation standards and norms at departmental level. Perform administrative duties such as record keeping, data collection, report writing and any delegated duties. Contribute and participate in own professional development, colleagues and other multidisciplinary team members. To be involved in mini research projects in the department, and participate in various committees in institution.

**ENQUIRIES** : Ms S.S. Ledwaba Tel. no: (012) 354 - 6822  
**CLOSING DATE** : 13 July 2010

**POST 26/45** : **PROFESSIONAL NURSE (GENERAL) PN-A3 GRADE 2 1 POST REF NO: 70253051**  
 Directorate: Nursing Department

**SALARY** : R 160 032-R180 120 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the South African Nursing Council in general nursing.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs. T.R.B Seikaneng; Tel no: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/46** : **PROFESSIONAL NURSE: GENERAL PN-A2 GRADE 1 9 POSTS REF NO: 70253050**  
 Directorate: Nursing Department

**SALARY** : R 130 119-R146 451 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/ Degree in nursing that allows registration with the South African Nursing Council as a professional nurse.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mrs, T.R.B Seikaneng, Tel no: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/47** : **OCCUPATIONAL THERAPIST REF NO: 70253842**  
 Directorate: Occupational Therapy

**SALARY** : R 130 425 Plus Benefits Per Annum  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : Degree in Occupational Therapy. Registration with the relevant Health Professional Council. Computer literate. Experience in Psychiatry will be a recommendation.

**DUTIES** : Provide a service to acute, chronic and forensic psychiatric patients. Assist with clinical training for students. Administrative tasks related to patient care and general administrative duties. Work in a multi discipline team.

**ENQUIRIES** : Mrs. H Beetge, Tel. no: (012) 319 9783  
**CLOSING DATE** : 20 July 2010

**POST 26/48** : **STAFF NURSE SN-3 GRADE 3 5 POSTS REF NO: 70253047**  
 Directorate: Nursing Department

**SALARY** : R 122 652- R138 045 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Staff Nurse. A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a staff nurse.

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients needs, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs T.R.B Seikaneng, Tel no:; (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/49** : **OCCUPATIONAL THERAPIST REF NO: 70253051**  
 Directorate: Occupational Therapy

**SALARY** : R 105 645 Plus Benefits Per Annum  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : Degree in Occupational Therapy. Registration with the relevant Health Professional Council. Computer literate. Experience will be a recommendation.

**DUTIES** : Provide a service to acute, chronic and forensic psychiatric patients. Administrative tasks related to patient care and general administrative duties. Work in a multi discipline team.

**ENQUIRIES** : Mrs. H Beetge, Tel. no: (012) 319 9783  
**CLOSING DATE** : 20 July 2010

**POST 26/50** : **PHARMACIST ASSISTANT (POST BASIC) (GRADE I, II AND III) REF NO: 70253152**  
 Directorate: Pharmacy

**SALARY** : R105 543 – 132 738 plus benefits Remuneration will depend on years of experience after registration.  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : Post Basic Pharmacist Assistant qualification or equivalent. Registration with the SA Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Experience will be a recommendation.

**DUTIES** : Under direct supervision of a Pharmacist. Issue medication to patients and wards as per prescription. Measuring and distribution of stock to patients and wards. Prepare labels. Informing patients on the correct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity.

**ENQUIRIES** : Mr. RV Vagiri, Tel. No: (012) 319 9840  
**CLOSING DATE** : 20 July 2010

**POST 26/51** : **PHARMACY ASSISTANT POST BASIC 2 POSTS REF NO: 70253155**  
 Directorate: Pharmacy Department

**SALARY** : R105 543- R122 490 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : A Pharmacist's assistant (Post-basic) qualification. Standard10/ grade 12 qualification. Current registration with the South African Pharmacy Council (SAPC). Appropriate post-registration experience. Recommendations: Good communication. Computer literacy. Drug supply management. Leadership and management. Performance management and development. Relevant Pharmacy legislation.

**DUTIES** : Assist in the collection and compilation of statistics. Participate in the development and review of SOP's. Assist in dispensing and promotion of rational use of drugs. Assist in enforcing work place discipline. Participate in work place improvement plans. Assist in compounding and manufacturing. Assist in the management, control availability, rotation, distribution and storage of

stock. Participate in training, development, performance management and supervision of immediate staff.

**ENQUIRIES** : MS M. MABEBA; Tel no: (012) 318 6690  
**CLOSING DATE** : 20 July 2010

**POST 26/52** : **STAFF NURSE SN-2 GRADE 2 4 POSTS REF NO: 70253048**  
Directorate: Nursing Department

**SALARY** : R103 644- R116 649 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Staff Nurse. A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as a staff nurse.

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs. T.R.B Seikaneng, Tel no; (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/53** : **NURSING ASSISTANT NA-3 GRADE 3 7 POSTS REF NO: 70253043**  
Directorate: Nursing Department

**SALARY** : R94 848-R106 752 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant. A minimum of 20 years appropriate/recognizable experience after registration with the SANC as a nursing assistant.

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs T.R.B Seikaneng, Tel no: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/54** : **STAFF NURSE SN-1 GRADE 1 3 POSTS REF NO: 70253049**  
Directorate: Nursing Department

**SALARY** : R86 805-R97 695 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Staff Nurse.

**DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs T.R.B Seikaneng, Tel no;: (012) 318 6622  
**CLOSING DATE** : 13 July 2010

**POST 26/55** : **NURSING ASSISTANT NA-2 GRADE 2 REF NO: 70253046**  
Directorate: Nursing Department

**SALARY** : R79 440-89 409 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital



**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant. A minimum of 10 years appropriate/recognizable experience after registration with the SANC as nursing assistant.

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs. T.R.B Seikaneng, Tel no; (012) 318 6622

**CLOSING DATE** : 13 July 2010

**POST 26/56** : **NURSING ASSISTANT NA-1 GRADE 1 4 POSTS REF NO: 70253045**  
Directorate: Nursing Department

**SALARY** : R67 122-R75 549 per annum (plus benefits)

**CENTRE** : Kalafong Hospital

**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant.

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients need, requirements and expectations (Batho-Pele).

**ENQUIRIES** : Mrs. T.R.B Seikaneng, Tel no; (012) 318 6622

**CLOSING DATE** : 13 July 2010

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

**NOTE** : An application for Employment Form (Z83) must be completed and Forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) certified copies of ID documents educational qualifications, certificates of service and professional registration certificates – not copies of certified copies and proof of current registration must be submitted together with your CV. The reference number must be indicated in the column provided on the form Z83. e.g. ref BETH01/2009. Failure to comply with the above instruction will disqualify Applications. Please note that due to the large number of applications received applications will not be acknowledged. However should you not receive any response after four ( 4) weeks from the closing date of this advert, you must consider your application as unsuccessful. The contents of this circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this circular minute even if they are absent from their place of work.

**OTHER POSTS**

**POST 26/57** : **MEDICAL OFFICER GRADE 3 REF NO: BETH 18/2010**

**SALARY** : R554 109 per annum all inclusive package, 22% Rural Allowance and commuted overtime.

**CENTRE** : Institution: Bethesda Hospital

**REQUIREMENTS** : an MBCHB or equivalent. Current registration with HPCSA as a Medical Practitioner. At least 10 years clinical experience post registration with the HPCSA as Medical Practitioner. Experience in HIV project / programme management will be an added advantage. Post graduate training in HIV medicine will be a recommendation. Sound knowledge and skills in managing HIV/AIDS. Sound knowledge in managing opportunistic infections including Tuberculosis. Sound knowledge and skills in diagnosing managing other common medical conditions. Knowledge of new national ARV treatment guidelines with regard to HIV. Knowledge of medical ethics. Knowledge of applicable legislation.

**DUTIES** : To provide overall leadership to staff working in the ARV clinic. To ensure that the ARV clinic runs smoothly in terms of its operational objectives. To interact effectively with all stakeholders such as the hospital Management, the hospital board, the district office, the HAST office. To ensure that the patients seeking attention in our ARV clinic receive high standard medical care. To formulate policies and procedures in accordance with health regulations. To present the hospital management in ARV – HIV/AIDS related forum. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realisation of the hospital strategic goals. To manage HIV and / or TB infected patients on daily basis. To participate in after – hours medical service as per call roster. To participate in quality improvement projects. To be able to monitor & evaluate programme with relation to patient care delivery. To build capacity in junior medical and nursing staff.

**ENQUIRIES** : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004

**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 09 July 2010

**POST 26/58** : **RADIOGRAPHER MANAGER [LEVEL 10]**

**SALARY** : R240 318 per annum

**CENTRE** : R.K. Khan Hospital – Chatsworth

**REQUIREMENTS** : National Diploma / Degree in Radiography. Registration with the South African Health Professions Council as a Radiographer. At least 5 years experience as a Radiographer. Current registration with the Council. **NB:** Certificates of service to be submitted to support experience.

**DUTIES** : To execute all radiography management duties, functions and responsibilities. Give expert advice of a professional / specialist nature on institutional

radiography. Provide a consultative radiography service to health professionals and patients. Monitor and evaluate the radiographic services to comply with the valid standards and indicators. Implement quality assurance programme for overall effective service delivery. Develop protocols to ensure that the radiographic service comply with the radiation control legislation. Make recommendations with regard to policies / strategies for the effective function of the x-ray department. Directed education and training for radiographers. Management of Human Resources in the radiography department. Delegate, authorize and supervise work of personnel in the area of responsibility whilst providing support and guidance. Provide clinical training for radiography and ultrasound student from the tertiary institution. Engage in effective communications and interactions between departments, personnel and other service providers in order to render quality service. Supporting the Hospital CEO with transformation initiatives.

- ENQUIRIES** : Mr H.T. Campbell @ 031-4596136
- APPLICATIONS** : R.K. Khan Hospital, Private Bag X004, Chatsworth 4030 OR Hand delivered to R.K. Khan Hospital, Chatsworth
- CLOSING DATE** : 16 July 2010
- POST 26/59** : **ARTISAN SUPERITENDENT LEVEL (8) REF NUMBER: SMKH 09/2010**
- SALARY** : R161 970 per annum, Other Benefits<sup>13<sup>TH</sup></sup> Cheque, Medical Aid : Optional Housing Allowance: Employee Must Meet Prescribed
- REQUIREMENTS** : Appropriate Diploma/ Certificate and trade test ( Higher than Senior Certificate but lower than Degree / National Diploma) Skilled manual 3 to 5 years. Valid Code EB Drivers license ( Code8) Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies: Sound knowledge of contract management. Sound knowledge of the Artisan trade. Sound knowledge of Health and Safety Act. Knowledge of labour relations practices. Ability to interpret and formulate polices and procedures. Sound verbal and written communication skills.
- DUTIES** : Key Performance Areas: To execute all duties, functions and responsibilities to the best of his/her abilities within all legislation. Supervision and Control of junior staff, in Maintenance Component. To establish a clear understanding of the functions to be preformed in the institution regarding the maintenance. To ensure planning for projects in the institution and the plan of action for emergency maintenance tasks as well as on going maintenance. To ensure staff are informed of planned projects and general maintenance and to ensure that they are updated on task and aware of their daily functions to ensure optimally productivity and the keeping of standards. To ensure that service provides comply with the allocated contracts and to ensure that service is rendered at a satisfactory level.
- ENQUIRES** : MS T.J VEZI TEL: 035-450 82054
- APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835
- FOR ATTENTION** : Mr. X.A Buthelezi
- CLOSING DATE** : The closing date for submission of applications is 16 July 2010

**PROVINCIAL ADMINISTRATION: LIMPOPO  
OFFICE OF THE PREMIER**

*The Office of the Premier is an affirmative action employer. Suitable women and the disabled remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.*

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700
- CLOSING DATE** : The closing date for applications is the 29<sup>th</sup> July 2010, Please accept that your application has not been successful if you do not hear from this Office three months after the closing date.
- NOTE** : Applications are hereby invited for the filling of the above vacant posts on the establishment of the Office of the Premier. Applications, accompanied by certified copies of educational qualifications, identity document, and a comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. Those who applied in response to circular number 27 of 2009 do not have to re-apply. Their applications will be considered. Applications should be addressed to:

**OTHER POSTS**

- POST 26/60** : **SPECIALIST INFORMATION SYSTEM AUDITOR 1 POST**
- SALARY** : R448 521 per annum, level 12
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) Knowledge of the International Standards for the Practice of Internal Auditing A post graduate qualification in information systems auditing will be an added advantage Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations , etc. At least five years experience in IT auditing of which two years was at a supervisory level A valid vehicle (EB) driver's license Competencies: Leadership and people management Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Extensive data mining knowledge and experience using Audit Command Language (ACL) software Knowledge of Team Mate audit Software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure
- DUTIES** : The successful candidate will be required to: Prepare and implement strategic business plan and three year rolling information system audit plan Develop, implement and monitor an overall information system audit strategy for the province Use CAATS to identify control exceptions by conducting extensive data mining of provincial financial and other systems Perform general information system control audits Perform application control audit Plan and manage information system audits in terms of the audit methodology and the Institute of International Auditors audit standards; Prepare and/or review audit programmes for identified risk audits; Supervise and assess performance of subordinates Review audit working papers and provide corrective comments Generate value adding corrective recommendations for the improvement of the client processes and controls; Draft and discuss value adding audit reports with relevant departmental managers Manage and improve client relations Provide risk inputs to the forensic, performance and risk based audit teams
- ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.
- POST 26/61** : **DEPUTY CLIENT MANAGER: RISK BASED 4 POSTS**  
Business Unit: Provincial Internal Audit
- SALARY** : R192 540 per annum, level 9
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the

legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least three years experience in risk based auditing of which one year was at a supervisory level A valid vehicle (EB) driver's license. Competencies: Leadership and people management Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will be required to: Assist in the preparation and implementation of the strategic business plan and three year rolling risk based plan Plan and manage risk based audits in terms of the audit methodology and the Institute of International Auditors audit standards; Prepare and/or review audit programmes for identified risk audits; Supervise and assess performance of subordinates Review audit working papers and provide corrective comments Generate value adding corrective recommendations for the improvement of the client processes and controls; Draft and discuss value adding audit reports with relevant departmental managers Manage and improve client relations Provide risk inputs to the IT, forensic and performance based audit teams.

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/62** : **DEPUTY CLIENT MANAGER: PERFORMANCE AUDIT 1 POST**

**SALARY** : R192 540 per annum, level 9  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least three years experience in performance auditing of which one year was at a supervisory level A valid vehicle (EB) driver's license. Competencies: Leadership and people management Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will be required to: Assist in the preparation and implementation of the strategic business plan and three year rolling performance audit plan. Plan and manage performance (value for money) audits in terms of the audit methodology and the Institute of International Auditors audit standards; Research, prepare and/or review audit programmes for identified performance audits; Supervise and assess performance of subordinates Review audit working papers and provide corrective comments Generate value adding corrective recommendations for the improvement of departmental performance (effectiveness, efficiency and economy); Draft and discuss value adding audit reports with relevant departmental managers Manage and improve client relations Provide risk inputs to the IT, forensic and risk based audit teams.

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/63** : **DEPUTY CLIENT MANAGER: FORENSIC AUDIT 1 POST**

**SALARY** : R192 540 per annum, level 9  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting, Auditing and or Legal as majors) A fraud examination diploma will be an added advantage Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least three years experience in forensic auditing of which one year was at a supervisory

level A valid vehicle (EB) driver's license. Competencies: Leadership and people management Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will be required to: Assist in the preparation and implementation of the strategic business plan and three year rolling forensic audit plan Assess departmental fraud prevention and anti corruption strategies Proactive identification of potential fraud and corruption activities Plan and manage forensic audits in terms of the audit methodology and the Institute of International Auditors audit standards; Research, prepare and/or review audit programmes for identified forensic audits; Supervise and assess performance of subordinates Review audit working papers and provide corrective comments Generate value adding corrective recommendations for the improvement of the client processes and controls; Draft and discuss value adding audit reports with relevant departmental managers Manage and improve client relations Provide risk inputs to the IT, and performance and risk based audit teams

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/64** : **GRAPHIC DESIGNER 1 POST**  
Sub-Branch: Communication Services

**SALARY** : R192 540 per annum, level 9  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's degree requiring a minimum period of study of three years in Graphic Design) At least three years experience in Graphic Design. A valid Driver's license. Advanced computer skills, knowledge of relevant software such as in design, illustrator, Photoshop, PageMaker, Freeland, Corel Draw 13, QuarkXpress and Dreamweaver. Competencies: Good communication (verbal and written) skills. Project Management skills. Good interpersonal relations. Creative thinking and ability to work under pressure and on multiple projects.

**DUTIES** : Manage and develop designs on behalf of the Office of the Premier and in consultation with the Manager : Publications. Provide creative conceptualization and layout. Design and production of corporate publications including newsletters, departmental publications, flyers, programmes, invites, etc. Redefine designs briefs by applying innovative, flexibility and creativity. Develop draft concepts and preliminary designs for consideration and further development. Produce new and unique ideas in line with the departmental corporate image. Assemble images and graphics to create pieces of design that feeling of elegance, professionalism and exclusivity. Modify, revise and edit projects as required. Ensure quality control on designs projects.

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/65** : **SENIOR INTERNAL AUDITOR: RISK BASED 22 POSTS**

**SALARY** : R161 970 per annum level 8  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least one years experience in risk based auditing A valid vehicle (EB) driver's license. Competencies: Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will assist be required to: Conduct risk based audit assignments in terms of the approved audit plan and Institute of International

**ENQUIRIES** : Auditors audit standards Document information and transaction flows Execute audit procedures and document findings in terms of approved audit frameworks and programmes Prepare and reference working papers in support of findings Conduct follow up audits and report to team leaders Address review notes  
Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/66** : **SENIOR INTERNAL AUDITOR: PERFORMANCE 3 POSTS**

**SALARY** : R161 970 per annum, level 8  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least one years experience in performance based auditing A valid vehicle (EB) driver's license. Competencies: Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will assist be required to: Conduct performance based audit assignments in terms of the approved audit plan and Institute of International Auditors audit standards Document information and transaction flows Execute audit procedures and document findings in terms of approved audit frameworks and programmes Prepare and reference working papers in support of findings Conduct follow up audits and report to team leaders Address review notes

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**POST 26/67** : **SENIOR INTERNAL AUDITOR: FORENSIC 2 POSTS**

**SALARY** : R161 970 p.a. Salary level: 8  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF 6 (Certificate, Diploma, or Bachelor's Degree requiring a minimum period of study of three years with Accounting and Auditing as majors) A fraud examination diploma will be an added advantage Knowledge of the International Standards for the Practice of Internal Auditing Knowledge of the legal framework in the public sector including the Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and regulations, etc. At least one years experience in forensic auditing A valid vehicle (EB) driver's license, Competencies: Computer literate (Microsoft Office, Words, Excel, Access, PowerPoint) Knowledge of Team Mate audit Software and Audit Command Language (ACL) software will be an added advantage Good problem solving and analytical skills Good communication and report writing skills Must be prepared to travel throughout Limpopo, work irregular hours and work under pressure

**DUTIES** : The successful candidate will assist be required to: Conduct forensic audit assignments in terms of the approved audit plan and Institute of International Auditors audit standards Document information and transaction flows Execute audit procedures and document findings in terms of approved audit frameworks and programmes Prepare and reference working papers in support of findings Conduct follow up audits and report to team leaders Address review notes

**ENQUIRIES** : Direct your enquiries to Mr. N V Tshikhudo and Mrs. K E Rametse at telephone numbers 015 – 287 6034 and 015 – 287 6331 respectively.

**PROVINCIAL ADMINISTRATION: 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.*

<b><u>APPLICATIONS</u></b>	:	The Director: Human Resource Management: Department of Health, PO Box 2060, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Ms C Versfeld
<b><u>CLOSING DATE</u></b>	:	16 July 2010
<b><u>NOTE</u></b>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**MANAGEMENT ECHELON**

<b><u>POST 26/68</u></b>	:	<b><u>HEAD: CLINICAL DEPARTMENT (CLINICAL SERVICES: MEDICINE)</u></b>
<b><u>SALARY</u></b>	:	Remuneration package: R 1 115 565 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley and the University of Stellenbosch, Department of Medicine (with responsibilities for Metro East service platform)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine. Experience: A minimum of 9 years appropriate experience after registration with the Health Professions Council of South Africa as a Medical Specialist. Appropriate management experience of clinical services. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty or recognised sub-specialty. Recommendations: Appropriate knowledge and understanding of the Public Sector Policies governing Financial Management, Human Resource Management, Development and Labour Relations and application thereof. PhD in Health Sciences. Business or management qualification. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Excellent communication, interpersonal as well as analytical and problem solving skills. Appropriate experience in supervision and training of staff and students at undergraduate and postgraduate levels. Computer literacy, especially MS Word, Excel, Access and PowerPoint, as well as internet and email. Conflict management and experience in organisational change. Note: The Head: Clinical Department (Level 2 clinical services: medicine) will be a member of the Joint Staff with the University of Stellenbosch. The academic status of the successful candidates will be determined by the University of Stellenbosch. This will be commensurate with the incumbent's academic qualification and experience.
<b><u>DUTIES</u></b>	:	Key result areas/outputs: Develop, co-ordinate and deliver a comprehensive Level 2 clinical service in General Medicine in line with the Department of Health's Comprehensive Service Plan (Health Care 2010). Render general specialist services at Tygerberg hospital. Responsible for co-ordination of 24-hour general specialist care across platform including emergency service delivery, in and outpatient services and where appropriate high care. Establish clinical governance within the discipline across the platform, including clinical audit. Outreach and support to level 1 and interface with level 3 services. Responsible for performance management of the clinical staff at Tygerberg hospital. Provide leadership and management within the discipline (strategic planning, monitoring and evaluation, advocacy for resources). Responsible for overall management of the Level 2 Medicine Functional Business Unit (Cost Centre) at Tygerberg hospital. Responsible for the supervision of undergraduate and postgraduate students, and conducting and supervising research activities.
<b><u>ENQUIRIES</u></b>	:	Dr D Erasmus, tel. no. (021) 938-4136