



DATE OF ISSUE: 16 JULY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 28 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

- : **National Department of Human Settlements:** Kindly note that the post of Security Officer Re no: Dohs/82/2010, advertised in PSVC 25 of 2010 should be three (3) posts not one, and the closing date has been extended to Wednesday 21 July 2010.
- Department of Social Development:** Kindly note that the post of Director: Media Relations & Content Development, the Total Package is as follows: R652 572 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules and the post of Deputy Director: Cluster Liaison: R378 456 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
DEFENCE	A	03 – 04
ENERGY	B	05 – 06
ENVIRONMENTAL AFFAIRS	C	07 – 11
GOVERNMENT EMPLOYEES PENSION FUND (GEPF)	D	12
HUMAN SETTLEMENTS	E	13 – 14
INDEPENDENT COMPLAINTS DIRECTORATE (ICD)	F	15 – 16
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	17 – 22
NATIONAL TREASURY	H	23 – 24
SOCIAL DEVELOPMENT	I	25
STATISTICS SOUTH AFRICA	J	26
THE PRESIDENCY	K	27
WATER AFFAIRS	L	28 – 51

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	52 – 59
GAUTENG	N	60 – 62
KWAZULU-NATAL	O	63 – 65
NORTHERN CAPE	P	66 – 67
WESTERN CAPE	Q	68 - 71

DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 28/01 : **ASSISTANT DIRECTOR: CAREER MANAGEMENT/PLANNING**
Chief HR Management (Directorate Career Management [Career Services])
The post is advertised in the DOD and broader Public Service

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : NQF Level 7 with majors in HR Management/Development, Industrial Psychology, Psychology and related subjects. Preference: Post graduate qualification (NQF 8 or higher) and registration with a relevant professional body. Special requirements (skills needed): Computer literate. Competence regarding career development wrt research-, investigation-, planning-, organisational-, presentation and facilitation skills. Advanced communication skills e.g. counseling and/or coaching. Advanced knowledge wrt HR Development and Management including Skills Development Facilitation. Demonstrate professional attributes e.g. credible, responsible, role model, helping skills to deliver quality service to users. Possess a valid driver's licence.

DUTIES : Appointment as Contract Managing Authority for PSAP (as agreed upon) for studies at State expense. Conduct career development services: •Develop and institute career development programmes e.g. the DOD Empowerment Programme and Voluntary Internship Programme. •Identify and facilitate career development initiatives e.g. development and presentation of career development programmes and workshops, including co-ordination of nominations for DOD courses. •Career facilitation with individuals e.g. coaching or counseling. •Maintenance of Career Resources and Research Centre. •Represent management at various meetings and forums. •Advisory services to management and clients. Handle HRM functions wrt to subordinates.

ENQUIRIES : Ms M. Malan, (012) 392 2486
APPLICATIONS : Department of Defence & Military Veterans, HR Division, CD HR Management (DCM), Ms M. Malan, Private Bag X137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman Street, Pretoria where it may be placed in wooden box 4 at the reception.

CLOSING DATE : 16 August 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 28/02 : **CHIEF ADMINISTRATION CLERK**
Defence Policy Strategy and Planning Division, Chief (Directorate Defence Strategy and Plan)

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : NQF Level 5 – 6, preferable. Applicants with prior learning, either by means of experience or alternative courses, with applied competencies pegged at the levels stipulated above, may also apply. Extensive administrative knowledge with minimum of 3 years experience. Special requirements (skills needed): Practical knowledge of computer and user programs like Access, Excel, Word Perfect, outlook and MS project. Basic analytical-, financial management- and numerical skills. Understanding of relevant Acts, Regulations and Policies. Ability to manage multiple projects. Must be able to obtain a Confidential security clearance within a year.

DUTIES : Arrange travel and subsistence claims. Ensure effective timeously payments of advances. Develop and maintain a commitment register with regards to cash flow. Handle provisioning and logistical services. Administration of booking venues for the Directorates events. Scanning, photocopying and the distributing of documents. Assist with identification of resources requirements of the Directorate. Develop and manage assets register for the Directorate. Develop and maintain the database of internal and external stakeholders. Implement tracking systems for enquiries, correspondence and routine thereof. Develop and implement accessible and reliable Document Management System which includes the development of accurate electronic- databases. Collect daily newspaper for the Director. Contribute positively to building a high performing and dependable team.

ENQUIRIES : Adv N. Ntsaluba, (012) 355-6309.
APPLICATIONS : Department of Defence & Military Veterans, D HR Acquisition, Private Bag X994, Pretoria. Hand delivered to Ms Anelé Taljaard, Room 401, 4th floor, 218 Visagie Street, General Piet Joubert Building, Pretoria.

CLOSING DATE : 30 July 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

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

FOR ATTENTION : Ms E Lethole

CLOSING DATE : 30 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 28/03 : **ASSISTANT DIRECTOR: LOGISTICAL SERVICES**

SALARY : R192 540 per annum, Level 9

CENTRE : Head Office

REQUIREMENTS : Degree or National Diploma in Logistics, Accounting, Auditing/Supply Chain Management or equivalent qualification, coupled with supervisory and relevant administration experience PLUS the following key competencies: ☐ Knowledge of:
 • LOGIS • Supply Chain Management Framework • 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 negotiate • Ability to work under pressure

DUTIES : Oversee and ensure compliance (with national and departmental prescripts, policies and procedures) the process of purchasing, receiving, storing, issuing and payment off/for goods and services. • Assist with the development, maintenance and implementation of departmental Strategies, processes and procedures for purchasing, receiving, issuing and Payment off/for goods and services • Develop, manage and supervise staff • Advice users, stakeholders and staff on national and departmental strategies, Process, procedures for the purchasing, receiving, storing, issuing and payment of/for goods and services. • Ensure that the process for purchasing, receiving, storing, issuing and payments are processed within the approved turnaround time • Compliment management report (state/status of purchases, payment and trends) • Assist management with budget related issues and attend to audit queries and any other related issues.

ENQUIRIES : Psylence Makutu ☎ 012 444 4381

POST 28/04 : **PERSONNEL OFFICERS 5 POSTS**

SALARY : R105 645 per annum, Level 6

CENTRE : Pretoria

REQUIREMENTS : A Degree / National Diploma in Human Resource Management coupled with relevant experience in a Human Resource environment PLUS the following key competencies ☐ Knowledge of • Public Service Act (1994) as amended • Public Service Regulations 2001 • Basic Conditions of Employment Act • Employment Equity Act • Labour Relations Act • Performance Management and Development System • DPSA • Applicable collective agreements • Batho Pele Principles ☐ Skills • Communication • Numeric • Presentation • Report Writing • Planning and Organizing • Problem solving skills ☐ Communication: • Good communicator at all levels (both written and verbal) • Receptive to ideas, suggestions and be a good listener ☐ Creativity • Creative and innovative thinker • Ability to coordinate activities and work under pressure. Recommendation: A certificate for PERSAL Administration and experience on PERSAL system.

DUTIES : Capture all PERSAL transactions i.e. appointments, payments of performance incentives, service terminations, leave audits and reconciliation of promotions, leave etc on the PERSAL system. • Administer performance agreements and work plans for SMS and other staff as well as quarterly reports for probationers • Provide assistance in the arrangements for LMC meetings. • Assist in recruitment and selection processes e.g. invitation of candidates, compiling interview packs for panel members and logistic arrangement (transport, venue, and accommodation were necessary). • Provide advice to clients about all HR matters

ENQUIRIES : Ms Jo-Dene van Westhuizen / Mr W Mbalane ☎(012) 444 4349 / 012 444 4346

POST 28/05 : **SENIOR ADMINISTRATION CLERK: TRANSACTIONS**

SALARY : R105 645 per annum, Level 6

CENTRE : Head Office

REQUIREMENTS : National Diploma/Degree/ in Logistics, Supply Chain Management or equivalent qualification, coupled with relevant administration experience 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 : Receive payment batches for processing • Match invoices against orders and prepare payment advices • Identify and report Unauthorised, irregular and fruitless expenditure • Maintain & update the invoice register and payment register • Ensure that payments 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 : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document 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 28/06 : **DIRECTOR: POLICY COORDINATION REF NO: AP 6010/2010**

SALARY : R 652 572 (An all-inclusive remuneration package)*

CENTRE : Pretoria

REQUIREMENTS : A recognized three year degree/diploma in Environmental Sciences, Development Studies, Policy Studies or an relevant equivalent qualification as well as appropriate management Experience and skills in public policy development and implementation ; Strategic management and leadership skills; Experience in project management ;Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal, coordination and Stakeholder liaison skills.

DUTIES : The successful candidate will provide overall strategic management and leadership to the Directorate: Policy Coordination and perform the following key function: Ensure effective and aligned policy and strategy development in specific areas of work and projects of the Department; Manage and provide content for executive engagements in Cluster and Cabinet processes to ensure efficiency in high level government decision making engagements processes; Coordinate the development and implementation of the sector Research and Development framework ; Analyse and conduct policy related research and interpret and review policies (both internal and external) ; Prepare strategic report as required by the Presidency , National Treasury and other Government stakeholders; Manage human and financial resources within the Directorate.

ENQUIRIES : Ms D Nteo, Tel: (012) 310 3717

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Ms B Grobbelaar

CLOSING DATE : 30 July 2010

POST 28/07 : **CONTROL ENVIROMENTAL OFFICER GRADE A REF NO: AP105/2010**

Compliance and Enforcement Capacity-Building

SALARY : R238 551- R272 757 per annum. (Salary based on OSD)

CENTRE : Pretoria

REQUIREMENTS : A degree in Environmental Management/Science/Law/Education or equivalent qualification. Experience in the design, development and implementation of environmental compliance and enforcement capacity-building programmes. Knowledge of the legislative framework related to environmental compliance and enforcement in South Africa. In-depth understanding of intergovernmental relations and co-operative governance relating to environmental compliance and enforcement capacity building. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills, particularly the ability to interact with a wide range of stakeholders. Knowledge of governmental procurement procedures and project budget monitoring. Strategic, problem-solving and negotiation skills. Project management and computer literacy. Customer focus and responsiveness. Ability to work independently, and as part of a team. Willingness to travel.

DUTIES : The successful candidate will be required to: participate in the implementation of national environmental compliance and enforcement capacity-building initiatives for key role-players, including Environmental Management Inspectors, prosecutors, magistrates etc. Provide strategic management and planning of ongoing national

environmental compliance and enforcement capacity-building initiatives. Liaise and collaborate with international / domestic environmental authorities as well as tertiary education institutions on compliance and enforcement capacity-building initiatives. Develop environmental compliance and enforcement capacity-building information resources, such as training material, manuals, policies and procedures.

ENQUIRIES : Jacques du Toit Tel: (012) 310-3496
APPLICATIONS : The Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : D Masoga
CLOSING DATE : 30 July 2010

POST 28/08 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: AP109/2010**
Atmospheric Legislation and Regulation

SALARY : R238 551- R272 757 per annum (Salary based on the OSD)
CENTRE : Pretoria
REQUIREMENTS : An LLB Degree or equivalent in Law. In order to fill the post efficiently and effectively, the incumbent must have specialist knowledge of environmental law, legislation and subordinate legislation review and development. Applicants must have knowledge of: (i) National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004); (ii) Environmental issues, especially those relating to air and the atmosphere; and (iii) Air quality management governance. In addition, applicants must have general knowledge of: (a) Environmental quality and protection policies, strategies and priorities; (b) Government's standard administrative procedures; and (c) general administration practices.

DUTIES : The Department of Environmental Affairs is looking for a Control Environmental Officer: Grade A (Atmospheric Legislation and Regulation) within the Atmospheric Legislation and Regulation Sub-Directorate that will ensure that the national air quality legislation and subordinate legislation developed and implemented are of the best quality with a view of protecting and defending the right of all South Africans to air and atmospheric quality that is not harmful to health and well-being. Therefore, the successful candidate will be responsible for ensuring that the department's air quality related legislation and regulation functions are carried out efficiently and effectively. To this end, the successful candidate will be responsible for the following key performance areas: (i) National legislation and regulations development and review; (ii) Sector legislation and regulations development and review; (iii) Legislation and regulations development and implementation support; (iv) Air quality legal advisory support to the Chief Directorate: Air Quality Management; and (v) Support to Provincial Departments.

ENQUIRIES : Mr. Sibusiso Shabalala, Tel: (012) 310-3449
APPLICATIONS : Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr D Masoga
CLOSING DATE : 30 July 2010

POST 28/09 : **CONTROL ENVIROMENTAL OFFICER GRADE A REF NO: AP99/2010**
Emission Inventories

SALARY : R238 551- R272 757 per annum (Salary based on OSD)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree in environmental, natural or physical sciences or chemical/mechanical engineering or equivalent qualification plus applicable experience. Candidates with the following skills and expertise will be preferred – good communication, management, and computer skills. The ideal candidate must have knowledge and/or experience with respect to: (i) Government's environmental quality and protection-related policies, priorities and strategies; (ii) Air quality management legislation such as the Air Quality Act "AQA" (Act No39 of 2004) and other related air quality governance practices; (iii) an understanding of Industrial Processes and Energy Systems such as power generation and Crude oil processing (iv) understanding of greenhouse gas accounting methodologies such as the greenhouse gas protocol developed by the World Resource Institute (WRI) and ideally the Intergovernmental Panel on Climate Change (IPCC) guidelines on national greenhouse gas inventories. In addition, candidates must have general

knowledge of: (a) environmental management systems such ISO 14000; (b) Statistical tools for data analysis particularly for uncertainty analysis in datasets; (c) business planning and budgeting methodologies. The successful candidate must possess leadership skills, be creative, exhibit initiative and be a team player. Knowledge of the Montreal Protocol and the Framework Convention on Climate change will be an advantage, as is willingness to travel frequently, for extended periods of time.

DUTIES : The Department of Environmental Affairs is looking for a dynamic person with a practical air quality management background coupled with managerial skills to join its Air Quality Monitoring and Research sub-directorate. In addition to carrying out standard middle-management functions, the successful applicant will be responsible for ensuring that that accurate, relevant, current and complete information in respect of greenhouse gases, ozone-depleting substances and other atmospheric pollutants regulated by multilateral environment agreements is collected, archived, stored, sorted and reported in such a way as to facilitate informed atmospheric quality management decision-making and the efficient and effective meeting of international reporting obligations. In addition, the successful candidate will be expected to liaise with multi-sectoral stakeholders on issues pertaining to climate change and ozone layer depletion and represent the Department at meetings, steering committees, workshops and negotiation forums. To this end, the successful applicant will be responsible for the following key performance areas: (i) Setting-up and maintaining a GHG and Priority Pollutant inventories, (ii) Setting-up and maintaining an ODS register, (iii) Analysis of GHG, Priority Pollutant and ODS data and the preparation of 'alert' reports, (iv) Preparation of identified specialist GHG and ODS related reports and scenarios, (v) Setting-up and maintaining other MEA related air pollutant inventories.

ENQUIRIES : Mr J Witi, Tel: (012) 310-3404
APPLICATIONS : Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr D Masoga
CLOSING DATE : 30 July 2010

POST 28/10 : **CONTROL ENVIRONMENT OFFICER GRADE A (GREENING PROGRAMME 2010) REF NO: AP 6008/2010**

SALARY : R238 551 – 272 757 per annum (advert based on OSD)
CENTRE : Pretoria

REQUIREMENTS : An appropriate three year degree on national diploma or an equivalent qualification in natural, social or environmental sciences; Appropriate working experience in the field of environmental management/ environmental research support ; An understanding of the policy and legislative framework in environmental management : Experience in project management and greening will be an added advantage; Planning and co-ordination skills, good interpersonal relations, well-developed communication skills ; Ability to work independently and efficiently under pressure. A valid drivers licence and willingness to travel.

DUTIES : The successful candidate will perform the following key functions: Participate in problem definition and the prioritisation of research needs within the Directorate: National Greening, to ensure that relevant and applicable support is rendered; Support the Greening programme through the implementation of the National Greening Framework; Support the Greening programme in drawing up specifications and terms of reference for research projects and ensuring that greening projects are commissioned on schedule and implemented according to deadlines and budget; Support the Greening programme in overseeing processes outsourced to service providers; Support the Greening programme in the coordination of meetings; Core Management meetings and Working Groups; Perform all administrative (including logis training and capturing) and related functions and keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective support service for greening 2010 and future sporting events.

ENQUIRIES : Mr JM Kutu (012) 310-3051
APPLICATIONS : Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr G Moroke

CLOSING DATE : 30 July 2010

POST 28/11 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT: REF NO: AP6009/2010**
Chief Directorate: Transfrontier Conservation and Protected Areas

SALARY : R192 540 per annum, Total cost to company R265 715 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification, with relevant experience: Sound knowledge of general administrative and financial procedures. Sound knowledge of HRM practices and relevant directives. Ability to apply financial, administrative and procurement directives. Good knowledge of Protected area management. Excellent supervisory, writing, interpersonal, communication and organizational skills. Knowledge of relevant legislations, prescripts and policies. The successful candidate should also be computer literate (packages such as Microsoft Excel Power-point MS Word, Group Wise, and Internet etc). General policy development and presentation skills. A valid driver's license will be an added advantage.

DUTIES : The successful applicant will be responsible for the following: Render an all-inclusive administrative and strategic support services to the Chief Directorate: Transfrontier Conservation and Protected Areas. Assist in policy formulation. Administer HRM functions e.g. prepare submissions on vacant posts and appointment of staff, arrange interview sessions, travel and subsistence arrangement, etc. Supervise train and evaluate performance of subordinates. Support diary management of the Chief Directorate. Supervise all matters related to procurement in the Chief Directorate. Responsible for overall quality control of documents. Provide oversight of public entities. Organise meetings, minute taking and editing thereof. Responsible for compiling and managing quarterly and annual reports, budgets, cashflows and transfer payments to the implementing agencies including compliance to PFMA as well as long-term projected financial requirements for the Chief Directorate. Oversee response preparations to parliamentary questions and general public enquiries by Chief Directorate managers. Prepare reports, submissions and draft replies to senior management and provide effective stakeholder management.

ENQUIRIES : Ms Skumsa Mancotywa Telephone (012) 310 3606
APPLICATIONS : Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION : Mr G Mroko
CLOSING DATE : 30 July 2010

POST 28/12 : **RESEARCH ANALYST REF NO: OC 08/2010**

SALARY : R161 970 per annum (Total package of R2286240)
CENTRE : Cape Town
REQUIREMENTS : An appropriate recognised Natural Science Bachelor's degree or equivalent. Ability to interpret and apply policies and prescripts. Ability to analyse scientific and technical data. Well developed research techniques, analytical, communication (written, spoken and presentation), organizing and planning skills. Advanced computer literacy, especially with reference to policy research.

DUTIES : Key Performance Areas: To coordinate research activities for the Office of the Deputy Director-General. Design, plan and compile research reports. Provide support to the Deputy Director-General on performance of research programmes' including budget and statistics. Maintain and manage the database of advocacy activities. Assist in overall management of research and delivery of outputs. Develop and maintain regular reporting schedule on research and policy development programmes within the Office of the Deputy Director-General.

ENQUIRIES : Mr. A Naidoo Tel: (021) 819 2422
APPLICATIONS : Director-General, Department of Environmental Affairs, P O Box 52126, Waterfront, 8002.

FOR ATTENTION : Human Resource Management
CLOSING DATE : 23 July 2010
NOTE : The person appointed to this position will be subjected to security clearance.

POST 28/13 : **SENIOR HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS, CONDITIONS OF SERVICE, AND APPOINTMENTS REF NO: AP103/2010**

SALARY : R161 970 per annum (Total package of R228 624 p.a. conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus relevant experience in Human Resources Management, with a specific focus in the area of Service Benefits, Conditions of Service and Appointments; Knowledge of the Public Service Act, the Public Service Regulations ,PSCBC Resolutions, BCEA and the broader public service human resources regulatory framework ; Supervisory experience ; Good communications skills(verbal and report writing); Ability to work under pressure and adhere to deadlines ; Computer literacy and knowledge of the PERSAL system. Possession of a certificate in Persal Personnel Administration will be an added advantage.

DUTIES : The successful candidate will be required to perform the following functions: Administer implementation of conditions of service and service benefits such as leave, PILIR, allowances, pensions, resettlement, medical assistance, overtime, long service recognition and injury on duty. Manage the service termination process and exit interviews. Ensure policy compliance on all service benefits and conditions, and appointments matters. Manage implementations of appointments, promotions, transfers, translations and relocations on persal systems. Ensure the maintenance of appropriate reports and statistics relevant to the duties. Supervise and be responsible for sub-ordinates.

ENQUIRIES APPLICATIONS : Mr P Mpati Tel: (012) 310 3787
Please forward your application to the Director-General, Department of Environmental Affairs m, Private Bag x 447, Pretoria, 0001.

FOR ATTENTION CLOSING DATE : Mr D Masoga
: 09 August 2010

POST 28/14 : **COMMUNICATIONS OFFICER REF NO: AP111/2010**

SALARY : R130 425 per annum (Total package of R190 349 per annum conditions apply) Level 7
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year diploma or degree in Journalism / Marketing / Communications / Public Relations or equivalent qualification plus relevant experience in the external communication field. An understanding of government communications would be an advantage. The successful candidate must also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc).Report writing skills are required. Strong verbal and written communication skills. Creative, sound organizing, administrative and planning skills. Possession of a valid driver's license is recommended. Ability to meet tight deadlines, work well under pressure and in a team. Ability to work long and hours, on weekends and over public holidays.

DUTIES : The successful candidate will be responsible for the following aspects: Media monitoring and teleconference. Media database management. Provide a writing function: press statements, briefing notes, internal articles. Assist with media liaison. Arrange press conferences and media events. Draft media statistic reports. Assist with drafting of media plans. Drafting of feedback and exit reports. Provide general communication support

ENQUIRIES APPLICATIONS : Mr. M. Rannditsheni - Tel: 012 310 3901
: Director-General, Department of Environmental Affairs , Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower.

FOR ATTENTION CLOSING DATE : Mr Daniel Masoga
: 30 July 2010

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 28 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 28/15** : **CUSTOMER SERVICE AGENT**
- SALARY** : R 105 645 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Grade 12 Certificate with at least one year experience in the life insurance/employee benefit processing environment Knowledge of GEPF products and services. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license (not mandatory) Knowledge of two indigenous languages spoken in the province for which application is made. Excellent problem solving skills Excellent presentation skills Excellent communications skills, both verbal and written. Ability to communicate with clients. Ability to coordinate and organize functions
- DUTIES** : Key Performance Areas: The incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following: Pre-verification of all documents received. Resolving enquires and provides feedback on those that could not be resolved on first contact. Reprint IRP 5's and Life Certificates for pensioners on request. Registering and bar-coding of documents. Link of documents to pension numbers Open CP files and allocation of CP numbers Processing of documents. Scan and Index documents received. Electronic and site record keeping of all documents. Distribute documents to relevant sections. Order stationary and beverages Prepare training material. Compile statistics Follow up on received cases Liaise with various business units.

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand Deliver to 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Bulie Boqo
- CLOSING DATE** : 23 July 2010
- NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 28/16** : **DEPUTY DIRECTOR: INTER-SPHERE DELIVERY COLLABORATION REF NO: DOHS/68/2010**
- SALARY** : R378 456 per annum all inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification in Public Administration and /or Built Environment, 3 years relevant work experience, Well developed co-ordination skills , Knowledge and/or experience of the housing programmes and legislation, Knowledge of budget planning and control, Proven project management skills, presentation and facilitation skills, Good communication, coordination and liaison skills (verbal and written), Strategic thinking capability, financial management skills , good interpersonal skills, Computer literacy and experience, Ability to work under pressure, work long and irregular hours, and meet deadlines, Knowledge and experience of the housing environment and public service at large, Willingness to travel, often at short notice and a valid code 8 driver's licence will be an advantage.
- DUTIES** : The successful candidate will develop and implement processes and systems to support inter-sphere delivery collaboration, Facilitate and monitor collaborative initiatives between spheres of government, Manage the directorates resources in accordance to the distribution of powers and functions between spheres of government, Identify and manage areas of joint work in housing delivery and human settlements development with other spheres of government, Coordinate and participate in the inter-sphere forums, Coordinate the departments' monitoring of the performance of spheres of government in housing delivery, Manage the resources and administration duties of the Directorate
- ENQUIRIES** : Ms Adelaide Mohale Tel : (012) 421-1659
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.
- POST 28/17** : **DEPUTY DIRECTOR: MUNICIPAL ACCREDITATION FACILITATION REF NO: DOHS/70/2010**
Directorate: Intergovernmental Relations
- SALARY** : R378 456 per annum all inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification in Public Administration and /or Built Environment, 3 years relevant work experience, Well developed co-ordination skills, Knowledge and/or experience of the housing programmes and legislation, Knowledge of budget planning and control, Proven project management skills, presentation and facilitation skills, Good communication, coordination and liaison skills (verbal and written), Strategic thinking capability, financial management skills, good interpersonal skills, Computer literacy and experience, Ability to work under pressure, work long and irregular hours, and meet deadlines, Knowledge and experience of the housing

environment and public service at large. Willingness to travel, often at short notice and a valid code 8 driver's licence will be an advantage.

DUTIES : The successful candidate will Manage and support the distribution of powers and functions process to municipalities, Maintain and review the policy framework on the devolution of housing functions to local municipalities, Support provinces and municipalities in the implementation of municipal accreditation programme, Manage the directorates' resources in accordance to the municipal accreditation framework and Manage the resources and administration duties of the Directorate.

ENQUIRIES NOTE : Ms Adelaide Mohale Tel: (012) 421-1659
: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

POST 28/18 : **SENIOR ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: DOHS/83/2010**
: This Advert is not restricted to employees working in the Public Service. External employees are welcome to apply. This is the re-advert those employees who previously applied must re-apply.

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of a An appropriate Degree/ Diploma plus three years relevant experience and proven advance computer literacy (MS Word, Excel and MS Project. Recommendations: In-depth knowledge of GIAMA, PFMA, BCEA, OHS&S and SCM procedures. Driver's license. Skills and abilities: Supervisory skills, conflict resolution, communication interpersonal relations and leadership skills.

DUTIES : The successful candidates will be responsible for: Development, implementation and monitoring of building maintenance. Procurement (outsourced services) of services. Development of facilities maintenance plan. Implementation of property and facilities management policy and procedure. Ensuring compliance to property and facilities management with NDPW norms and standard. Implementation and monitoring of parking policy. Procurement of parking facilities and allocation of parking in line with policy. Management of energy and water usage. Enter into service level agreement with the service provider for the maintenance of building i.e. Electrical, plumbing, air conditioners, hygiene and fumigation. Conducting office space audit. Preparing and presenting building maintenance report.

ENQUIRIES NOTE : Mr MA Sekonya 012 421 1670
: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

INDEPENDENT COMPLAINTS DIRECTORATE

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

- APPLICATIONS** : Independent Complaints Directorate Private Bag X 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
- CLOSING DATE** : 30 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 and ID. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the short listed candidates only.

MANAGEMENT ECHELON

- POST 28/19** : **SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: Q9/2010/28**
- SALARY** : An all-inclusive remuneration package of R652 572 per annum. The package includes a basic salary (60% of package) and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate B –degree or equivalent qualification in Human Resource Management /Social Science and/or related fields. An in-depth understanding of enabling legislations (BCEA, Employment Equity Act, Labour Relations Act, Skills Development Act, Public Service Act, Public Service Regulations), Extensive appropriate management experience in the HR environment, sound knowledge of Performance Management systems, and understanding of Change Management driven in the context of the transformative agenda of government.. Competencies needed: Ability to design customized processes and programmes. Project management skills. People management skills. Communication (written, verbal and presentation) skills. Monitoring, evaluation, and analysis skills. Problem-solving skills. Policy development skills. Job analysis skills. Interpersonal relations. Computer literacy (MS Project, organizational structure software.)
- DUTIES** : The incumbent will oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection, Job Evaluation, Labour Relations, Conditions of Service, Performance Management, and Employee Wellness Programme. Advise and consult with Top Management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Coordinate, compile and submit the Employment Equity Report, HR Plan and HR Planning Reports of the Department within prescribed timeframes. Ensure and oversee strategic business planning and reporting (operational, financial and HR management) for the Directorate. Manage budget and ensure expenditure controls for the Directorate. Implement, analyse, interpret, monitor and report on all the actual Human Resource Performance Management Systems. Manage the development of and implementation of HR strategies (i.e. EE Plan, HR Plan and Retention Strategy). Manage human resource information and knowledge. Provide organizational design and development services. Coordinate the implementation of change management.
- ENQUIRIES** : Mr Elias Valoyi (012) 423 1402
- NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

OTHER POSTS

- POST 28/20** : **ASSISTANT MANAGER: RESEARCH REF NO: Q9/2010/29**
- SALARY** : R 192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An Honours degree in Criminology, Sociology, Law or related field, coupled with a minimum of 3 years experience in qualitative and quantitative research. A working

knowledge of SPSS and related software packages. A Masters research-based degree will be advantageous. Computer, writing and verbal skills, analytical and project management skills. Knowledge of the South African Criminal Justice sector. A valid driver's license. Candidates with published work will receive preference. He/she will be required to work in a team and under extreme pressure on a regular basis.

DUTIES

: Key competencies include: Identify research areas, Conduct research, including fieldwork, data analysis and interpretation, Write research proposals, Write research reports with recommendations, Review research reports, Communicate research findings, Monitor application of research recommendations, Convene and participate on the Reference Group, Supervise research where necessary.

ENQUIRIES

: Mr. R Mudau @ 012 392 0400

NOTE

: The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

POST 28/21

: **SENIOR ADMINISTRATION OFFICER: AUXILLIARY SERVICES REF NO: Q9/2010/27**

SALARY

: R161 970 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of Grade 12 with at least 5 years experience or Diploma/Degree with 3 years experience and a valid unendorsed drivers license. Knowledge of Fleet Management Policies and prescripts. The National Archives Act. Public Finance Management Act and Treasury Regulations. Appropriate experience in property Management and Facility Support Services. Good Interpersonal Skills and Communication (both written and verbal). Ability to work under pressure. Computer Literate. Knowledge of ELS will be an added advantage.

DUTIES

: The successful candidate will be responsible for the following: Ensure that proper systems are maintained; Assist in processing of subsidized applications; Assist with the maintenance and administering of subsidized vehicles; Assist with reconciliation and verification of subsidized vehicles kilometers. Exercise control over Departmental or Government Owned Vehicles (i.e. ensure effective usage, maintenance and good condition of vehicles). Ensure that payments are processed timeously. Inform the supervisor of any discrepancies. Compile monthly reports. Assist in handling accommodation related matters. Ensure that all requirements and prescripts stipulated in the National Archives Act are adhered to; Control and monitor the flow of incoming and outgoing mail, monitor archive documents and ensure correct filing of documents. Responsible for Client Services Functions; Responsible for Cleaning Services at National Office; Responsible for general maintenance of the building at National Office; Administer service contracts and service level agreements. Supervise staff within Auxiliary Services Component.

ENQUIRIES

: Ms S Mokae @ 012 423 1412

NOTE

: The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

MANAGEMENT ECHELON

POST 28/22 : **SENIOR AUDIT MANAGER: GENERAL ASSURANCE REF NO: 10/211/IA**
This is a re- advertisement; Candidates who previously applied need not to re-apply as previous applications will be considered

SALARY : R652 572 – R 780 228 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria, (Cluster 4) (1)

REQUIREMENTS : An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; Six years hands-on experience in Internal Auditing/Auditing of which five years should be at management level; Membership of the Institute of Internal Auditors or a recognized profession; Advanced knowledge of auditing and accounting. Experience in an automated auditing environment will be an advantage; Study towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification; Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation; A valid driver's license as the candidate will be required to travel frequently. DUTIES: Co-ordinate and provide input in the development of Internal Audit three year and annual audit plans; Assist management with facilitation of risk assessment/management;? Advice management on internal controls and compliance with regulatory framework; Conduct audits on complex and high level audit projects; Manage and co-ordinate audit and transfer of skills; Provide input in the continuous improvement of internal audit within the Department; Present quality reports to management and various stakeholders; Lead subordinates and manage performance and staff from Regions and offices within Internal Audit; Contribute to the co-ordination of work of internal audit with external auditors; Effectively manage finance, other resources and operations within Internal Audit; Market and promote Internal Audit.

ENQUIRIES : Ms M Mohlabi ☎ (012) 315 1781

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 02 August 2010

OTHER POSTS

POST 28/23 : **SENIOR ASSISTANT STATE ATTORNEY (LP 5 – LP 6) REF NO: 10/ 208/ SA**

SALARY : R 260 976 – R 615 711 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Mafikeng/ Mmabatho

- REQUIREMENTS** : An LLB or four year recognized legal qualification; At least 4 years' appropriate post qualification legal/litigation experience; Admission as an Attorney; Right of appearance in the High Court of South Africa; Valid driver's license. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills with the ability to motivate and direct people; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail. DUTIES: Drafting of Conveyancing documents; Represent the State on Litigation in the High Court, Magistrates Court, Labour Court, Supreme Court of Appeal. Constitutional Court, Land Claims, CCMA, Tax and Tax Tribunals; Give effect to the Department's strategic plans. Policies and prescripts; Provide supervision and training to other professional staff; Furnish legal advice and opinion; Maintain all records of work performed and provide statistics required.
- ENQUIRIES** : Ms K. Ngomani ☎ (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 02 August 2010
- POST 28/24** : **SENIOR AUDITOR: GENERAL ASSURANCE 2 POSTS REF NO: 10/212/IA**
- SALARY** : R192 540 – R232 590 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria, Cluster 1 & 4
- REQUIREMENTS** : An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which at least one should be as a team leader or have potential to lead a team; Candidates must be studying towards a relevant professional qualification; Candidates must be able to audit business research risk and assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently. DUTIES: Provide input into the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Maintain database for audit operational activities; Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Maintaining a register of audit projects and findings and monitor implementation and adherence to audit recommendations; Maintain and update register on auditable risks; Conduct a full internal audit engagement; Coach, Lead, train and develop new team members; Review performance and provide coaching and guidance to staff; Provide support to the Internal Audit team on the TeamMate software; Maintain management information for the Internal Audit Unit; Build relationships with external auditors and other assurance providers; Promote governance.
- ENQUIRIES** : Ms. D Modibane ☎ (012) 315 1668
- APPLICATIONS** : Applications must state centre applying for. Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 02 August 2010
- POST 28/25** : **EXECUTIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: 10/207/CFO**
- SALARY** : R192 540 – R232 590 p.a. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's degree in Business Administration or equivalent qualification; Three years experience in rendering support services to Senior Manager; Knowledge and experience of office administration and public relations; Extensive experience in office management and financial administration environment; Skills and Competencies: Advanced computer literacy in MS Office; Time and data management expertise; Exceptional interpersonal skills; Excellent communication

skills (oral and written); Integrity and discretion in dealing with secret and confidential matters; High professional ethos; Creative, innovative and influencing skills; Ability to work independently and adhere to tight timelines; Reporting writing skills; Presentation and problem solving skills; Financial administration skills; Planning and organizing. Strong organizational abilities and analytical acumen; Willingness to work irregular hours and under pressure. DUTIES: Manage, coordinate and executes all administrative processes in the Office of the CFO; Handle correspondence and enquiries on a high level; Effective records, correspondence and information management; Coordinate the procurement of goods and services for the Office of the CFO; Provide secretarial, administrative and clerical support for meetings, functions, forums and conferences on behalf of the Chief Financial Officer and his/her office; Provide general clerical office administration; Facilitate the procurement of goods and services; Provide support to Chief Financial Officer with the administration of Budget.

- ENQUIRIES APPLICATIONS** : Ms E Zeekoei. Tel: (012) 315 1436
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 26 July 2010
- POST 28/26** : **ASSISTANT DIRECTOR: STANDARDISATION, TRAINING AND VIDEO PRODUCTION UNIT REF NO: 10/ 210/CFO**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A three year Bachelor's Degree in Finance or equivalent qualifications; At least 3 years experience in the financial environment; Knowledge of the Public Finance Management Act and the National Treasury Regulations; A valid driver's license Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word); Good communication(written and verbal) skills; Good interpersonal relations; Facilitation/ training skills; and drafting of procedure manuals and training material
- DUTIES** : Draft, maintain and update Departmental financial procedures and processes; Determination of training needs and requirements for the Sub-Branch: CFO; Compilation of financial training material; Production of financial related Audio-Visual aids for capacity building; Provide/facilitate financial training; Update and maintain training database; and General administration functions.
- NOTE** : Candidates will have to present 5 min power point presentation (4 slides). A topic will be given after the interview has been conducted, and candidate will have a 25 min presentation time. A lap-top will be provided.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 02 August 2010
- POST 28/27** : **COURT MANAGER 3 POSTS**
- SALARY** : R192 540 – 232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Mamelodi (1 Post) REF NO: 2010/105/GP
 : Magistrate Office, Johannesburg (1 Post) REF NO: 2010/106/GP
 : Magistrate Office, Sebokeng (1 Post) REF NO: 2010/107/GP
- REQUIREMENTS** : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; or relevant equivalent qualification; Three year's managerial or supervisory experience; A valid EB driver's license. The following will serve as strong recommendations: Knowledge of an experience in office and district administration; Knowledge of financial management and the PFMA. Skills and competencies: Computer literacy; Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written)
- DUTIES** : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and

business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts ; Compile and analyze court statistics to show performance nag trends; Support case flow management at the court ; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office ; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreements

ENQUIRIES APPLICATIONS : Ms. J Mokoena ☎ (011) 223 7600
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000

CLOSING DATE : 02 August 2010

POST 28/28 : **REGISTRAR 1 POST REF NO: 2010/108/GP**
 : Candidates who previously applied need to re- apply as previous applications will not be considered)

SALARY : R 157 299 – 179 862 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : South Gauteng High Court, Johannesburg
 : LLB degree or four year recognised legal qualification; At least 5 years appropriate post qualification legal experience; **SKILLS AND COMPETENCIES:** Case flow management; Dispute resolution; Legal drafting; Legal research; Office management, planning and organizational skills; Good communication skills (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates' Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts

ENQUIRIES APPLICATIONS : Ms. D Mngomezulu ☎ (011) 332 8000
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: Reception area, 15th Floor Carlton Centre, Cnr Commissioner and Kruis Street, Johannesburg, 2000.

CLOSING DATE : 26 July 2010

POST 28/29 : **LEGAL ADMINISTRATION OFFICER: MR3 – MR5 REF NO: 10/209/CS**
 : Division: Court Efficiency

SALARY : R130 203 – R 470 970 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
 : An LLB Degree or equivalent four year legal qualification; At least 2 years appropriate post qualification legal experience; Sound and knowledge of the South African legal system; Knowledge in the field of constitutional law and human rights will be added advantage; Knowledge and experience of office administration; Experience and knowledge of judicial system and the functioning of courts; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Dispute

Resolution; Excellent communication skills (verbal & written); Good planning and decision making skills; Coaching and mentoring skills; Project Management; Report and analytical skills; Computer literacy (Ms Office).

DUTIES : Draft legal documents; Advise the Directorate and other organs of state regarding the interpretation and execution of powers and legal matters; Facilitate legal research and interventions to improve court performance; Respond to petitions, representations and complaints forwarded to the Chief Directorate; Liaise with stakeholders within Justice and Crime Prevention Cluster on court and case flow management matters; Manage and advise the Directorate on losses, transport claims and debt recovery; Monitor, evaluate and develop reports on court processes and systems; Facilitate the implementation of court management and integrated case flow management processes and systems; Facilitate support to courts regarding requirements for quasi-judicial functions; Prepare, consolidate and compile institutional performance reports; Conduct research on case flow management.

ENQUIRIES : Ms C Patrick TEL: (012) 315 1150

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

CLOSING DATE : 02 August 2010

POST 28/30 : **CHIEF ACCOUNTING CLERK REF NO: 10/216/CLO**
Division: State Attorney

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

CENTRE : Port Elizabeth

REQUIREMENTS : A Bachelor's Degree/National Diploma in Commerce/ Public Administration with accounting and/ or financial subjects or equivalent qualification, plus two years experience in Financial environment or Grade 12 with ten years experience in Financial environment; Knowledge of Basic Accounting System (BAS) and / or JYP System the will be a recommendation; Knowledge of PFMA and National Treasury Regulations will be a recommendation; A driver's license will be an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and be self-motivated. **DUTIES:** Supervise State Attorney Accounting activities; Reconcile accounts; Handle enquiries both internal and external; Checking the Trust and the Vote Accounts; Supervise and develop staff; Ensure compliance with all financial prescript, rules and regulations; Process all requests for shifting of funds and additional funding; Ensure that JYP (Justice Yellow Pages) and BAS correspond; Manage al financial reports and funding to ensure that spending remains within the budget; Supervise State Attorney MMT; Verify availability of various activities in the office; Perform ad hoc tasks from time to time.

ENQUIRIES : Mr N Mabula :Tel (012) 357 8787

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

CLOSING DATE : 02 August 2010

POST 28/31 : **CHIEF ACCOUNTING CLERK: BOOKKEEPING REF NO: 10/205/CFO**

SALARY : R130 425 - R153 636 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualifications plus two (2) years experience in a financial environment or Grade 12 plus ten (10) years experience in a financial environment; Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA) and National Treasury Regulations; Skills and Competencies: Computer literacy (MS Excel, PowerPoint and MS word); Good communication skills (written and verbal); Good interpersonal skills; Leadership and management capabilities; Accuracy and attention to details; Ability to work under pressure and be self-motivated.

DUTIES : Control and authorize journals on BAS; Reconciling of control and suspense accounts; Perform bank reconciliations; Supervise Senior Accounting Clerks;

Ensuring office discipline and provide job training; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations.

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

CLOSING DATE : 26 July 2010

POST 28/32 : **DRIVER/ MESSENGER REF NO: 10/215/CLO**
Division: State Attorney

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

CENTRE : Northern Cape Kimberley
REQUIREMENTS : Adult Basic Education and Training (ABET) level 5/Grade 10; Experience in rendering messenger services; Valid driver's license. Skills and Competencies: Basic computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with staff and members of the Public.

DUTIES : Collect, deliver, serve and file documents as instructed; Distribute mail to various offices; Collect post bag from the Post office; Transport officials to various department; Render other driver/messenger responsibilities as requested; Assist with office/admin duties as requested.

ENQUIRIES : Ms M.Mmila ☎ 053 807 7800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE : 02 August 2010

POST 28/33 : **DRIVER/ MESSENGER REF NO: 10/214/CLO**
Division: State Attorney

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

CENTRE : Port Elizabeth
REQUIREMENTS : Adult Basic Education and Training (ABET) level 5/ Grade 10, Rendering messenger services will be a commendation; Valid driver's license. Skills and Competencies: Driving skills; Communication skills (verbal and written); Sound interpersonal relations; Ability to liaise with team member, clients and members of the public; Ability to work under pressure; Organizational skills.

DUTIES : Collect, deliver, serve and file documents as instructed; Filing of legal documents at courts and uplifting court orders; Convey officials to different courts and centers; Collect and deliver the post to the Post Office and Docex daily; Record all documents delivered to the Sheriff to be registered before leaving the office; Undertake trips throughout the Eastern Cape with documents and convey officials; Take Department vehicle for servicing and for washing.

ENQUIRIES : Ms K. Ngomani Tel: 012 357 8501
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE : 02 August 2010

NATIONAL TREASURY

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 28/34 : **BUSINESS SUPPORT MANAGER REF NO: S071/2010**
 Division: Office of the Accountant-General
 Purpose of the position: To provide management and administrative support service to the Chief Directorate: Specialised Audit Services

SALARY : R378 456 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Relevant 3 years degree BCom / National Diploma in the field of Commerce from an accredited educational institution • A minimum of 3 years relevant management and / or administrative support experience • Must have a moderate understanding of the core functions of the division • Must be computer literate at an advanced level. Basic knowledge of government Transversal Systems • Security clearance

DUTIES : Organise administrative matters for the office i.e. filing in line with manual/electronic procedures within the unit • Ensure and advise on the effective flow of information, correspondence and documentation • Analyse and advise on queries from clients and ensure the queries are passed to the relevant Chief Directorate • Follow up with the OAG officials on all documentation / submissions / correspondence which and ensure that responses are given to relevant parties as per agreed turnaround time • Coordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Clarify instructions and prepare notes on behalf of the manager • Assist Office Manager in managing work flow in the office and time management on projects • Collect and co-ordinate information for the manager/s as required • Assist the manager/s with the preparation of ad hoc documentation, proof reading and quality control of documents emanating from the office i.e. project reports, presentations and multi agency working group • Scrutinise routine memo's, reports and make notes recommendations for the manager • Obtain input, collate and compile progress, monthly and management reports for the office • Do research as requested by the manager e.g. new approach and methodology in Performance Audits and Forensic Investigations • Keep record of the expenditure commitments, monitor expenditure and alert manager in a possible under or over spending • Check and correlate BAS reports to ensure expenditure is allocated correctly. Remain abreast with the unit manual/electronic procedures and processes that apply in the office of the Manager.

CLOSING DATE : 16 July 2010 at 12:00, No late applications will be accepted.
APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za. Applications can also be faxed to (012) 315 5999

CLOSING DATE : 30 July 2010 at 12:00 (No late applications will be accepted)

POST 28/35 : **SENIOR BUDGET ANALYST: HUMAN RESETTLEMENT (HOUSING) REF NO: S074/2010**
 Division: Public Finance

SALARY : R378 456 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A postgraduate degree in Economics / Public Finance or a sector-related technical field • 3 to 5 years' experience in policy, budgets or financial management • A sound understanding of budgets and financial management • Sound knowledge of economic and fiscal policy, Government budget processes and financial analysis • Demonstrated knowledge of housing and built environment policy • Sound knowledge of the Public Finance Management Act (PFMA) and Division of Revenue Act (DoRA) • Good interpersonal skills • Ability to analyse complex information and large datasets • Good knowledge of corporate governance • A high level of computer literacy with sound knowledge of the MS Office suite (especially Word and Excel) and internet-based research.

DUTIES : To analyse and recommend on budgets, report on financial management, expenditure and service delivery, sector policy analysis, evaluation and support, advice and consultation with respect to the Department of Human Settlements, related spheres of government and public entities. Policy analysis • Monitoring • Budget and financial analysis • Programme management support • Provide technical and administrative support to contribute to: (a) advising the Minister of Finance and Cabinet on the most effective and efficient utilisation of public funds; (b) advising relevant Departments on policy, planning, budgeting and service delivery; (c) monitoring and evaluating financial management and service delivery in order to promote compliance with the PFMA and effective use of public funds; and (d) monitoring project spending and delivery.

APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

CLOSING DATE : 23 July 2010 at 12:00

POST 28/36 : **BUDGET ANALYST: HUMAN RESETTLEMENT (HOUSING) REF NO: S069/2010**
Division: Public Finance

SALARY : R192 540 per annum basic excluding benefits

CENTRE : Pretoria

REQUIREMENTS : A postgraduate degree in Economics / Public Finance or a sector-related technical field • 3 to 5 years' experience in policy, budgets or financial management • A sound understanding of budgets and financial management • Sound knowledge of economic and fiscal policy, Government budget processes and financial analysis • Demonstrated knowledge of housing and built environment policy • Sound knowledge of the Public Finance Management Act (PFMA) and Division of Revenue Act (DoRA) • Good interpersonal skills • Ability to analyse complex information and large datasets • Good knowledge of corporate governance • A high level of computer literacy with sound knowledge of the MS Office suite (especially Word and Excel) and internet-based research.

DUTIES : To analyse and recommend on budgets, report on financial management, expenditure and service delivery, sector policy analysis, evaluation and support, advice and consultation with respect to the Department of Human Settlements, related spheres of government and public entities. Policy analysis • Monitoring • Budget and financial analysis • Programme management support • Provide technical and administrative support to contribute to: (a) advising the Minister of Finance and Cabinet on the most effective and efficient utilisation of public funds; (b) advising relevant Departments on policy, planning, budgeting and service delivery; (c) monitoring and evaluating financial management and service delivery in order to promote compliance with the PFMA and effective use of public funds; and (d) monitoring project spending and delivery.

APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

CLOSING DATE : 23 July 2010 at 12:00

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 30 July 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 28/37** : **DEPUTY DIRECTOR: FINANCIAL MONITORING AND COMPLIANCE**
Directorate: Financial Monitoring of Public Entities
- SALARY** R378 456 per annum, this inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree (or equivalent qualification) in Financial Management/Business Administration PLUS applied experience in management and auditing as well as in financial performance monitoring and data analysis. BCom Honours in accounting or financial management and completed articles will be an added advantage. Knowledge of the Public Finance Management Act and Treasury Regulation prescripts applicable to Public Entities and for transfers to other Entities/Organisations. Knowledge of the Generally Accepted Accounting Principles. Competencies needed: Financial performance monitoring and evaluation skills. Financial data analysis skills. Strategic and operational planning skills. Management accounting skills. Project management skills. Communication (written, verbal and liaison) skills. Planning and organising skills. Problem-solving skills. Computer literate in MS Office Suite. Attributes: Compliant. Accurate. Ability to work independently and as part of a team.
- DUTIES** : Key Responsibilities: Assist in facilitating the development of medium term expenditure framework budget inputs by each of the Entities in line with the National Treasury directives. Analyse and interpret the spending trends of each Entity in line with the approved annual spending plans and report to management on the outcome. Assist in facilitating and coordinating the financial monitoring in support of the performance of the Entity against the set targets and objectives as outlined in the approved business plans and strategic plans. Assist with facilitating compliance with the legislative requirements for government financial management and administration and related Treasury directives. Financial performance monitoring and reporting on funded Entities/Organisations. Conduct site visits to funded Entities/Organisations to assess the existence of adequate financial systems and controls to ensure adequate accounting on government funding. Conduct financial analysis of the Social Assistance Grants to update the Department's accounts in order to facilitate the compilation of consolidated financial statements.
- ENQUIRIES** : Mr F Moatshe Tel: (012) 312-7404

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

- APPLICATIONS** : Applications can be forwarded by •Posting to the HR Officer, Stats SA, P/ Bag X 44, Stats SA, Pretoria, 0001 • Hand delivery at Stats SA, Cnr Andries and Vermeulen Str, Pretoria.
- FOR ATTENTION** : Ms Lauren Nel
- CLOSING DATE** : 30 July 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POST

- POST 28/38** : **SUPPLY CHAIN MANAGEMENT OFFICER SCM: BID OFFICE**
Two permanent positions exist in the Finance and SCM division at Head Office, Pretoria
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Prerequisites: • A three year tertiary qualification in SCM or related field • Working experience in SCM, acquisition and Bid procedures • Good understanding of requisition and SCM legislative frameworks • Knowledge of MS Office Suite • Knowledge of Logis would be an added advantage.
- DUTIES** : Key Performance Areas: • Request quotations from service providers for goods and services • Arrange and prepare documents for bid information sessions • Review submissions to the Bid Adjudication Committee • Advice and provide feedback on bid related issues to clients • Assist with pre-evaluation of bids • Track bid documentation and compile reports • Attend to the tender box • Deliver and collect documents from users.
- ENQUIRIES** : Ms Lauren Nel at 012- 310 4858

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver 535 Proes Street, Arcadia.
- CLOSING DATE** : 23 July 2010
- FOR ATTENTION** : Ms Makgae
- 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, security vetting and competency assessment to determine the suitability of a person for employment.

OTHER POST

- POST 28/39** : **CHIEF DIRECTOR: PRESIDENTIAL SUPPORT SERVICES REF NO: 68062**
- SALARY** : All inclusive remuneration package of R790 953 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (or equivalent qualification) coupled with extensive appropriate experience are minimum requirements for appointment to this management position. Recommendations include high-level managerial, communication, research and report writing skills. Experience in office administration as well as policy formulation and implementation.
- DUTIES** : The successful candidate will be required to assume responsibility for the following: Management of the parliamentary, advisory services and personal support services functions in the Private Office. Ensure effective administrative and private secretarial support services to the President. Strategic planning and ensuring compliance with government priorities. Ensure strategic direction of the programme of the Principal. Provide full-time content support to the Principal in the form of briefing/speaking notes, meeting agendas, minutes and other materials working closely with communications unit in this regard. Provide high level secretariat support in President's meetings on direction. Liaise with other branches e.g. Cabinet Office and Policy Unit to ensure optimum content support to Principal. Liaison with Executive and Legal Services to ensure efficient management of the executive duties of the Principal. Management of staff and resources of the Private office. Manage the budget and MTEF process for the unit. Accompany the president on visits as and when required.
- ENQUIRIES** : Mr T Koena (012) 300 5896

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 26 July 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

MANAGEMENT ECHELON

POST 28/40 : **SPECIALIST SCIENTIST (FLOW GAUGING)**
 Directorate: Hydrological Engineering Support

SALARY : R606 321 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : PhD in Science or equivalent qualification 10 years relevant scientific experience after BSc qualification Compulsory registration with SACNASP as a professional. ☐ Programme and project management ☐ Scientific methodologies and models ☐ Research and development ☐ Computer-aided Scientific applications ☐ Knowledge of legal compliance ☐ Technical report writing ☐ Creating high performance culture ☐ Professional judgment ☐ Data analysis ☐ Policy development and analysis ☐ Scientific presentation ☐ Recognized level of expertise ☐ Mentoring Strategic capability and leadership ☐ Decision making ☐ Team leadership ☐ Analytical skills ☐ Creativity ☐ Financial management ☐ Customer focus and responsiveness ☐ Communication ☐ Computer literacy ☐ Networking ☐ Planning and organising ☐ Conflict management ☐ People management ☐ Change management ☐ Problem solving and analysis.

DUTIES : The candidate's key performance area's will include: Ensure the development and implementation of policies, systems and procedures; Provide strategic leadership and direction; Lead, coordinate, and develop scientific models and regulatory frameworks; Research and development; Financial Management; People management.

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

OTHER POSTS

POST 28/41 : **CHIEF ENGINEER GRADE A-B**
 Directorate: Hydrological Engineering Support

SALARY : R507 114 per annum (an all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Engineering degree (B Eng/ B.Sc. (Eng) • Six years post qualification engineering experience required. • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineer. • Programme and project management • Engineering design and analysis knowledge • Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Creating high performance culture • Professional judgment • Networking; • Decision making • Team leadership • Analytical skills • Creativity • Self-management • Financial management • Customer focus and responsiveness • Communication • Computer literacy • Planning and organising • Conflict management • Problem solving and analysis • People management • Change management • Innovation. The following will be strong recommendation: Proven extensive practical experience and skills in

hydrological modeling and hydrological assessments; Proven knowledge and understanding of hydrological processes as well as the ability to work independently; Excellent knowledge and practical experience in the application of models such as the Water Resources Simulation Model 2000 (WRSM 2000); Water Resources Yield Model (WRYM) and the CLASSR/PATCHR rainfall gap filling models; Ability to conceptualize and develop catchment scale models of surface water assessments will serve as a recommendation; Verifiable ability to: identify and solve problems using critical and creative thinking; collect, organise and critically evaluate information and manage knowledge; and manage in a multidisciplinary environment. Sound strategic planning, as well as human resource management and networking skills Proven experience in compilation, implementation, monitoring and reporting on business plans and budgets Demonstrable project management, team player and leadership skills; Excellent practical experience relating to knowledge and technical skills transfer Must be computer literate and have strong verbal and written communications skills. A valid unendorsed driver's license (minimum code EB), and willingness to undertake field trips away from home and irregular working hours. Practical experience as stated in the advert will be tested.

DUTIES : The incumbent's key result area's will include the following in the functional area specific to the post: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/42 : **SCIENTIFIC MANAGER GRADE A**
 Directorate: Water Abstraction and In-stream Use

SALARY : R436 965 per annum (All inclusive salary package)
CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate MSc degree or equivalent qualification. 10 years relevant scientific experience after Bsc qualification. Compulsory registration with SACNASP as a professional. Recommendations: knowledge and functional experience in water use authorisations and water resource protection and management; understanding of water and environmental legislation and related policies, principles, guidelines, tools and procedures; Functional and proven experience in in-stream water use authorisations and wetland best management practices; Sound scientific and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures; proven planning and project management skills; Ability to compile contracts and manages consultants and associated budget; interpersonal skills and the ability to manage a multidisciplinary team; communication, reporting, presentation and computer skills; Ability to resolve problems, A valid Code EB driver's licence.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Ensure the development and implementation of policies, systems and procedures;-; Provide strategic leadership and direction;-; Lead, coordinate, and develop scientific models and regulatory frameworks;-; Research and development; Financial Management.

ENQUIRIES : Ms Valerie du Plessis, tel. (012) 336-8679.
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/43 : **DEPUTY DIRECTOR: AUTHORISATION ADMINISTRATION**

SALARY : R378 456 per annum (All inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : A three-year appropriate degree or equivalent, plus a minimum of 5 years relevant experience, and knowledge of the National Water Act, 1998 (Act 36 of 1998), other relevant legislation and policies, knowledge of at least three MS computer software applications. Excellent written and verbal communication skills form part of the requirements for this position. The successful candidate must also have a valid code

		08 driver's licence, be willing to work long and irregular hours and travels all over the country as per work demands.
<u>DUTIES</u>	:	Provide the strategic direction and operational leadership to the Sub-Directorate: Authorisation Administration ;determine priorities for Sub-Directorate; implement the administrative functions of water use authorisation; coordinate the administrative functions of water use authorisation with the Regions; provide supervision over the administrative personnel in the Sub-Directorate; compile, manage and report on the statistics of all water use authorisations; ensure that the functions of the Sub-directorate reflect and advance the ideals of water allocation reform programme; provide support to the appeal matters arising from water use licence applications; provide management support on all matters relating to the authorisation of water including the compilation of responses to:- parliamentary questions, Ministerial enquiries and queries directed to the Director General and media enquires. Responsible for the Management, application and functioning of Water Use Licence Authorisation Tracking System (WULATS).
<u>ENQUIRIES</u>	:	Mr Siphos Skosana tel 012 336 7677
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 28/44</u>	:	<u>MANAGER: RISK MANAGEMENT</u> Directorate: Infrastructure Risk Management
<u>SALARY</u>	:	R378 456 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate/relevant 3-year qualification (an MBA degree will serve as an added advantage) • 4 years appropriate experience as a Risk Manager within an integrated Enterprise-Wide Risk Management environment • Proven previous experience in implementing and managing Control Risk Self Assessment • Previous experience with the implementation of an electronic risk management system • Ability to demonstrate in-depth understanding of Integrated Enterprise-Wide Risk Management (ERM) • Presentation and interpersonal skills • Excellent verbal and written communication skills • Ability to deal with management at a higher level • Excellent understanding of the PFMA, National Treasury Regulations, Water Sector Management Legislation, KING iii on Corporate Governance, Australia/New Zealand Standards on Risk Management and other related legislation • Knowledge of the ISO 31000 standard on risk management would be an added advantage • Demonstrate ability to execute strategy, plans and provide leadership direction for the Sub-Directorate • Ability to work long hours and meet tight deadlines • Drivers license • Willingness to travel.
<u>DUTIES</u>	:	Provide guidance and counsel to management and staff concerning the management of risks making use of leading practice ERM models, techniques, practices and systems • Responsible for the implementation of the ERM system • Administrator for the ERM system • Ensure adherence to the ERM policy, strategy and framework • Assist with identifying, assessing, analysing and monitoring the related critical business risks • Review of treatment options, strategies, implementation plans and benefits derived • Manage the Control Risk Self Assessment process and results (quarterly reporting) • Assist senior management in communicating and reporting on the status of the risk management system and the effectiveness of the treatments and controls to mitigate all critical business risks • Updating risk registers • Ensure that an effective Branch wide ERM communication system is in place that adds value to the ERM process • that risk management becomes a core competency within the Branch • Work with business units and support units to establish, maintain and continuously improve risk management capabilities across the Branch • Ensure that business units and support units risk priorities, risk appetite, tolerances and strategies are aligned with enterprise-wide policies and guidelines • Prepare reports for the Executive Risk Committee meetings in compliance with the Branch reporting framework • Secretariat at the Executive Risk Committee and Operational Risk Committee meetings • Ensure an effective Document Management is developed for ERM • Develop an effective reporting system to inform the Branch senior management, DWA, National treasury and the Auditor-General • Provide inputs for strategic planning • Develop the business plan and provide leadership to the Sub-Directorate • Manage Human Resources and budget •Promote transformation •Promote culture of innovation and performance within the areas of responsibilities.

ENQUIRIES : Ms V. Pillay: Tel 012 336 8107
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/45 : **DEPUTY DIRECTOR: WATER SECTOR DATA MANAGEMENT**

SALARY : R378 456 per annum (All inclusive package)
CENTRE : Kimberley
REQUIREMENTS : A relevant diploma or degree plus appropriate experience. Knowledge of relevant Acts, specifically the National Water and Water Services Acts. Knowledge of Integrated Water Resources Management. Project and programme management skills. Policy and strategy implementation skills. Practical knowledge of intergovernmental relations. Leadership and human resources skills. General management, presentation, negotiation, communication and interpersonal skills. Computer literacy. Good understanding of intergovernmental relations and co – operative governance. Willingness to travel. Valid driver’s license.

DUTIES : Establish and maintain surface and ground water observation networks for the water sector to observe water quantity and quality in the Northern Cape region. Observe water resources and services at ambient, regional and local level. Observe and monitor water resource reaction and impact of drought, flood, human activities and climate change. Co – ordinate and integrate water observation personnel and activities. Establish and maintain specialized water observation equipment. Establish and maintain water sector data management information systems for surface and groundwater. Disseminate water sector data to ensure planning and management of water resources and services. Communicate and liaise with water data users, such as water managers, Local Government, other Government departments and water users. Manage the personnel, budget, finances and activities of the sub – directorate.

ENQUIRIES : Mr. A. Abrahams, Tel (053 – 8308800)
APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/46 : **ENGINEER PRODUCTION GRADE A-C**

SALARY : R345 897-R530 280 per annum (all inclusive salary package), offer based on proven years of experience.
CENTRE : Kimberley
REQUIREMENTS : Engineering degree (B Eng/ B.Sc. (Eng) • Three years post qualification engineering experience required; • Valid driver’s license; compulsory registration with ECSA as a Professional Engineer. • Programme and project management • Engineering design and analysis knowledge • Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Creating high performance culture • Professional judgment • Networking. • Decision making • Team leadership • Analytical skills • Creativity • Self-management • Financial management • Customer focus and responsiveness • Communication • Computer literacy • Planning and organising • Conflict management • Problem solving and analysis • People management • Change management • Innovation.

DUTIES : The incumbent’s key result areas will include the following in the functional area specific to the post: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Mr. H.L. Du Toit Tel: (053) 8308800
APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/47 : **REGIONAL PROGRAMME LEADER 2 POSTS**
5 Year Contract

SALARY : R378 456 per annum (All inclusive salary package)
CENTRE : Eastern Cape and Northern Cape
REQUIREMENTS : Appropriate recognised three year Bachelor’s degree in Natural Resource Management and Development. Extensive relevant management experience of

between 5-10 years of which 5 years must be at managerial level. Middle management experience in alien invasive plant management, implementation, technical operations, socio-economic interventions and spatial and non-spatial data management. Valid driver's licence. Project Management experience relating to Natural Resource Management. Experience in Strategic Planning, Human Resources, Organisational Behaviour and Financial Planning. Analytical strategic thinking skills coupled with sound planning and coordination skills. Computer literacy in all MS packages i.e. Word, Excel, PowerPoint and Outlook.

DUTIES : Manage and Supervise Working for Water regionally based operations in terms of quality operational treatment plan in line with budget and aligned to Annual Plan of Operations. Contribution to partnership agreements for service delivery to empower Natural Resource Management. Regular Monitoring and Evaluation compliance and reporting. Support to Health and Safety Officer and compliance with H & S report requirements. Management of Human Resources in the region with regard to job creation, skills development, staff training and PMDS. Sound Financial Management skills with regard to budget allocation, expenditure and compliance with Supply Chain Management rules and regulations. Managing Professional Service Providers (PSP) agreements. Managing Assets within the regions. Implementation and specialist interpretation of norms and standards in the Region.

ENQUIRIES : Ms D Soginga Tel-021 441-2731

APPLICATIONS : Please forward your application quoting the reference number to: Assistant Director: Human Resources, Department of Water Affairs, Working for Water Programme, 14 Loop Street, Cape Town 8000.

FOR ATTENTION : Mr A Pretorius

POST 28/48 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT (NORTHERN CAPE REGION)**

SALARY : R378 456 per annum (All inclusive salary package)

CENTRE : Kimberley

REQUIREMENTS : Relevant Degree or equivalent tertiary qualification. General Management skills, presentation skills, negotiation skills, communication / interpersonal skills, Policy and Strategy Development, knowledge of relevant Acts, Project and programme management, Technical Standards and procedures, extensive management experience in Strategic Support.

DUTIES : Assist the Chief Director in the coordination and analysis of strategic inputs and budget planning. Develops systems to co – ordinate flow of correspondence between all relevant role players. Manages all incoming and outgoing strategic documents. Prepares documents for the Chief Director signature, including appraisal of technical content and making necessary recommendations. Oversees the planning and preparation of meetings. Co – ordinates the support of external services required by the Chief Directorate. Acts as a central point of contact. Liaises with Service providers to negotiate service level agreements. Ensures the development and maintenance of a business plan. Ensures the co – ordination and monitoring of process in terms of the business plan. Provides regular feedback to the Chief Director with recommendations regarding required interventions. Ensures the co – ordination of the performance monitoring system of the managers reporting to the Chief Director. Ensures the creation of coherence and synergy across all functional areas. Ensures that action plans are met and delivered accordingly as required by the Chief Directorate. Ensures the compilation of the budget and monitors expenditure. Ensures the monitoring and financial planning relating to the immediate Branch requirements. Develops submission of projections as well as monthly expenditure reports. Analyses the entire regional budget and expenditure reports to provide the Chief Director with a summarized version of activities taking place and areas that may require the manager's focus or intervention. Monitors and reports in progress priority of projects. Ensures effective management of all priority projects. Monitors and evaluations priority projects. Reports and provides feedback on all relevant priority projects.

ENQUIRIES : Mr. L.J. Snyders, Tel (053 – 8308804)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/49 : **ENGINEER (PRODUCTION) GRADE A – C**

SALARY : R345 897 – R530 280 per annum all inclusive (offer based on proven experience)

CENTRE : Kimberley

REQUIREMENTS : Bsc Degree in Civil Engineering. Three years post qualifications experience in water services. Compulsory registration with ECSA as a Professional Engineering. A valid driver's licence A post graduate degree will be an advantage. Technical knowledge of the water sector infrastructure, Infrastructure Planning, Project Management, Computer literacy and Communication skills (written and verbal) are essential. Possession of a valid code 08 driver's license is also a requirement.

DUTIES : Monitor water service authorities (WSAs) and providers to determine support needed on compliance with water services policies and regulations. Perform technical assessment of municipal water and waste water treatment plants. Provide technical support to municipalities in the operation and maintenance of water services infrastructure. Monitor and evaluate implementation of projects by WSAs, including MIG and basic water services. Provide technical advice and support, and monitor development and implementation of water service development plans. Provide technical advice and support, and monitor the management of the optimal usage of water by municipalities through water conservation and demand management measures. Provide technical advice and support, and monitor provision of Free Basic Water and Sanitation services. Collection and capture of information in Water Services Data base. Provide support to the Regional Bulk Infrastructure Grant projects and National Transfers Programme in the Northern Cape.

ENQUIRIES : Mr. Sabelo Mkhize, Tel: (053) 830 8800

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/50 : **SCIENTIST (PRODUCTION) GRADE A-C**
Directorate: Water Abstraction and In-stream Use

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

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Science degree (BSc) (Hons) or equivalent qualification. Three years of post-qualification experience. Compulsory registration with the SACNASP as a professional. Recommendations: Sound knowledge and functional experience in water use authorisations, water resource protection measures and environmental impact management; Sound understanding of water and environmental legislation and related policies, principles, guidelines, protocols and procedures; Functional and proven experience in in-stream water use authorisations and wetland best management practices; Sound scientific and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures; proven planning and project management skills; Ability to compile contracts and manages consultants and associated budget; Ability to work in a multidisciplinary team; communication, reporting, presentation and computer skills; Ability to resolve problems, A valid Code EB driver's licence.

DUTIES : Formulation and implementation of policies, regulations, guidelines, systems, strategies, protocols, norms and standards in the fields of in-stream water use and environmental management; Provide ongoing scientific and technical support to the department and its stakeholders regarding in-stream water use authorisations, water resource protection measures and environmental management; Apply and evaluate relevant environmental assessment and management tools, reports and plans; Administrate diverse contract management for policy and regulation projects; Liaise with departmental directorates, regional offices, and external stakeholders in the implementation of water and environmental legislation, in-stream water use policies and related processes and procedures. Practical experience as stated in advert will be tested.

ENQUIRIES : Ms Valerie du Plessis, tel. (012) 336-8679.

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

FOR ATTENTION : Ms T Bapela

POST 28/51 : **SCIENTIST (PRODUCTION) GRADE A-C**

SALARY : R298 053-456 921 per annum (offer based on proven years of experience)

CENTRE : Kimberley

REQUIREMENTS : Science degree (BSc) (Hons) or equivalent qualification or equivalent qualification. A 3 years post-qualification experience. Compulsory registration with the SACNASP as a professional. Experience in open surface Hydrology and integrated monitoring, experience in data management. High level of computer literacy with knowledge of HYDSTRA, experience in analyzing data, a valid driver's license. Willingness to travel and work away from the office for extended periods.

DUTIES : Calibration of flow gauging sites, improvement of the national Hydro network, analyze Hydrological data, evaluations of gauging sites, inspection of gauging sites, technical report writing and supply of Hydrological data.

ENQUIRIES : Mr. O. Thebe (Tel: 053 – 8308800)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/52 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C**

SALARY : R148 818-R228 132 per annum (offer based on proven experience)

CENTRE : Kimberley

REQUIREMENTS : National Diploma in Civil Engineering. Three years post qualifications technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid drivers licence. Extensive travelling.

DUTIES : Calibrate gauging points. Hydrological monitoring. Manage hydrological data. Survey gauging points. Stream flow gauging (conventional and ADP). Calibrate and maintain electronic data logging instruments. Report writing. Management of maintenance work at gauging sites.

ENQUIRIES : Mr. O. Thebe (Tel: 053 – 8308800)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X 6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/53 : **GISC PROFESSIONAL (PRODUCTION) GRADE A-C**

SALARY : R298 053-R456 921 per annum (All inclusive package) (salary based on proven years of experience)

CENTRE : Kimberley

REQUIREMENTS : Four year B. Degree in GISc (NQF Level 7). Three years post qualification GISc professional experience required. Valid drivers licence. Compulsory registration with PLATO.

DUTIES : Manage groundwater resources in the Lower Orange, Lower Vaal Catchment and Northern Cape Province. Regulate groundwater resources in respect to quantity and quality through the National Water Services Act. Manage groundwater resources by observing and analyzing. Explore for and develop groundwater resources. Assess groundwater resources by mapping resources. Manage groundwater information system. Provide an extension service to public and schools. Financial, transformation, administrative human resource management and training.

ENQUIRIES : Mr. J.T. Makhetha Tel: (053 – 8308800)

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/54 : **SCIENTIST (PRODUCTION) GRADE A-C**

SALARY : R298 053-R456 921 per annum (All inclusive package) (salary based on proven years of experience)

CENTRE : Kimberley

REQUIREMENTS : Science Degree (Bsc) (Hons) or equivalent qualification. Compulsory registration with the SACNASP as a professional Scientist. Three years post qualifications experience in geohydrology.. Knowledge of National Water Act, Water Service Act and National Environmental Management Act • Knowledge and experience in integrated Water Resources Management • Project management skills • Computer

literate with groundwater information systems • Good understanding of Intergovernmental relations and co-operative governance • Willingness to travel • Valid drivers license.

DUTIES : Responsible for the groundwater exploration and development programme for the region and liaise with drilling section. Responsible for groundwater observations in the region with groundwater level and quality observations. Responsible for groundwater information management and systems (National groundwater Archive and Hydstra) with the capturing and dissemination of data. Groundwater assessment for National Departments, Water Service Authorities, Water User associations and other water institutions. Integrated Water Resource Management by contributing to water authorization and water use regulation. Manage the personnel and budget of the groundwater section.

ENQUIRIES : Mr. A. Abrahams Tel: (053) 830 8800

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/55 : **SCIENTIST (PRODUCTION) GRADE A-C**

SALARY : R298 053-R456 921 per annum (All inclusive package) (salary based on proven years of experience) How about: GISc Professional (Production) Grade A – C salary is the same

CENTRE : Kimberley

REQUIREMENTS : Science Degree (Bsc) (Hons) or equivalent qualification. Compulsory registration with the SACNASP as a professional•Scientist. Three years post qualifications experience. • 4-year B degree in GISc (NQF Level 7) • Three years post qualification GISc professional experience required. • Valid driver’s license. • Compulsory registration with PLATO. • Programme and project management • GIS, legal and operational compliance • GIS Implementation • Standards development • Policy formulation • GIS operational communication • Process knowledge and skills • Maintenance skills and knowledge • Mobile equipment operating skills • Systems skills• Spatial modeling design and analysis knowledge • Research and development • GIS applications • Creating high performance culture • Technical consulting; • Professional judgment • Accountability• Strategic management and direction • Problem solving and analysis • Decision making • Team leadership • Analytical skills • Creativity • Self-management • Financial management • Customer focus and responsiveness • Communication and listening skills • Computer skills• Delegation and development of others • Planning, organising and execution • Ability to manage conflict • Language proficiency • Knowledge management • Negotiation skills • Change management.

DUTIES : The key results area’s of the post includes the following: Provide GISc to support institutional decision making; Policy making and institutional strategic guidance; Research; Project and Financial Management. Assist with the maintenance of the regional GIS database by storing all electronic files in a directory structure in accordance with DWA standards. Enter and regularly revise all metadata in a data catalogue in accordance with DWA standards and ensure that all electronic data is regularly backed – up. Expand and improve the regional database by identifying gaps and sources of additional water sector data in the region. Generate the production of spatial information in map format by performing customized queries on the GIS and related database. Add to electronic data through the capturing of data by means of digitizing from paper maps, GSP technology and aerial photo and satellite images when required. Assess digital database to ensure a high level of accuracy of data available at all time. Design and implement a data quality improvement plan. Assess and process the applications received from the public requesting Government information thus ensuring effective implementation of promotion of access to Information Act. Scan photos to populate a comprehensive database on all images available in the region. Administrative responsibilities such as maintaining a record monthly log sheets for GIS task, GIS equipment and stock level of GIS consumables.

ENQUIRIES : Mr. B. Viljoen (Tel: 053 – 8308800)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

<u>POST 28/56</u>	:	<u>SURVEY TECHNICIAN (PRODUCTION) GRADE A – C: SURVEY 2 POSTS</u>
<u>SALARY</u>	:	R148 818-R228 132 per annum (All inclusive packages) Salary based on proven years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National diploma in Surveying plus three years post qualification survey experience. Compulsory registration as Survey Technician with PLATO. Valid driver's licence. Compulsory registration with PLATO as a Candidate Survey Technician/Surveyor. Cadastral data calculations, transformation, topographical drafting and survey data manipulation. Sound knowledge computer-aided survey applications and experience in using ArcGIS, MicroStation, uSMART, Surpac and hand held GPS instruments; sound knowledge of MS Access and other MS Office software, planning, organizational skills, communication skills (verbal and written), and programme or project management skills. Knowledge of cadastral surveying and broader scope of its legal framework, mapping, co-ordinates, and deeds systems of South Africa.
<u>DUTIES</u>	:	Provide technical survey services and support:- Provide technical services in terms of Identification, verification of examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote water resource infrastructure safety in line with statutory and regulatory requirements; Evaluate cadastral plans, existing technical manuals, standard drawings and procedures to incorporate new technology; and Provide GIS, mapping and information supply services. Perform administrative and related functions:- Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical survey operational plan; Develop, implement and maintain databases; and Supervise and control candidate survey technicians/officers and related personnel and assets. Research and development:- Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical survey technology or new survey techniques to improve expertise; and Liaise with relevant bodies/councils on survey-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Maanda Lilimu; Tel (012) 336 8900
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 28/57</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) GRADEA-C</u>
<u>SALARY</u>	:	R148 818-R228 132 per annum (offer based on proven experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Diploma in Civil Engineering. Three years post qualifications technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid drivers licence. Computer Literacy. Knowledge of the National Water Act, 1998 (Act 36 of 1998). Good Verbal & Written Communication Skills. Ability to travel extensively & work outside normal working hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Assist in the process to register all existing lawful water users in terms of section 21 of the NWA (no. 36 of 1998). Give technical support to the licence process and to coordinate and monitor. Assist with the verification and investigation process to Comply with section 22 of the NWA (no. 36 of 1998). Technical assistance to Water Management Institutions regarding the evaluation of water management plans and water Conservation strategies. Have to exercise Dam safety inspections according to applicable Regulations to the required frequency and extend. Technical support to promote Water Resource Management in the Lower Vaal Management Area
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Ligthelm
	:	The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300.
<u>FOR ATTENTION</u>	:	Mr. T. Sithole
<u>POST 28/58</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C</u>
<u>SALARY</u>	:	R148 818-R228 132 per annum (offer based on proven experience)
<u>CENTRE</u>	:	Upington

REQUIREMENTS : National Diploma in Civil Engineering. Three years post qualifications technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid drivers licence. Knowledge of the National Water Act, 36 of 1998, and the principles of Integrated Water Resource Management.

DUTIES : Assist in the process to register all existing lawful water users in terms of section 21 of the NWA (no. 36 of 1998). Give technical support to the license process and to coordinate and monitor the compliance of all issued licenses. Assist with the verification and investigation process to comply with section 22 of the NWA (no. 36 of 1998). Technical assistance to Water Management Institutions regarding the evaluation of water management plans and water conservation strategies. Have to exercise dam safety inspections according to applicable regulations to the required frequency and extend. Technical support to promote Water Resource Management in the Lower Orange Management Area.

ENQUIRIES : Ms. M. Ranwedzi Tel: (054) 338 5800

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/59 : **GISC TECHNICIAN, GRADE A C 4 POSTS**

SALARY : R148 818-R228 132 per annum (offer based on proven experience)

CENTRE : Pretoria (Directorate SLIM: Sub-directorate GI&A)

REQUIREMENTS : Diploma in GISc, Cartography or relevant 3-year tertiary qualification in the field of Geo-informatics. 3 year post qualification GISc Technician experience. Registered with PLATO as a GISc Technician. Relevant experience in using ArcGIS software. Additional experience in geo-databases, ArcServer and other ESRI software modules will be an advantage. Experience in GIS data capture, editing, processing, manipulation and analysis for mapping purposes. Knowledge and experience in cartographic planning, design, production and quality assurance procedures. Knowledge of projections and co-ordinate systems. Theory, principles and practices of GIS and mapping.

DUTIES : Provide cartographic services to DWA clients and stakeholders: Perform cartographic visualisation of spatial data and give advice regarding mapping software, data and products to optimise spatial decision-making and map communication within the Department. Capture, collate, edit, manipulate and analyse spatial data from/in various formats and sources to meet cartographic requirements. Design, produce and update customised maps for DWA clients in acceptable cartographic formats and according to prescribed departmental standards and procedures. Archive mapping tasks and maintain digital map archives and cartographic spatial databases. Document GISc processes and provide cartographic inputs to maintain and improve the DWA Cartographic Framework. Perform general office administration and write technical reports and motivations in support of cartographic service provision within DWA. Prepare and present cartographic courses and in-service training for DWA trainees and GIS users as required. Keep up with developments in the geo-spatial industry and participate in relevant GISc forums.

ENQUIRIES : H.N. Fourie Tel-012 336 7811

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

FOR ATTENTION : Ms T Bapela

POST 28/60 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADEA-C 3 POSTS**

SALARY : R148 818-R228 132 per annum (offer based on proven experience)

CENTRE : Bellville

REQUIREMENTS : Applicants must be in possession of a National Diploma in Civil Engineering. Three years post qualification technical experience. Compulsory registration with ECSA as a professional Engineering Technician. Valid driver's license. Experience in Water Use Management together with a working knowledge of the following skills: Hydraulics, Hydrology, Dam design and construction, Irrigation, Surveying, Interpretation and implementation of the National Water Act, Report writing, Negotiation, Conductance of meetings, Computer literacy, Budgeting and financial management, Human Resource practices, Conflict management, Organization and planning as well as Administrative procedures in the Public Service.

DUTIES : The incumbent will be responsible for Water Use Management and related duties in the Berg Water Management Area. This includes the evaluation and submission of water use licensing applications, registration of water use, inputs into rezoning applications, correspondence and writing of reports, establishment and maintenance of Water Management Institutions, advising of water users on aspects of the National Water Act, Dam safety classifications and surveys. Attend meetings with the relevant stakeholders and represent the Department of forums

ENQUIRIES APPLICATIONS : Ms A Schreuder, (021) 950 7102
 : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand delivered to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr B Saki (021) 941 6000

POST 28/61 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADEA-C 2 POSTS**

SALARY CENTRE REQUIREMENTS : R148 818-R228 132 per annum (offer based on proven experience)
 : Kimberley
 : National Diploma in Civil Engineering . Three years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. A good working knowledge of the National Water Act and other related legislation such as NEMA, MPRDA • Computer literacy • Good written and verbal communication skills • extensive travelling.

DUTIES : • conduct technical assessments of applications for water use registration and authorization • conduct validation and verification of water use • assess and provide comments on EIA and EMPR development applications • conduct routine site inspections • attend site meetings related to water use registration and authorization • compile technical reports, recommendations and draft licenses in respect of water use authorization applications • conduct awareness sessions on water use registration and authorization

ENQUIRIES APPLICATIONS : Mr. Hanke Du Toit, (Tel: 053 - 830 8800)
 : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X 6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/62 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C**

SALARY CENTRE REQUIREMENTS : R148 818-R228 132 per annum (offer based on proven experience)
 : Kimberley
 : National Diploma in Civil Engineering. Three years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician • A good working knowledge of the National Water Act and other related legislation such as NEMA, MPRDA • Good report writing, organizational and administrative skills • Experience in the CME field will be an added advantage • Computer literacy • Good written and verbal communication skills • A valid Code 08 drivers license and willingness to travel.

DUTIES : Undertake site inspections and investigations • draft reports, compliance notices, and directives in respect of unlawful activities for decision-making by the relevant delegated authority • quality assure/check draft documents and applications submitted by junior personnel • provide expert technical and procedural advise to clients • ensure proper record keeping of water crime statistics • compile relevant regional and national CME inputs • initiate, plan, coordinate and participate in specially assigned projects • co-ordinate undertaking of joint CME investigations with law enforcement agencies • undertake awareness and education programmes related to compliance monitoring and enforcement amongst consultants, developers, government departments, local communities, and the general public • liaise with relevant provincial, national and international organizations and specialists groups on issues related to compliance monitoring and enforcement • assist in undertaking administrative and supervisory duties

ENQUIRIES APPLICATIONS : Mr. A. Abrahams, (Tel. 053 - 830 8800)
 : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X 6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/63 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADEA-C**

SALARY : R148 818-R228 132 per annum (offer based on proven experience)

CENTRE : Kimberley

REQUIREMENTS : National Diploma in Civil Engineering . Three years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. A good working knowledge of the National Water Act and other related legislation such as NEMA, MPRDA • Good report writing, organizational and administrative skills • Experience in the CME field will be an added advantage • Computer literacy • Good written and verbal communication skills • A valid Code 08 drivers license and willingness to travel.

DUTIES : Undertake site inspections and investigations • draft reports, compliance notices, and directives in respect of unlawful activities for decision-making by the relevant delegated authority • quality assure/check draft documents and applications submitted by junior personnel • provide expert technical and procedural advise to clients • ensure proper record keeping of water crime statistics • compile relevant regional and national CME inputs • initiate, plan, coordinate and participate in specially assigned projects • co-ordinate undertaking of joint CME investigations with law enforcement agencies • undertake awareness and education programmes related to compliance monitoring and enforcement amongst consultants, developers, government departments, local communities, and the general public • liaise with relevant provincial, national and international organizations and specialists groups on issues related to compliance monitoring and enforcement • assist in undertaking administrative and supervisory duties

ENQUIRIES : Mr. A. Abrahams, (Tel. 053 - 830 8800)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X 6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/64 : **CONTROL ENGINEERING TECHNOLOGIST (LANDSCAPE ARCHITECTURE)**

SALARY : R365 466 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) • Three years post qualification Engineering Technologist experience required. • Valid driver's license. • Compulsory registration with ECSA as an Engineering Technologist. • Project management • Technical design and analysis knowledge • Research and Development • Knowledge of legal compliance • Technical report writing • Networking • Professional judgment Problem solving and analysis Decision making Team leadership Creativity Self-management Customer focus and responsiveness Communication Computer skills Planning and organising People management. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a civil design environment. Clear understanding of the water sector, policy development, implementation and monitoring; Excellent knowledge of the National Water Act (NWA) and the National Environmental Management Act (NEMA) as well as understanding of all related policies, principles, guidelines, tools and procedures; Excellent knowledge of integrated water resource management Sound knowledge, understanding and technical skills related to general environmental planning; master planning for construction site layouts; environmental authorisations; EIA and EMP processes; Demonstrable project management (including developing TOR's for environmental work); Valid driver's licence Willingness to travel extensively all over the country, undertake fieldwork and work irregular hours; Practical experience as stated in advert will be tested. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a an environment

DUTIES : The incumbent's key result area's will include the following in the functional area specific to the post: Manage technological advisory services; Monitoring and evaluation of technological designs; Manage administrative and related functions; Research and development

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511

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

FOR ATTENTION : Ms T Bapela

POST 28/65 : **CONTROL ENGINEERING TECHNOLOGIST (CIVIL) 1 POST**
 Directorate: Hydrological Engineering Services – Gauging Weirs)

SALARY : R365 466 full package per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) • Three years post qualification Engineering Technologist experience required. • Valid driver's license. • Compulsory registration with ECSA as an Engineering Technologist. • Project management • Technical design and analysis knowledge • Research and Development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Networking • Professional judgment. Problem solving and analysis Decision making Team leadership Creativity Self-management Customer focus and responsiveness Communication Computer skills Planning and organizing People management. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a civil design environment. Excellent knowledge of the National Water Act (NWA) and the National Environmental Management Act (NEMA) as well as understanding of all related policies, principles, guidelines, tools and procedures. Excellent knowledge of integrated water resource management. Sound knowledge, understanding and technical skills related to general environmental planning; master planning for construction site layouts; environmental authorisations; EIA and EMP processes. Demonstrable project management (including developing TOR's for environmental work). Proven experience in compilation, implementation, monitoring and reporting business plans. Proven experience in procurement and management of professional service providers and associated budgets. excellent practical experience relating to knowledge and technical skills transfer Must be computer literate and have strong verbal and written communications skills. Sound interpersonal, team player and leadership skills as well as excellent communication, reporting, presentation and computer skills. A valid Code 8 (EB) driver's licence and willingness to travel extensively all over the country. Undertake fieldwork and work irregular hours. Practical experience as stated in advert will be tested

DUTIES : Manage technological advisory services. Monitoring and evaluation of technological designs. Manage administrative and related functions. Research and development.

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/66 : **CONTROL ENVIRONMENTAL OFFICER GRADE A**

SALARY : R238 551 per annum
CENTRE : Kimberley
REQUIREMENTS : An appropriate three- year degree or diploma in the natural science plus 3 years relevant experience in water resource management. Computer literacy, Management skills, proven supervisory skills and capabilities. Sound knowledge of the National Water Act, 1998 (no 36 of 1998) and other water and environmental legislation. A valid driver's license.

DUTIES : The successful candidate will be responsible for the following: Implementation of the relevant legislation and Strategies, especially the National Water Act, 1998 in the Lower Vaal Water Management area. Assessing and recommending water use applications for authorization. Ensuring expert advice to Local Authorities, Mines and other Water Users. Evaluation of and comments on mining and other development applications. Management of water quality section and training of subordinates. Assist with the compilation and management of the budget for the sub – directorate.

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/67 : **PROFESSIONAL SCIENTIST GRADE A – C (HYDROLOGY)**
 Directorate: Hydrological Engineering Support – Hydrological Assessment) [2 posts]

SALARY : R298 053 to R456 921 per annum. (Offer will be based on proven years of experience after registration)
CENTRE : Pretoria

REQUIREMENTS

: Science degree (BSc) (Hon) or equivalent qualification • Compulsory registration with the SACNASP as a professional • 3 years post qualification experience. Programme and project management • Scientific methodologies and models • Research and development • Computer-aided scientific applications • Knowledge of legal compliance • Data analysis • Policy development • Analytical skills • Financial management • Communication • Computer literacy • Planning and organising • Conflict management • Practical experience in hydrological modelling and hydrological assessments. Experience in the application of models such as the Water Resources Simulation Model 2000 (WRSM 2000). Water Resources Yield Model (WRYM) and the CLASSR/PATCHR rainfall gap filling models. Ability to conceptualize and develop catchment scale models of surface water assessments will serve as a recommendation. Verifiable ability to: identify and solve problems using critical and creative thinking. collect, organise and critically evaluate information and manage knowledge. and manage in a multidisciplinary environment. Sound strategic planning, as well as human resource management and networking skills. Proven experience in compilation, implementation, monitoring and reporting on business plans and budgets. Demonstrable project management, team player and leadership skills. Excellent practical experience relating to knowledge and technical skills transfer. Must be computer literate and have strong verbal and written communications skills. A valid unendorsed driver's license (minimum code EB), and willingness to undertake field trips away from home and irregular working hours. Practical experience as stated in the advert will be tested.

DUTIES

: The successful candidate will responsible for: Assisting the team leader with supervision, guidance and advice to Hydrologists in their daily tasks in catchment and feasibility studies; Investigating and analysing surface water resources to determine the availability and effective utilization for efficient planning and operation of surface water supply schemes; Conducting simulation and extending hydrological flow records, determine the yield potential of dams and systems, perform drought analyses, optimise operating rules for surface water supply systems, develop and supply related hydrological information products; Assessing field conditions impacting on the reliability and accuracy of hydrological data, providing input on data accuracy, improving hydrological data, implementing new methodologies to facilitate quality assurance in data capturing, improving and planning of monitoring networks; Determining yield and yield potential of dams and complex systems with models like WRYM; Carrying out simulation and analyzes of hydrological processes with computer models; Developing hydrological information products and supply of statistical and managerial information on surface water resources; Testing and optimising operating rules for water supply systems as well a performing drought analyses; Writing and reviewing technical reports as well as research proposals; Providing hydrological support to other units with the Department when and where necessary; Developing training materials as well as providing effective technical training and skills transfer support (general and specialized) on hydrological data analysis to hydrologists, engineers and technicians; Assisting the team leader with the management of projects, human and financial resources; the development of strategic and business plans for the Sub-directorate as well as compilation of quarterly and annual reports. Attending meetings and performing work on behalf of the Department around the country, which may entail long and inconvenient travel and working hours; Mentor/train technical and other staff as appropriate.

ENQUIRIES

: Ms. H. Anderson Tel (012) 336 8511

APPLICATIONS

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

FOR ATTENTION

: Ms T Bapela

POST 28/68

: **SCIENTIST (PRODUCTION) GRADE A - C (FLOOD FREQUENCY ANALYSIS) 2 POSTS**

Directorate: Hydrological Engineering Support

SALARY

: R298 053 – R456 921 full package per annum. Salary will be based on proven years of experience

CENTRE

: Pretoria

REQUIREMENTS

: A science degree (B.Sc. (Hons.)) in Surface Water Hydrology; Compulsory registration with SACNASP as a professional, Three years post qualification experience in: hydrological processes and in flood frequency analysis. A valid driver's licence (minimum code EB); • Programme and project management •

Scientific methodologies and models • Research and development • Computer-aided scientific applications • Knowledge of legal compliance • Technical report writing • Creating high performance culture • Professional judgment • Data analysis • Policy development and analysis • Presentation skills • Mentoring • Decision making • Team leadership • Analytical skills • Creativity • Financial management • Customer focus and responsiveness • Communication • Networking • Computer literacy • people management • Planning and organising • Conflict management • Change management • Problem solving and Analysis. Innovation.

DUTIES

: The incumbent's key result areas will include the following in the functional area specific to the post: (a) Develop and implement methodologies, policies, systems and procedures; To perform scientific analysis and regulatory functions; Research and development; Human capital development; The successful candidate will be required to perform the following main tasks: Carry out site assessment to determine hydrological approach as well as survey flood sites and assist with hydraulic calibration of sites; Execute acquisition and verification of data for analyses plus deterministic, empirical and statistical analyses; Improve hydrological information quality through extension of ratings, filling of gaps in data, etc; Assist with flood frequency estimation at all relevant flood sites; Perform hydrological and hydraulic assessments for High Flood Network; Write technical reports and present assessment results at evaluation meetings following the analyses; Manage flood peak information at various dams as well as flood network database; Assist with projects management and co-ordination plus evaluation of consultants' reports when and where necessary; Render assistance to Regional Offices in terms of flood frequency analyses; Assist with providing advice on flood frequency analysis to general public when need arises; Assist with providing support to scientific organisations on request.

ENQUIRIES

: Ms. H. Anderson Tel (012) 336 8511

APPLICATIONS

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

FOR ATTENTION

: Ms T Bapela

POST 28/69

SCIENTIST (PRODUCTION) GRADE A – C 2 POSTS

Directorate: Hydrological Engineering Support

SALARY

: R298 053 – R456 921 per annum (an all inclusive package) Salary will be based on proven years of experience

CENTRE

: Pretoria

REQUIREMENTS

: A science degree (B.Sc. (Hons.)) in Surface Water Hydrology; Compulsory registration with SACNASP as a professional, Three years post qualification experience in: hydrological processes and in flood frequency analysis. A valid driver's licence; Applicants are required to provide proof of their professional registration; .• Programme and project management • Scientific methodologies and models • Research and development • Computer-aided scientific applications • Knowledge of legal compliance • Technical report writing • Creating high performance culture • Professional judgment • Data analysis • Policy development and analysis • Presentation skills • Mentoring • Decision making • Team leadership • Analytical skills • Creativity • Financial management • Customer focus and responsiveness • Communication • Networking • Computer literacy • people management • Planning and organising • Conflict management • Change management • Problem solving and Analysis Innovation. The candidate may be subjected to a written and/or verbal test to determine his/her suitability for this environment.

DUTIES

: The incumbent's key result areas will include the following in the functional area specific to the post: (a) Develop and implement methodologies, policies, systems and procedures; To perform scientific analysis and regulatory functions; Research and development; Human capital development;

ENQUIRIES

: Ms. H. Anderson Tel (012) 336 8511

APPLICATIONS

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

FOR ATTENTION

: Ms T Bapela

POST 28/70 : **CONTROL INDUSTRIAL TECHNICIAN GRADE A**

SALARY : R218 166 per annum
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Engineering. Six years post qualifications technical experience. A valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Sound knowledge of the National Water Act, Water Services Act, Municipal Structures Act and Municipal Systems Act. Technical knowledge of Water Service Development Plan (WSDP), Integrated Development Plan (IDP), Water Services Infrastructure Planning, Community Development, Strategic Planning, Training Skills, communication skills (writer & verbal). Willingness to travel.

DUTIES : Planning support to WSA in Northern Cape in developing their WSDP's and making sure water services are priorities in their IDP's. Building the planning capacity of WSA's by holding workshops, presentations and meetings with WSA to explain the WSDP process and guidelines. Ensure that WSDP is inline with the WSA IDP and represent DWA to the IDP structure of the province. Ensure that planning takes place to address water and sanitation backlogs as stipulated in the WSSF and that municipalities prioritize MIG funding to address backlogs. Supply information out of WSDP's to Provincial Water Services Macro Planning and help with the development of a Provincial water and sanitation strategy. Procurement and appointment of PSP's to help WSA to develop WSDP's, control over consultants, expenditure and general administration.

ENQUIRIES : Dr. M. Ligthelm, Tel (053 – 8308800)
APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag x 6101, Kimberley, 8300.

FOR ATTENTION : Mr. T. Sithole

POST 28/71 : **CONTROL ENGINEERING TECHNICIAN GRADE A-B 2 POSTS**
Directorate: Hydrological Engineering Support

SALARY : R218 166 per annum
CENTRE : Pretoria
REQUIREMENTS : • MSc degree or equivalent qualification • 10 years relevant scientific experience after BSc qualification • Compulsory registration with SACNASP as a professional. Programme and project management • Scientific methodologies and models • Research and development • Computer-aided scientific applications • Knowledge of legal compliance • Technical report writing • Creating high performance culture • Professional judgment • Data analysis • Policy development and analysis • Scientific presentation • Mentoring • Strategic capability and leadership • Decision making • Team leadership • Creativity • Financial management • Customer focus and responsiveness • Communication • Computer literacy • Networking • Planning, organising and execution • Conflict management • People management • Change management • Problem solving and analysis. The following will be strong recommendations: Proven extensive practical experience and skills in hydrological modeling and hydrological assessments; Proven knowledge and understanding of hydrological processes as well as the ability to work independently; Excellent knowledge and practical experience in the application of models such as the Water Resources Simulation Model 2000 (WRSM 2000); Water Resources Yield Model (WRYM) and the CLASSR/PATCHR rainfall gap filling models; Ability to conceptualize and develop catchment scale models of surface water assessments will serve as a recommendation; Practical experience as stated in the advert will be tested.

DUTIES : Oversee, develop and implement methodologies, policies, systems and procedures: Key results area's: Perform final review and approvals or audits on scientific projects; Provide strategic research direction on scientific matters; Lead, coordinate, and develop scientific models and regulatory frameworks; Research and development; Human capital development.

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/72 : **CONTROL ENGINEERING TECHNICIAN: INFORMATION TECHNOLOGY**

SALARY : R218 166 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Engineering • in Information Technology or equivalent Six years post qualification technical experience • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician • Project management • Technical design and analysis knowledge• Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Technical consulting • Problem solving and analysis • Decision making • Team work • Creativity • Financial management • Customer focus and responsiveness • Communication • Computer skills • Planning and organising• People management. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a civil design environment. Practical experience related to records management activities, records registration, current records maintenance, development and management of databases. Computer skills: working knowledge of MS Office suite 2007, and knowledge of databases. Excellent command of written and spoken English.. Applicants will be subjected to oral and/or written test to prove their ability to work independently in design of databases and management of information.

DUTIES : The incumbent's key result area's will include the following in the functional area specific to the post: Manage technical services; Manage administrative and related functions; Research and development;

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/73 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

SALARY : R192 540 per annum
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Three- year tertiary qualification in Social Science (majoring in Industrial psychology) or Human Resource Development / ETD Practitioner. Knowledge of training and development legislations and policies e.g. SAQA. SDA, SLA SETAs, ETQA, NQF. Computer literacy. IDPs, National skills development strategy II, Human Resources Development Strategy 2015, skills development facilitation. The following skills will serve as recommendations: Numerical and analytical ability, Good report writing skills, presentation & facilitation skills, and conduct research.

DUTIES : Provide input in the development of HRD policy and strategy: implementation of policies, implementation of HRD strategic objectives, analyse human development trends, provide input policy amendments. Develop HRD Annual implementation plan and a monitoring tool for HRD Strategy, Develop a workplace skills plan, monitor and evaluate the implementation of a WSP, develop quarterly and annual training reports. Facilitate information sessions of Talent Management related programmes. Implement HRD Programmes e.g Bursary, ABET, Mentoring/coaching, Induction, Leadership, Short courses. Develop training manuals, Conduct training sessions, and Facilitate orientation courses. PMDS implementation: Issuing circulars and communications on PMDS, Conduct Information sessions on best practices for PMDS, monitor the signing and implementation of Performance Agreement, Attend moderation meetings, compile minutes and submissions.

ENQUIRIES : Thabile Zuma (012) 336 7830
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/74 : **ASSISTANT DIRECTOR: APPLICATION CONTROL REVIEW**

SALARY : R192 540 per annum
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A recognised three-year tertiary qualification in Internal Auditing/ Auditing, Financial Accounting or related fields • A minimum of three to four years experience in Internal Auditing • Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT) • Knowledge of application and general IT control reviews (security) • Knowledge of data analysis, ACL, CAAT's • Knowledge of SDLC, IT security, client server environment • Ability to perform technical Information system audits • Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principle • Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing • Good interpersonal skills • Written and verbal communication skills • Analytical skills • Ability to work independently and under pressure • Willingness to travel when required • Valid driver's licence • Computer literacy • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme • Ability to identify and analyse risks during the execution of the audit • Problem solving
<u>DUTIES</u>	:	Supervise the execution of the Information Technology audit plan including audit universe and overseeing timely execution of the plan • Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Operating Systems Reviews, Input Controls, processing Controls, Output Controls, Application Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report • Participating in special projects to improve information system controls and management information • Partnering with management to develop practical and cost-effective solutions to IT internal controls issues • Serving as a department subject matter expert on technology controls and practices, and providing audit teams with appropriate input on related audit coverage • Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept • Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices • Coaching, developing, and training audit staff • Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology • Track audit issues raised and report on them to the CAE • Provide consultation services to the business in line with the IIA standards.
<u>ENQUIRIES</u>	:	Mr P Jordaan Tel: 012 336 8854
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 28/75</u>	:	<u>SENIOR ADMIN OFFICER</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year tertiary qualification in administration or related field. Willingness to work after hours. Minimum 3 years relevant work experience. Excellent communication and report writing skills; a good practical experience in MS Excel and Power Point software programmes. Knowledge and familiarity with the provisions of the National Water Act, 1998 (Act 36 of 1998) and experience in public sector would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Responsible for the efficient running of the administrative support function to the Directorate: Water Allocation; ensure proper coordination of all correspondence and submissions such as applications for leave; employment, terminations; dissemination of information relating to performance assessments, processing of travel and substance claims, procurement of goods and services. Coordination of the overall human resources management and development plan, as well as the revenue and expenditure reporting of the Directorate.
<u>ENQUIRIES</u>	:	Mr. T. Manyama, Tel: 012 336 6856
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela

POST 28/76 : **SENIOR PROVISIONING ADMINISTRATION OFFICER**

SALARY : R161 970 per annum

CENTRE : King William's Town

REQUIREMENTS : Grade 12 or appropriate tertiary qualification. Three or more years experience in Supply Chain Management. Knowledge of Logis and PAS. Knowledge of PPPFA, PFMA, Treasury Regulations, SCM delegations and policies. Supervisory skills. Computer literacy and ability to work under pressure. Valid drivers' license

DUTIES : The incumbent will supervise the workflow in Logistics and Acquisition management. Verify requisitions for policy compliance in terms of SCM delegations. Will monitor the registration of suppliers on the database. Check and verify submissions for the bid committee. Assist with the implementation of Logis. Perform the functions of the system controller. Monitor and develop subordinates through training and PMDS. Perform other functions assigned by Assistant Director.

ENQUIRIES : Ms X A Gqirana (043-6045400)

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 28/77 : **ENGINEERING TECHNICIAN GRADE A – C (CIVIL) 2 POSTS**
Directorate: Hydrological Engineering Support – Gauging Weirs]

SALARY : R148 818 to R228 132 per annum (Offer will be based on proven years of experience after registration)

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Engineering • Three years post qualification technical experience • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician• Project management • Technical design and analysis knowledge • Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Technical consulting• Problem solving and analysis• Decision making • Team work • Creativity • Customer focus and responsiveness • Communication • Computer skills • People management • Planning and organizing • Change management • People management. Proven knowledge and understanding of hydrological processes; Demonstrable practical experience in flood frequency analysis Demonstrable project management, team player and leadership skills; Good practical experience relating to knowledge and technical skills transfer; Must be computer literate and have strong verbal and written communications skills; A valid unendorsed driver's license (minimum code EB), and willingness to undertake field trips away from home and irregular working hours. Practical experience as stated in the advert will be tested.

DUTIES : The successful candidate will be required to perform the following main tasks: Review historic calibration and inspection reports of selected sites. Compile reports on the outcome of investigation of selected sites Obtain new calibration information, i.e. CMGS, new surveys, new submergence data, etc. Recalibrate relevant sites and replace ratings if flows differ by >5% at any water level. Carry out on-site inspections and evaluations of all the gauging stations on the list excluding evaporation stations and meters. Give feedback to relevant Regional Offices after each calibration notifying them of tasks required to be undertaken in order to improve any of the ratings. Arrange logistics for site work in consultation with team leaders. Mentor/train technical and other staff as appropriate.

ENQUIRIES : Ms. H. Anderson Tel (012) 336 8511

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

FOR ATTENTION : Ms T Bapela

POST 28/78 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C (LOWER ORANGE AND LOWER VAAL WMA'S 4 POSTS**

SALARY : R130 155 – R 228 132 per annum (offer based on proven experience)

CENTRE : Kimberley (X1 post) / Upington (X3 posts)

REQUIREMENTS : A three year degree/diploma in Natural or Earth Sciences, Chemistry, Biochemistry, Microbiology, Environmental Management or equivalent qualification plus 3 years

relevant experience in water quality management. Knowledge of Water Quality Management as well as an understanding of prevailing principles of integrated water resource management and Knowledge of catchment management are additional requirement. Knowledge of the National Water Act. Computer literacy as well as driver's license is essential requirement. Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Report writing skills.

DUTIES : Processing of Water use license applications in the Water Management Area's. Provide comments on environmental impact assessment, environmental program reports and development applications in the Lower Vaal Management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES APPLICATIONS : Ms. N. Mazwi (Kimberley), Tel 053 – 8020500
: The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/79 : **SECRETARY**
5 Year Contract

SALARY : R130 425 per annum (basic plus 37% in lieu of benefits)

CENTRE : Cape Town

REQUIREMENTS : Grade 12 or tertiary Secretarial qualification plus proven experience in the Secretarial and Administration fields within the public sector. Excellent computer literacy and skills in all MS packages i.e. Word, Excel and Outlook. Knowledge in wide range of governmental procedures and excellent interpersonal skills. Exceptional verbal and written communication skills as well as interpersonal skills.

DUTIES : Reporting to the National Programme Leader you will be responsible for Secretarial and Administrative duties associated with the Working for Water Programme as well as its partner programmes in a complex and deadline driven environment. Knowledge and experience of a wide range of government procedures in setting up WfW Executive Committee Liaison with politicians and stakeholders and related meetings. Managing the diary of the Programme Leader. Screening incoming calls and accurate typing of submissions and documents. Effective and efficient document management and information retrieval coupled with a sound filing system. Management of Ministerial file tracking and monitoring and arranging flights and accommodation. Managing incoming and outgoing correspondence and timeous responses. Compiling and submission of subsistence and travel claims to Finance Unit. Documenting advocacy support. Overall coordination and control of allocated tasks and resources. Planning and organising administrative procedures relating to specific working environment including norms and standards. Minute taking at various meetings. Procurement of equipment, supplies and stationery and requisitioning of goods. Adhering to strict code of confidentiality and ethical conduct.

ENQUIRIES APPLICATIONS : Dr C Marais Tel-021 4412727
: Please forward your application quoting the reference number to: The Department of Water Affairs, Working for Water Programme, 14 Loop Street, Cape Town 8000.

FOR ATTENTION : Mr A Pretorius

POST 28/80 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III**

SALARY : R105 645 per annum

CENTRE : Cradock

REQUIREMENTS : Grade 12 certificate with 4 years appropriate supply chain management experience. Valid driver's license. Computer literacy (MSWord, MS Excel, MS Outlook). Good verbal and written communication, problem solving, decision making and good interpersonal relation skills. Ability to perform under pressure, work independently and be responsible. Knowledge of PAS and/or SCM Prescripts. Knowledge of Policies – PPPFA & Treasury Regulations.

DUTIES : Completion of payments – ensure that invoices are certified and authorized and that payments are made within 30 days Compiling of monthly 0 – 9 schedule - following up of open orders and up keep of suppliers data base Asset verification – bar-coding of assets and up keep of registers - verifies accurate VA 12 & VA 15's in the offices

and out in the field Perform a variety of routine admin functions related to the activities of the department.

ENQUIRIES : Ms M Strutt Telephone no. (048) 881 3005
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.
FOR ATTENTION : Mr C Gqomfa

POST 28/81 : **SENIOR ADMINISTRATIVE CLERK**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus relevant experience. Computer literacy, good verbal and written communication skills. Knowledge of the provisions of the National Water Act, 1998 (Act 36 of 1998).

DUTIES : Key Performance Areas: The successful candidate will be responsible for the following: Receiving of applications for the water use authorisation from the Regional Offices. Liaising with Records Management Component and ensure efficient opening and provision of files for water use licence applications. Compilation and routing of submissions to the Delegated Authority. Maintaining and updating of the water use authorisation data. Ensuring the safe keeping and archiving of all records relating to the water use authorisation. Conveying and recording all the information relating to water use entitlement as requested by the Regional offices and the members of the public from time to time.

ENQUIRIES : Mr. T. Manyama, Tel: 012 336 6856
APPLICATIONS : The Director-General, Department of Water Affairs, Private Bag X313, Pretoria 0001 or hand-delivered at Room 714, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets)
FOR ATTENTION : Ms T Bapela

POST 28/82 : **FACILITIES ADMINISTRATOR**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12. Ideal: A recognised three-year IT diploma/ degree. An A+ or N+ certification will be an added advantage. Training: 2 Years IT working experience. A valid driver's license. Communication/ Interpersonal skills. Telephone etiquette. Administrative skills. Understanding of Public Service Regulations.

DUTIES : Perform/Arrange after hour standby service Administer Security Access Control System – Add / Remove user access Arrange for contractors to be escorted / accompanied during office and after hours Activation and deactivation fire suppression system Prepare Change Management Documentation – Follow change management process Arrange UPS and Generator testing on a regular basis Ensure logbook and access register are maintained Provide incident reports related to facilities environment Arrange for quotations from suppliers Assist with tender evaluations Perform site visits to evaluate facility requirements for new sites Provide status report on regional server rooms and follow up on budget availability Arrange physical access during office and after hours.

ENQUIRIES : J De Beer, Tel: 012-336 7237
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/83 : **CHIEF AUXILIARY SERVICES OFFICER 3 POSTS HYDROLOGICAL ENGINEERING**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate (Grade 12) or Matric qualification(s) (NQF 5 or 6). Knowledge of PFMA and the relevant procurement processes as well as the Treasury directives. Experience in the provisioning of goods and services, relevant record keeping as well as administering supplies. Good knowledge and experience in project and financial management. Experience in human resource management, records management principles and procedures, knowledge and understanding of records management

information legislation. Good writing and communication skills. Innovative thinking and analytical/problem-solving skills as well as sound organisational, office management and interpersonal skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide when need arises. A valid code 08 driver's licence is recommended.

DUTIES : General office management and administration dealing with routing of mails (surface, e-mail), telephone calls, taking and sending messages, faxes; managing documents; maintaining internal electronic databases and registry; Secretarial services like typing and preparation of reports and letters, printing, copying, scanning, making and managing appointments for unit heads, arranging travel logistics and dealing with transport logs and S&T claims for members of various sub-directorates; Providing efficient procurement support services in the respective Sub-directorates and the Directorate: Provisioning and management of procurement of goods and services including supplies: the ordering, payment and receipt of stock; assistance with the receipt of stock; Providing effective personnel management support in the respective Sub-directorates and the Directorate; Providing effective support to the technical functions in the respective Sub-directorates; Ensuring effective and efficient financial management in the respective Sub-directorates and the Directorate; Assisting with the preparation of monthly and quarterly reports on financial matters; Giving input to the formulation and evaluation of policies, budget, strategic and operational plans; Ensure the implementation and adherence to policies and procedures; Inventory control system and updating asset register (equipment) and assisting with technical work in the respective Sub-directorates; Standing in for the secretary in absence of the secretary;

ENQUIRIES : Ms H Anderson Tel (012) 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/84 : **CHIEF AUXILIARY SERVICES OFFICER**
Sub-directorate: Land Management Information

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Senior Certificate and have extensive experience in sourcing, classification, verification and filling of cadastral information as well as sound knowledge of functioning of a Land Information Office. Proven skills to use basic MicroStation functions, MS Office and Internet are a must, as well as good verbal and written communication, inter-personal skills, ability to work under pressure and prioritise tasks.

DUTIES : The successful candidate will be required to: source, verify, print, compile, file and occasionally capture cadastral information; maintain the office archive; take care of provisioning of the office consumables and hardware.

ENQUIRIES : Mrs. B. Przytula, Tel No: (012) 336 7833
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 28/85 : **ADMINISTRATION CLERK: COMMUNICATION**

SALARY : R87 978 per annum
CENTRE : Kimberley
REQUIREMENTS : Grade 12 (or equivalent certificate) with relevant administration experience. Knowledge of Communication operations. A valid driver's license and computer literacy.

DUTIES : Responsible and assisting with Communication special programmes. Taking media enquiries. Assist in the dissemination of information. Assist with exhibitions expose. Taking and writing of minutes. Good writing skills and telephone etiquette. Filing and making copies of documents.

ENQUIRIES : Mr. A. Moholoeng, Tel (053 – 8308800)
APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

POST 28/86 : **ADMINISTRATIVE CLERK**
5 Year Contract

SALARY : R87 978 per annum (basic plus 37% in lieu of benefits)
CENTRE : Cape Town
REQUIREMENTS : A Grade 12 certificate with at least 2-5 years relevant proven experience in administration in the public service. Excellent computer literacy and skills in all MS packages i.e. Word, Excel, PowerPoint and Outlook. Exceptional verbal and written communication skills. Extensive knowledge of governmental policies and procedures and understanding of public service regulations. Excellent interpersonal skills.

DUTIES : Reporting to the Head: Operations you will be responsible to provide effective administrative support according to norms and standards. Liaising between national programmes and regions and rendering administration support in a deadline driven environment. Regular liaison with internal and external stakeholders and Implementing Agents. Planning of weekly schedules for the office of the Head: Operations. Minute taking at various meetings. Fielding incoming calls and arranging video - and teleconferencing between national office and 9 regions. Daily and regular filing and maintaining an effective filing system. Completion of requisition forms for equipment, supplies, catering/refreshments, stores orders for procurement and stationery. Coordination and handling of routine correspondence and enquiries. Typing of various submissions to senior and top management in Head Office. Compiles travel and accommodation and S & T forms regularly and completion of leave forms. Safeguarding of the Assets of the Unit.

ENQUIRIES : Dr C Marais Tel-021 441-2727
APPLICATIONS : Please forward your application quoting the reference number to: Assistant Director: Human Resources, Department of Water Affairs, Working for Water Programme, 14 Loop Street, Cape Town 8000.

FOR ATTENTION : Mr A Pretorius

POST 28/87 : **SENIOR AUXILIARY SERVICES OFFICERS 2 POSTS**
Water Use

SALARY : R73 584 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Application must be in possession of a Grade 12 certificate or equivalent qualification. Applicants must have Mathematics and Science subjects. Computer literacy (Microsoft Word and Excel). A valid code EB driver's license or higher. Good interpersonal and communication skills. Self motivated and must be able to work when necessary.

DUTIES : Perform his/her duties in the Free State Regional Office in the Water Use Section. Demand and catchment management, water supply and abstraction control. Assist Industrial Technicians with the registration and licensing water users in the Upper Orange and Middle Vaal Water Management Areas. Perform general office duties.

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

POST 28/88 : **SENIOR MESSENGER**

SALARY : R51 936 per annum
CENTRE : Cradock
REQUIREMENTS : Grade 12 certificate. Relevant experience will be an advantage Valid drivers licence (Code EB). Good driving skills

DUTIES : Collecting the mail from the post office, posting of the mail and keeping of registered mail record. Collecting of filing work, letters and delivering to registration and various personnel. Filing closed files, government gazette, financial documents, etc. Operate Photostat, printing and shredding machines and binding of books. Checking that the security lights and all other lights are in good order and check on unauthorised persons on the terrain. Transporting officials to meetings, workshops, etc. Standing in for duties as cleaner including making of tea.

ENQUIRIES : Mr C. Brits Telephone no. (048) 881 3005

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 28/89 : **CLEANER**

SALARY : R51 936 per annum

CENTRE : Kimberley

REQUIREMENTS : ABET or equivalent qualifications with cleaning experience. Ability to operate cleaning equipment. Ability to work in a team and maintain good interpersonal relationship. Good communication skills.

DUTIES : Clean and create an orderly environment. Ensure that the offices, boardroom, kitchen, toilets, window panes and floors are clean and tidy. Prepare tea and other refreshments. Wash dishes and check and empty waste bags, provide and change waste bags.

ENQUIRIES : Mrs. Y. Gool, Tel (053 – 8308800)

APPLICATIONS : The Chief Director: Northern Cape, Department of Water Affairs, Private Bag X6101, Kimberley, 8300

FOR ATTENTION : Mr. T. Sithole

**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

OTHER POSTS

POST 28/90 : **OPERATIONAL MANAGER: GENERAL WARD REF NO: OPMGW/ STEH/06/002/2010**
Directorate: OR Tambo

SALARY : R263 328 per annum
CENTRE : St Elizabeth Hospital
REQUIREMENTS : Grade 12 certificate, Nursing, Midwifery/ Psychiatry. Diploma in Nursing Administration will be an added advantage. Current registration with SANC as Prof. Nurse, at least 3-4 years Managerial experience.

DUTIES : Supervise; ensure the provision of effective and efficient pt care through adequate Nursing care. Participate in analysis, formulation and implementation nursing guidelines, practices, standards and procedures. Effective utilization of resources human, financial & material resources. Promote effective communication with the unit. Ensure implementation of PMDS Ensure Nursing Administrative duties i.e. effective planning of the ward.

ENQUIRES : Mrs RL Jasmin (039) 2531111 EXT 114
CLOSING DATE : 22 July 2010

POST 28/91 : **OCCUPATIONAL HEALTH & SAFETY MANAGER NO: OHSM/ STEH/07/002/2010**
Directorate: OR Tambo

SALARY : R192 540 per annum
CENTRE : St Elizabeth Hospital
REQUIREMENTS : Degree or Diploma in Occupational Health Science or Degree in Nursing plus Nursing Management or Administration, relevant current registration with SANC, with a minimum 3 (three) years supervisory experience, current service in Occupational Health Setting.

DUTIES : Key performance areas: To manager medical surveillance, implementation of Health Promotion and promotion of wellness in the workplace, to formulate occupational health and safety policies and procedures, training of all staff on Health and Safety issues, to manage environment surveillance, risk assessments and to ensure that auditing of such is implemented in the workplace. To assist contractors in the safety plans, to ensure that environment conditions meet and maintain compliance certificates as regulated by the Occupational Health and Safety Act of 1993. To ensure HR Management by forecasting future staff requirements. To serve on the District Occupational Health Committee to develop quality improvement plans, policies and procedures. To compile all Occupational Health Manual and protocol to be used by the hospital. To advise Management on Occupational Health and safety legal proceedings. Management of employee wellness programme and EAP. Monitoring of sick leave and absenteeism. Monitoring of periodic examinations, routine examinations and pre-appointment examinations. Record keeping and report writing. Staff immunisation against infections, diseases eg hepatitis, swine flu etc.

ENQUIRES : MRS RL Jasmin (039) 2531111 EXT 114
CLOSING DATE : 30 July 2010

POST 28/92 : **SENIOR HEALTH & SAFETY OFFICER REF NO: SHSO/STEH/06/002/2010**
Directorate: OR Tambo

SALARY : R161 970 per annum (L8)
CENTRE : ST Elizabeth Hospital

- REQUIREMENTS** : A three (3) year degree or national diploma in safety management or related health science field of study or equivalent and at least 3 years recognized experience as a health and safety officer. A valid driver's license. Good knowledge of the COHSASA act 85 of 1993, Compensation of occupational injuries and diseases act of 130 of 1993. Also good knowledge of risk management control measures.
- DUTIES** : Manage the health and safety services, investigate accidents and incidents reported within the hospital and maintain patient's rights charter and batho pele principles. Liase with inspector of the department of labour on health and safety in the hospital. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in-service training on procedures, training on procedures, related to safety. Eg, Fire fighting disaster evacuations etc. Participate in quality management plans and policies development and improvement and to advise management. Keeping of files for different reports – daily control registers, inspection registers, installation certificates, repair reports as required by law, regulation and SABS standards, injury on duty investigation reports, safety representative inspection reports, health and safety committee meeting minutes.
- ENQUIRES** : MRS RL JASMIN (039) 2531111 EXT 114
- CLOSING DATE** : 22 July 2010

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please quote the reference number and forward your application to the following Centres/ District Offices:
 Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho for the attention of Mr Mapuza. Enquiries may be directed to Ms B. Nxusani at 040 - 6089215
 Cacadu: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 12, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown, for the attention of Ms Williams. Enquiries may be directed to Ms Williams at 046 –6361484
 Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown for the attention of Ms N. Mzinjana. Enquiries may be directed to Ms Mzinjana at 045 - 8083709
 Joe Gqabi/Ukhahlamba: The District Coordinator, Department of Social Development, Private Bag X 1002, Aliwal North, or hand deliver at Aliwal North Spar Hotel, Dan – Pienaar Street, Aliwal North, for the attention of Mr A.J. Leeuskieter. Enquiries may be directed to Mr A. J. Leeuskieter at 051 - 6331609.
- CLOSING DATE** : 30 July 2010
- NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful. Please Note: People from the designated groups and those with disabilities are encouraged to apply as the department is in a process of closing the gap in terms of equity targets.

OTHER POSTS

- POST 28/93** : **MANAGER/ MANAGER COMMUNITY DEVELOPMENT POLICY GR 1 REF NO: 13/07.001**
 Directorate: Sustainable & Livelihood
- SALARY** : R410 362 – R451 760 per annum (CD – A11)
- CENTRE** : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree in Social Sciences specializing in Community Development, Development Studies or Social Development and other related studies, or a recognized three year degree in Economic Science • A certificate qualification in Social and Community Development (the Reorientation Programme) will be an added advantage • Appropriate experience with a minimum of at least four years in junior management (at least at the level of an Assistant Manager) specifically in the field of Community Development • Driver's license EB (code 8) is essential. Competencies: Thorough knowledge and understanding of both theory and practice of Community Development and Sustainable Livelihoods as an approach to and part of Community Development • Understanding of the dynamics of the Social Development • Thorough understanding of policy formulation processes and co-ordination • Sound and in – depth knowledge of relevant prescripts and application of research methodology • Knowledge of project management and financial management • Demonstrate evidence of operational and people management skills, advocacy, interpersonal and communication skills (both verbal and written)

DUTIES : Key Performance Areas: Manage, co-ordinate and facilitate implementation of the Sustainable Livelihoods Programme • Monitor service delivery of the programme at District level • Conduct analysis, evaluation and impact assessment of the services delivered under the programme • Develop and facilitate the implementation of National and Provincial policies, frameworks strategies, guidelines, directives of Sustainable Livelihoods • Manage, maintain and develop team work, new partnerships and network with relevant Stakeholders • Documentation and reporting on the Sustainable Livelihoods Programme.

POST 28/94 : **MANAGER/ MANAGER COMMUNITY DEVELOPMENT POLICY GR 1 2 POSTS**
REF NO: 13/07.003
District: Women Development

SALARY : R410 362 – R451 760 per annum (CD – A11)
CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree in Social Sciences specializing in Social Work, Development Studies or Social Development or Women and Gender Studies and other related studies • A certificate qualification in Social and Community Development (the Reorientation Programme) will be an added advantage • Appropriate experience with a minimum of at least four years in junior management (at least at the level of an Assistant Manager) specifically in the field of Community Development • Driver's license EB (code 8) is essential. Competencies: • Thorough knowledge and understanding of both theory and practice of Community Development including Women Development and Sustainable Livelihoods as an approach and part of Community Development • Understanding or experience in women and gender issues • Understanding of the dynamics of the Social Development • Knowledge of Co-operative Development as an intervention strategy in Women Development • Thorough understanding of policy formulation processes and co-ordination • Sound and in – depth knowledge of relevant prescripts and application of research methodology • Knowledge of project management and financial management • Demonstrate evidence of operational and people management skills, advocacy, interpersonal and communication skills (both verbal and written) • Must be computer literate.

DUTIES : Key Performance Areas: • Manage, co-ordinate and facilitate implementation of Women Development and Sustainable Livelihoods Programmes • Monitor service delivery of the programme at District level • Conduct analysis, evaluation and impact assessment of the services delivered under the programme • Develop and facilitate the implementation of National and Provincial policies, frameworks strategies, guidelines, directives of Women Development and Sustainable Livelihoods • Manage, maintain and develop team work, establish & manage new partnerships and network with relevant stakeholders • Documentation and reporting on Women Development Programmes • Programme planning, budgeting and expenditure management in adherence to PFMA

POST 28/95 : **MANAGER REF NO: 13/07.006**
Directorate: Population Capacity and Advocacy

SALARY : R378 456 – R438 – 687 (Level 11) (
CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree in Social Sciences specializing in Community Development, Development Studies or Social Development and other related studies, or a Demography a7 Population studies and other related studies, or a recognized three year degree in Economic Science • An appropriate experience with a minimum of at least four years in junior management (at least at the level of an Assistant Manager) specifically in the field of Community Development research related to population issues• Driver's license EB (code 8) is essential. Competencies: Knowledge and understanding of the need to integrate population variables into development planning within the social development sector and other government departments, Knowledge and understanding of demographic and population trends as well as national population policy frameworks, Knowledge of applied research in relation to Social and Community Development, Sound and in depth knowledge of relevant prescripts and application of research methodology. Demonstrate evidence of operational and people management skills, advocacy, interpersonal and communication skills (both and written).

DUTIES : Key Performance Areas: Design and implement capacity building programmes within the social development sector and other government departments in order to integrate population development policies and trends into programme planning and development. Create awareness and understanding of the need to integrate population variables into development planning. Conduct Departmental Line Programmes needs and analysis, Identify research areas for Departmental Line Programmes enhancement, Provide and upgrade Departmental Line Programmes with trends and baselie data for policy, programme and development of strategic plans, Coduct analysis, evaluation and impact assessment of the Department's line programmes. Conduct information dissemination seminars at regular intervals, Develop and facilitate the implementation of national and provincial policies, frameworks strategies, guidelines, directives of Research and Demography programme. Manage, maintain and develop team work, new partnership and network with relevant stakeholders, Documentation and reporting on the Population Capacity and Advocacy Programme.

POST 28/96 : **MANAGER REF NO: 13/07.004**
Directorate: Research Demography

SALARY : R378 456 – R438 – 687 (Level 11) (
CENTRE : Bhishe

REQUIREMENTS : An appropriate Bachelor's degree in Social Science specializing in Community Development, Development Studies, Social Development or Demography & Population studies and other related studies or recognized three year degree in Economic Science. An appropriate experience with a minimum of at least four years in Junior Management (at least at the level of an Assistant Manager)specifically in the field of Social and Community Development and Research), Driver's licence EB (Code 8) is essential. Competencies: Through knowledge and understanding of research designs and methodologies as well as experience and ability to conduct social development research Understanding of the dynamics of Social Development Specific knowledge of applied research in relation to Social and Community Development Demonstrate evidence of personal research track record. Through understanding of policy formulation processes and co-ordination, Sound and in depth knowledge of relevant prescripts and application of research methodology. Demonstrate evidence of operational and people management skills, advocacy, interpersonal and communication (both verbal and written).

DUTIES : Key Performance Areas: Conduct Departmental Line Programmes needs and analysis, Identify research areas for Departmental Line Programmes enhancement, Co-ordinate, manage, conduct and facilitate social development research in support of policy and programme enhancement. Provide and update Department Line Programmes with trends and baseline data for policy, programme and development of strategic plans, Conduct analysis, evaluation and impact assessment of the Department's line programmes, Conduct information dissemination seminars at regular intervals. Develop and facilitate the implementation of national and provincial policies, frameworks, strategies, guidelines, directives of Research and Demography programme, Manage, maintain and develop team work, new partnerships and network with relevant stakeholders, Documentation and reporting on the Research Programme.

<u>POST 28/97</u>	:	<u>OFFICE MANAGER REF NO: 13/07.009</u> Directorate: Office of the General: Community Development
<u>SALARY</u>	:	R240 318 – R283 080 per annum (Level 10)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Requirements • A three (3) year degree/diploma in Finance/Accounting • A post graduate degree in the related field be an added advantage • Proven experience of at least 3 years Junior Management/Supervisor level in the field of financial planning/budget/Accounting • Full understanding of the PFMA and Treasury Regulations • Complete in working with Microsoft excel, word and PowerPoint • A valid code driver's licence
<u>DUTIES</u>	:	Co –ordinate branch administration, reporting and management • Consolidate budget for the program • Analyse and report emerging expenditure trends for the branch on a monthly, quarterly and half yearly basis • Compile risk profile of the branch and monitor the implementation of risk control plan • Act as the program sub audit controller for both internal and external regulatory audits • Co –ordinate, monitoring and evaluation of Annual Performance Plans for the branch • Co-ordinate HR, HRD as well as logistical support for the branch
<u>POST 28/98</u>	:	<u>ASSISTANT MANAGER/ COMMUNITY DEVELOPMENT POLICY GR 3 2 POSTS REF NO: 13/07.002</u> Directorate: Sustainable Livelihood
<u>SALARY</u>	:	R221 103 –R297 144 per annum (CD – B3) N.B. Final salary will be determined by appropriate experience/recognizable experience in community development environment as a Community Development Practitioner in terms OSD
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Social Sciences specializing in Community Development, Development Studies or Social Development and other related studies, or a recognized three year degree in Economic Science • A certificate qualification in Social and Community Development (the Reorientation Programme) will be an added advantage • Appropriate experience with a minimum of at least three years in supervisory role (at least at the level of Community Development Supervisor) specifically in the field of Community Development • Driver's license EB (code 8) is essential. Competencies: Understanding of Community Development Knowledge and understanding of Participatory Development Methodologies, Knowledge of project management and financial management, Demonstrate knowledge of advocacy, interpersonal and communication skills (both verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Manage, co-ordinate and facilitate implementation of the Sustainable Livelihoods Programme • Monitor service delivery of the programme at District level • Conduct analysis, evaluation and impact assessment of the services delivered under the programme • Develop and facilitate the implementation of National and Provincial policies, frameworks strategies, guidelines, directives of Sustainable Livelihoods • Manage, maintain and develop team work, new partnerships and network with relevant Stakeholders • Documentation and reporting on the Sustainable.
<u>POST 28/99</u>	:	<u>PRINCIPAL SOCIAL WORKER 3 POSTS REF NO: 13/07.011</u> District: Joe Gqabi/Ukhahlamba
<u>SALARY</u>	:	R196 446 – R227 736 per annum (SW – A8) N.B. Final salary will be determined by appropriate experience/recognizable experience in community development environment as a Community Development Practitioner in terms OSD
<u>CENTRE</u>	:	Lady Grey Service Office (1) Steynsburg Service Office (1) Mt Fletcher Area Office (1)
<u>REQUIREMENTS</u>	:	Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of Social Work Services, Code 08 driver's licence (EB), Computer literacy. Competencies: Knowledge of Provincial and National Policy Frameworks, Sound communication and interpersonal skills, Sound knowledge of development Social Welfare Service programmes, namely Child Care and protection Service, HIV & AIDS, Social Relief of Stress, Families, Crime Prevention, Victim Empowerment, Disability, Care and Support of Older Persons and Substance Abuse, Planning,

organizing and controlling skills, Demonstrate ability to network with strategic stakeholders, Sound knowledge of functioning of the non- profit sector, Project Management.

DUTIES

: Monitor, evaluate and render support to funded and non – funded services, Facilitate the development of community based programmes and projects, Establish intersectoral structures with stakeholders and other departments, Design and implement area strategic, annual performance and operational plans. Manage and interpret stastical data, Mobilise and facilitate the development and utilization of resources, Manage and maintain a databaseof prescribed registers, Co-ordinate implementation of HIV & AIDS programmes throughout the area as per departmental mandate.

POST 28/100

: **CHIEF PROBATION OFFICER 2 POSTS REF NO: 13/07.012**
District: Joe Gqabi/Ukhahlamba

SALARY

: R196 446 – R227 736 per annum (SW – A8) NB: Final salary will be determined by appropriate experience/recognizable experience in social work after registration with SACSSP as a Social Worker in terms OSD

CENTRE

: Aliwal North Area Office (1), Sterkspruit Area Office (1)

REQUIREMENTS

: Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of Probation Services A valid unendorsed driver's licence Computer literacy, and excellent report writing skills Extensive knowledge of relevant legislation and policies

DUTIES

: Render an advanced and specialised Probation work services to Children and Adults in conflict with law through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. This would include the following actions: Conduct advanced and specialised assessments that are problematic for supervisees aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions Ensure the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give guidance on legislation and policies in the identified work fields to Probation Officers, Auxiliary Probation Officers, students, volunteers and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and other tasks emanating from these matters. Ensure that records of Probation work interventions, processes and outcomes are produced and maintained. Give professional support to advise Probation Officers, Auxiliary Probation Officers and volunteers to ensure an effective Probation work service. This would *inter alia*, entail the following: Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service Professional and general supervision of the relevant staff. Quality control of the work delivered by supervisees. Advice supervisees with regard to all aspects of the work. Ensure that supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively by, *inter alia*, mentoring and coaching. This includes continuous profession development activities as prescribed. Keep up to date with new developments in the probation services fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments Monitor and study the social services legal and policy framework continuously. Attend meetings with other departments and non – government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. In consultation with the relevant stakeholders, take initiatives to address issues of crime. Engage in continuous professional development activities as prescribed. Undertake research and development, contribute to and assist with the development of policies Perform all the administrative functions required of the job.

<u>POST 28/101</u>	:	<u>ASSISTANT MANAGER REF NO: 13/07.005</u> Directorate: Research and Demography
<u>SALARY</u>	:	R192 540 – R223 547 per annum (level 9)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Social Sciences specializing in Community Development, Development Studies or Social Development and other related studies, or Demography & Population Studies and other related Studies or a recognized three year degree in Economic Science • Appropriate experience with a minimum of at least three years in supervisory role (at least at the level of Community Development Supervisor) specifically in the field of Socially and Community Development • Driver's license EB (code 8) is essential. Competencies: Understanding of social research, designs and methodologies, Knowledge of applied research in relation to Social and Community Development, Knowledge of advocacy, interpersonal and communication skills (both verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Assist in conducting Departmental Line Programmes needs and analysis, Assist in identifying research areas for Departmental Line Programmes, Assist in co-ordinating, managing, conducting and facilitating social development research in support of policy and programme enhancement. Assist in providing and updating Departmental Line Programmes with trends and baseline data for policy, programme and development of strategic plans. Assist in conducting an analysis, evaluation and impact assessment of the Department's Line Programmes, Assist in conducting information dissemination at regular intervals, Assist in managing, maintaining and developing team work, new partnership and network with relevant stakeholders, Documentation and reporting on the Research Programme.
<u>POST 28/102</u>	:	<u>ASSISTANT MANAGER REF NO: 13/07.007</u> Directorate: Population Capacity and Advocacy
<u>SALARY</u>	:	R192 540 – R223 547 per annum (level 9)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Social Sciences specializing in Community Development, Development Studies or Social Development and other related studies, or Demography & Population Studies and other related Studies or a recognized three year degree in Economic Science • Appropriate experience with a minimum of at least three years in supervisory role (at least at the level of Community Development Supervisor) specifically in the field of Social and Community Development • Driver's license EB (code 8) is essential. Competencies: Understanding of the need to integrate population variables into development planning within the social development sector and other government departments, Understanding of demographic and population trends as well as national population policy frameworks. Knowledge of applied research in relation to Social and Community Development, Knowledge of advocacy, interpersonal and communication skills (both verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Assist in designing and implementation of capacity building programmes within the social development sector and other government departments in order to integrate population development policies and trends into programme planning and development. Assist in creating awareness and understanding of the need to integrate population variables into development planning, Assist in conducting Departmental Line Programmes needs and analysis, Assist in identifying research areas for Departmental Line Programmes enhancement. Assist in providing and updating Departmental Line Programmes with trends and baseline data for policy, programme and development of strategic plans, Assist in conducting information dissemination seminars at regular intervals, Documentation and reporting on the Population Capacity and Advocacy Programme, Assist in managing, maintaining and developing team work, new partnership network with relevant stakeholders.
<u>POST 28/103</u>	:	<u>PERSONAL ASSISTANT REF NO: 13/07.008</u> Directorate: Sustainable livelihood
<u>SALARY</u>	:	R130 425 – R153 153 p.a (Level 7)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma in Office and Technology, Appropriate experience with at least a minimum of one year Specifically in Secretarial activities. Competencies: Computer

literacy, knowledge and experience of MS Word, MS Powerpoint, MS Excel, e –mail and internet explorer, Typing skills and interpersonal, organizational and communication skills (verbal and written), Office administration experience.

DUTIES

: Key Performance Areas: Taking minutes in Senior Manager's staff meeting, Receipt and transmission of messages within the Office of the Senior Manager, Handling and filling of correspondence (incoming and outgoing). Managing Senior Manager's diary, Drafting standard letters on behalf of the Senior Manager, Operate standard office equipments (fax, photocopier machine and telephone), Manage and maintain information management systems in the office of the Senior Manager. Handle and manage travel arrangements for the Senior Manager, Co-ordinate and arrange travel arrangements for the Senior Manager, Co-ordinate and arrange meeting, workshops, venues and conference facilities for the Senior Manager, Assist with any other logistics administration activities as requested.

POST 28/104

: **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: 13/07.010**
(Re – advertisement)
District: Chris Hani

SALARY

: R110 244 – R127 803 per annum (CD – B1) N.B. Final salary will be determined by appropriate experience/recognizable experience in community development environment as a Community Development Practitioner in terms OSD

CENTRE

: Lukhanji/Inkwanca

REQUIREMENTS

: An appropriate Bachelor's degree in Social Sciences specializing in Community Development, Development Studies or Social Development, Driver's licence (EB) is essential, Computer literacy. Competencies: Theoretical understanding and practical experience in/ exposure to community Development issues, Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation, Ability to document and report on programmes and projects according to required format, Communication and interpersonal skills, organizational and planning skills, Computer literate.

DUTIES

: Facilitate awareness campaigns on community development programmes, Mobilise local community into Integrated Development Structures, Facilitate community development of community profiles utilizing contextualized participatory development methodologies. Facilitate the development and alignment of Business Plans to the Logical Framework Appraisals (LFA), Mobilise and facilitate the development and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each Local Municipality. Assess application for funding to the Department by community organizations, Monitor, evaluate and render support services funded programmes/projects.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 06 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 28/105** : **HEAD OF DEPARTMENT REF NO: 70255115**
Head Office –Johannesburg
- SALARY** : R1 275 732 per annum plus a 10% non-pensionable allowance applies.
- CENTRE** : Head Office –Johannesburg
- REQUIREMENTS** : Only applicants who possess as a minimum an appropriate postgraduate qualification in a relevant field and /or Public Management and /or Business Administration backed by a minimum of 10 years senior managerial experience, preferably in the public service need apply for this top executive position. Dynamic leadership with an in –depth understanding of the operating environment of the public service, its service delivery imperatives and the strategic priorities of the Gauteng Provincial Government. Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in the management of integration and teamwork across the spheres of government and with stakeholders in the sector. Exceptional strategic leadership, change management, project management capabilities and track record of service delivery innovation. Experience in the implementation of the Public Finance Management Act and financial regulatory framework underpinning Public Administration in South Africa. Excellent co-ordination, communication, networking, negotiation and corporate governance skills. Advanced computer literacy and highly developed multi-tasking skills. Ability to work under pressure and to initiate strategies that enhance performance of the executive team and the staff in general. Willingness to work irregular hours and travel extensively. A valid code 08 driver's license.
- DUTIES** : The incumbent will be responsible for the overall strategic management responsibility of the Department of Agriculture and Rural Development. The successful candidate will be directly accountable to the Executing Authority for the realization of the priorities of Government, operational efficiencies and strategic outputs of the Department, manage Departmental programmes and projects in accordance with the Departmental strategic plan. As accounting officer, the incumbent provides overall strategic leadership of the Gauteng Department of Agriculture and Rural Development and work closely with the Executing Authority. The incumbent will also be responsible for an integrated provincial management system for sustainable utilization of natural resources towards a better quality of life for all by ensuring the creation of vibrant, equitable and sustainable rural communities contributing towards food security for all and the protection and enhancement of environmental assets and natural resources.
- ENQUIRIES** : Ms Z. Ncunyana, Tel no: (011) 355 6454

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 28/106** : **MEDICAL OFFICER REF NO: 70255727**
Directorate: Medical
- SALARY** : R405 333-R554 109 per annum (All inclusive package)
CENTRE : East Rand TB Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a medical practitioner. Up to five (5) years experience for medical officer grade I from 5 to 10 years experience for grade II medical officer and experience of 10 years or more as grade III medical officer.
- DUTIES** : Provide comprehensive, preventive, curative rehabilitative healthcare to TB and co-infected patients. Support HAST programmes within the Hospital. Participate in quality improvement programmes. Be part of the multidisciplinary healthcare team. Assist in development and implementation of operational plan based on strategic objectives of the department. Liaise with stakeholders regarding service delivery. To ensure implementation and sustenance of policies and circulars in the hospital and give feedback to the top management continuously. To ensure effective utilization of allocated resources in the hospital. To ensure implementation of on going training, education and development of professional and non- professional staff.
- ENQUIRIES** : Dr. N. D .Sithole Tel no: (011) 845-6004
CLOSING DATE : 30 July 2010
- POST 28/107** : **SENIOR PSYCHOLOGIST REF NO: 70253504**
Directorate: Allied
- SALARY** : R192 540 per annum (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : MA Clinical psychology, Registration as a Clinical Psychologist for at least 2 years. Ability to perform psycho-diagnostic and psychotherapeutic consultation. Knowledge of Psychometrics. Experience in supervision and training. Exposure to Forensic assessments.
- DUTIES** : Conduct psycho diagnostic assessments and write result reports in an in-patient setting. Provide individual group and Family Psychotherapy. Function as a member of multi-disciplinary team. Coordinate and manage Psychological service provision. Supervision of Intern Psychologists and community service psychologists. Research and lecturing responsibilities. Facilitating community outreach programs.
- ENQUIRIES** : Mr. V. Matshazi Tel no: (011) 951 – 8342
CLOSING DATE : 6 August 2010
- POST 28/108** : **PROFESSIONAL NURSE GRADE II (PN-A3) REF NO: 70255110**
Directorate: ARV Unit
- SALARY** : R160 032 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) and registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing. Written and verbal communication skills. Computer literacy. Knowledge of ARV/HAST/CCMT program. Training in NIMART will be an advantage. Ability to work under pressure.
- DUTIES** : Implement standard practice for quality health care in a CCMT program. Implement nursing care in accordance with relevant acts and policies. Maintain a constructive working relationship with subordinates, other sections and multi-disciplinary team. Supervise and train sub-ordinates. Improve customer care and implement Batho-Pele principles and Patients Rights charter. Order and control stock. Assist project manager with the day to day running of the CCMT Clinic. Record keeping, writing of reports and presentation of reports at CCMT Meetings if required.
- ENQUIRIES** : Ms P. S. Mahlangu Tel no: (012) 3801453
CLOSING DATE : 30 July 2010

POST 28/109 : **PROFESSIONAL NURSE GRADE I (PN-A2) REF NO: 70255109**
 Directorate: ARV Unit

SALARY : R130 119 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) and registration with the SANC as a Professional Nurse. Computer Literacy. Good communication, writing and verbal skills. Knowledge of ARV/HAST/CCMT program.

DUTIES : Implement standard practice for quality health care in CCMT Program. Implement Nursing Care in accordance with relevant Acts and Regulations. Ability to work under pressure. Maintain a constructive working relationship with subordinates and multidisciplinary team. Improve customer care and implement Batho-Pele principles and Patients Right charter. Order and control stock. Writing of reports and record keeping. Attend meetings when required

ENQUIRIES : Ms. P. S. Mahlangu, Tel no: (012) 3801453
CLOSING DATE : 30 July 2010

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
CLOSING DATE : 30 July 2010
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

POST 28/110 : **CHIEF DIRECTOR: FLEET OPERATIONS REF NO: 70255116**
 Directorate: G-Fleet Branch

SALARY : R746 181 per annum (All inclusive package)
CENTRE : Bedfordview
REQUIREMENTS : Applicant must in be in possession of an appropriate Bachelors degree on higher qualification and/or extensive experience in fleet operations and management. Good understanding of government and its transformation policies and programmes. Excellent computer literacy, including e-mail and internet skills. Good financial management, accounting and reporting skills. Knowledge of human resource management and labour related issues. Excellent project management skills. Good written and verbal communication skills.

DUTIES : Ensure that all directorates of the G-Fleet deliver on their core services and functions. Advise the Head of Entity of any operational level matters and risks that may negatively impact on the G-Fleet's ability to deliver on its goal and objectives. Ensure sound professional business practices and prudent use of all G-Fleet resources, provided for core function service delivery, in a manner that is complaint with policies, legislation and regulations pertaining to state-owned entities. Contribute to the development to the development of G-Fleet's strategic and MTEF Plans and Budgets, including development of targets and indicators in respect of BB BEE, SMME's, women, youth and people with disabilities. Develop and implement an Operational Plan and Budget for the Chief Directorate: Operations. Manage an account for the finances of Chief Directorate: Operations. Provide strategic management support and advice to all Directors that report and account to the Chief Directorate: Operations. Manage the performance, operations and budgets of Directors against the G-Fleet's performance management and accounting systems. Provide the Head Entity with quarterly and annual financial and performance reports and/or any other report requested by the Head of Entity. Perform any other tasks as delegated by the Head of Entity. Represent the Head of Entity as and when requested to do so.

ENQUIRIES : Ms C. KING: Tel no: (011) 355-7511
NOTE : Shortlisted candidates will need to undergo a competency assessment and Security clearance.

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications certificate - not copies of certified copies c) Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g Ems 001/2010. Persons with disabilities should feel free to apply for the post. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful.

OTHER POSTS

POST 28/111 : **MEDICAL OFFICER NO. OF POSTS: 7 REF NO: MONT 16/2010**

SALARY : Medical Officer Grade 1 – R 405 333 per annum, Experience: Not applicable
Medical Officer Grade 2 – R 470 406 per annum, Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner.
Medical Officer Grade 3 – R 554 109 per annum, Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner.

CENTRE : Montebello Hospital
REQUIREMENTS : MBCHB Degree plus registration with HPCSA as a Medical Practitioner. Knowledge, Skills Training and Competencies. Sound clinical knowledge within discipline. Ability to deal with all medical emergencies including HIV medicine. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patients. Sound knowledge and clinical skills in emergency care, obstetrics, anaesthetics and other areas of general medicine. Ability to function in a multi disciplinary team.

DUTIES : Key Performance Areas: Ensure the provision of safe, ethical, legal and high quality medical care to the hospital and outlying clinics. Provide support and supervision to all medical staff, pharmacy services and allied health professional services. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors. Assist in the control and monitoring of the budget for the hospital and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down procedures and policies. Formulate strategic plans in keeping with the requirements of the hospital and department. Ensure continuous monitoring of morbidity and mortality through clinical audits. Fully participate in quality improvement programmes.

ENQUIRIES : Dr P.J. Zimu Tel. No. 033 506 7000
APPLICATIONS : All applications must be forwarded to: The Human Resource Manager, Montebello Hospital, Private Bag x 506, Dalton

FOR ATTENTION : E.C.T. Dlomo
CLOSING DATE : 23 July 2010

POST 28/112 : **MEDICAL OFFICER 2 POSTS REF NO: MOONCO/1/2010**
Department: Oncology

SALARY : Grade 1: Medical Officer – R405 333 per annum excluding (All inclusive Salary Package) Commuted Overtime, Experience: Not Applicable
Grade 2: Medical Officer – R470 406 per annum (All inclusive Salary Package) excluding Commuted overtime, Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

Grade 3: Medical Officer – R554 109 per annum (All inclusive Salary Package) excluding commuted Overtime, Experience: 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Current registration with Health Professions Council as a Medical Practitioner. Applicants must be registered as Medical Practitioner with the HPCSA. At least six months in Radiotherapy and Oncology would be an advantage. Knowledge Skills And Experience Required: Sound clinical knowledge within the discipline Ability to deal with all medical emergencies Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients

DUTIES : Key Performance Areas: To work in oncology managing all Oncological problems presenting with minimum supervision To conduct basic follow up clinics unaided with supervision of the consultant Oncologist To admit, manage, discharge and follow –up all Oncological cases requiring admission To prepare patients for presentation and other presentations as required as per the meetings roster. Diagnose and evaluate patients' state of health Examination and treatment of patients' physiological and physical condition Undertake on-going care of individual patients Deal with emotional, social and physical aspects of disease for patients' and their relatives Maintain medial records To attend all departmental training sessions and meetings The successful candidates will be required to perform after hour duties

ENQUIREIES APPLICATIONS : Professor A Jordaan Telephone: 031 2619344
: All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or Posted to Private Bag X03 Mayville 4058

CLOSING DATE : 30 July 2010

POST 28/113 : **PUBLIC RELATIONS OFFICER REF NO: SMKH 10/2010**

SALARY : R 130 425 per annum, Other Benefits: 13th Cheque, Medical Aid: Optional Housing Allowance: Employee Must Meet Prescribed Requirement

REQUIREMENTS : Senior Certificate / Grade 12, Diploma / Degree in Public relations Minimum of 1-2 years appropriate experience. Knowledge, Skills, Training And Competencies Required: Knowledge of relevant legislations governing the Public Service. Good verbal and written communication skills. Computer literate with experience in software packages. Good organizing, planning, negotiation and problem solving skills. Good interpersonal skills and a concern for excellence.

DUTIES : Key Performance Areas: Promote and maintain a positive image of the Hospital with the public and all relevant stakeholders. Ensure that staff and community are aware of the current events in the Hospital by: Distributing print material. Updating the notice board. Taking photographs at functions and for support of articles. Identifying newsworthy items for house magazines. Receiving and distributing publications to all areas of the institution and related clinics. Maintaining an updated postage list and ensuring copies are sent to targeted people. Compile and maintain contact lists by:- Ensuring that the internal Hospital directory is up to date Establishing Districts, Regional, and Head Office contacts within the Department of Health. Provide advice to management on strategic communication matters such as Hospital strikes and patient's complaints. Develop pro- active contingency plans and measures to support the Hospital to achieve its strategic goals. Co-ordinate special events in the Hospital.

ENQUIRES APPLICATIONS : Ms T.J Vezi Tel: 035-450 8205
: All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835

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

POST 28/114 : **SOCIAL WORKER GRADE 1, 2 AND 3 2 POSTS REF NO: EMS/16/ 2010**

SALARY : Social Worker Grade R 130 467 – R 151 245 : Experience None, Social worker Grade 2 R160 455 – R 186 006 : Experience 10 years experience after registration with the SACSSP as a Social Worker , Social Worker Grade 3 : Experience 20 years experience after registration with the SACSSP as a Social Worker. Medical Aid : optional ,Home owner allowance : Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Emmaus Hospital
: Degree in Social Worker PLUS Proof of registration with the SACSSP as a Social Worker ,A valid drivers licence .Knowledge ,Skills , Training and Competence : Understanding social dynamics, Understanding human behaviour and social

systems, Social work intervention principles, Must be able to develop, coach and foster long term learning of other, Good communication skills, Team work collaboration

- DUTIES** : Key Performance Areas : Render a social work service with regard to the care, support, protection and development of vulnerable individuals , groups, families and communities through the relevant programmes, Identify and make recommendations on the appropriate interventions required to address the identified conditions, Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically, Implement the recommended interventions by providing contuse support, counselling, guidance and advice to the effected individuals, groups, families and communities, Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, Study, interpret, apply and give guidance on legislation and policies in the identified work fields to social auxiliary workers, students volunteers and other role players/ stakeholders, Perform all statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and other tasks emanating from the courts, Produce and maintain records of social work interventions, processes and outcomes, Oversee and support student social workers, social auxiliary workers and volunteers, Keep up to date with new developments in the social work and social welfare fields
- ENQUIRIES** : DR M.B GAEDE (036) 488 1570 ext 8205
- APPLICATIONS** : Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag x 16 Winterton 3340
- FOR ATTENTION** : Mrs. M.Q. Khanyile
- CLOSING DATE** : 23 July 2010

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Street, Pietermaritzburg 3200
- FOR ATTENTION** : Mrs SC Magwaza
- CLOSING DATE** : 30 July 2010
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of qualification certificates including Matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *Recommended Candidates will be subjected to security screening prior employment.

MANAGEMENT ECHELON

- POST 28/115** : **SENIOR GENERAL MANAGER: FISCAL RESOURCE MANAGEMENT 1 POST REF NO: KZNPT 10/05**
- SALARY** : A remuneration package of R 976 317 per annum
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : *An appropriate post-graduate degree in Economics, Commerce, Public Finance or equivalent qualifications. Preference will be given to candidates who possess a Master's degree in Economics. Applicants must have at least six (6) year's experience or more at a senior management level. Preference will be given to those with experience in public sector financial management.
- DUTIES** : *To determine and evaluate the economic parameters and socio-economic imperatives to inform provincial and local resource allocation. To ensure effective and equitable financial resource allocation for provincial and local government; To ensure optimal and sustainable revenue generation and collection by provincial departments and municipalities; To ensure efficient budget management and accurate financial reporting for provincial and local government; To ensure efficient infrastructure planning, financing and management in the province; To provide regular policy advice on provincial government interventions.
- ENQUIRIES** : Mr Magagula, Tel No (033) 897 4307
- NOTE** : Applicants, who applied when the advert was first sent out, are not encouraged to re-apply. Preferences African Females, African Males and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: NOTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

The Provincial Administration of the Northern Cape is an Equal Opportunity, Affirmative-Action Employer.

APPLICATIONS : Forward your application to the Department of Roads and Public Works, P.O.Box 3132, Kimberley, 8300

FOR ATTENTION : Ms P.Kiva.

NOTE : Applications must be submitted on forms Z83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications.

OTHER POSTS

POST 28/116 : **SENIOR STATE ACCOUNTANT: ROADS CAPITAL ACCOUNT 2 POSTS REF NO: DRPW 31/10**

SALARY : R161 971 per annum

CENTRE : Kimberley

REQUIREMENTS : The candidate must be in possession of an appropriate Bachelor's Degree or equivalent qualification in Accounting or Financial Management plus 1-3 years experience within the financial environment, or Grade 12 plus 3 – 5 years experience within the Financial environment. Knowledge of the financial systems (BAS, LOGIS). Must have sound knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written skills) Good management skills. Ability to work under pressure and be self-motivated and Attention to details.

DUTIES : The candidate will ensure efficient and effective control over Cost Management System. Determine revenue estimates / targets and tariffs. Reconcile different transversal systems. (BAS and Cost Management Systems). Generate, analyse and prepare monthly financial and management report. Improve and monitor revenue collection process. Sound and effective management of accounts payable. Manage audit queries and implement corrective measures and ensure compliance with prescribed acts, rules, regulations and procedures.

ENQUIRIES : Ms. N. Nkwali Tel. No: 053 839 2128

CLOSING DATE : 30 July 2010

POST 28/117 : **SENIOR STATE ACCOUNTANT: LEDGERS 2 POSTS REF. NO: DRPW 32/10**

SALARY : R161 971 per annum

CENTRE : Kimberley

REQUIREMENTS : The candidate must be in possession of an appropriate Bachelor's Degree or equivalent qualification in Accounting or Financial Management plus 1- 3 years experience within the Financial environment, or Grade 12 plus 3-5 years experience within the Financial environment. Knowledge of the Financial Systems (BAS, LOGIS). Must have sound knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written skills) Good management skills. Ability to work under pressure and be self- motivated and Attention to details.

DUTIES : They will be responsible for reconciling ledger accounts, Implement relevant policies, regulations and procedures in respect of financial management. Control all accounts payable with the relevant supporting documents. Check and control clearing of assets and liabilities accounts. Reconciliation and clearing of the suspense accounts. Prepare monthly debt statistics. Allocate direct deposits received to the relevant debt accounts. Assist in compilation of financial reports. (Financial Statements, compliance certificates and cash flow)

ENQUIRIES : Ms. N. Nkwali Tel. No: 053 839 2128

CLOSING DATE : 30 July 2010

POST 28/118 : **SENIOR STATE ACCOUNTANT: SALARIES REF. NO: DRPW 33/10**

SALARY : R161 971 per annum

CENTRE : Kimberley

REQUIREMENTS : The candidate must be in possession of an appropriate Bachelor's Degree or equivalent qualification in Accounting or Financial Management especially payroll administration plus 1- 3 years experience within the Financial environment, or Grade 12 plus 3- 5years experience within the Financial environment. Knowledge of the

Financial Systems (BAS, Persal). Sound knowledge of PFMA and National Treasury Regulations.

DUTIES : Ensure effective and efficient tax administration. Record reversal and disallowance control entries. Reconcile all electronic payments on the system. Processing payments, deductions and allowances on Persal. Monitor interdepartmental, employee debt recovery / payment. Approving reconciliations. Approving subsistence and traveling allowances. Handling all salary related enquiries and clearing of all suspense accounts. Prepare the cash flow projections for the requisition of funds. Distributing and collecting payroll reports. Implementing, amending and terminating deductions on Persal.

ENQUIRIES FOR ATTENTION CLOSING DATE : Ms. N. Nkwali Tel. No. : 053 839 2128
: Ms P. Kiva.
: 30 July 2010

POST 28/119 : **CHIEF NETWORK CONTROLLER REF NO: DRPW 20/10**
Directorate: Corporate Service

SALARY CENTRE REQUIREMENTS : R161 971 per annum (Salary level 8)
: Kimberley
: Applicants must be in possession of an A+, N+ or MCSE qualification plus 2- 5 years experience or Grade 12 plus 10 years experience. Novell certified will be an added advantage. Have relevant practical experience in the Novell Networking environment (Group Wise, Netware 6.5, Netware 5, etc). Must have extended experience in network and desktop support management. Advanced skills and a thorough knowledge in the following areas: network, desktop operating systems and configuration (Novell client, Group Wise client, Microsoft) and related hardware and software, LAN (switches, cabling) IT security (policy development, best practices and implementation). Have basic Project Management skills. Planning and organizing skills. Have strong IT background with good technical report writing skills. Good interpersonal relations and communication skills. Experience in Enterprise Anti-Virus management (Preferably Symantec Endpoint)

DUTIES : Key Responsibilities: The successful candidate will provide desktop support and LAN administration. Manage anti- virus implementation and installations. Perform routine server backups and restores. Develop and maintain the network infrastructure. Provide specialist support to users. Carry out complex network and desktop troubleshooting. Monitor LAN, co-ordinate installations, upgrades on the network and participate in evaluation of new products. Give inputs on the information technology policies and direct supervision of vendors and service providers.

ENQUIRIES FOR ATTENTION CLOSING DATE : Ms. J. Erasmus Tel No: 053 839 2102
: Ms P. Kiva.
: 06 August 2010

**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.

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

OTHER POSTS

POST 28/120 : **MEDICAL SPECIALIST GRADE 1 TO 3: DERMATOLOGIST**

SALARY : Remuneration package: Grade 1: R554 109 per annum, Grade 2: R643 065 per annum, Grade 3: R746 301 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital, Observatory, Cape Town
REQUIREMENTS : Minimum educational qualification: MBChB. Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as a Medical Specialist Dermatologist. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as a Medical Specialist Dermatologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as Medical Specialist Dermatologist. Recommendation: Teaching interest and experience is strongly recommended.

DUTIES : Key result areas/outputs: Provide Dermatology Services (paediatric, adolescent and adult) within the division of dermatology at outpatient and inpatient levels and outreach as part of the dermatology platform of care for the Western Cape. Supervise and train Registrars, Medical Officers, medical students, Nurses and other trainees in the healthcare team. Provide under-graduate lectures and tutorials. Provide outreach to the secondary and primary care facilities. Contribute to the effective management of the division as part of the cost centre management team. Conduct research in the field of skin disease in South Africa.

ENQUIRIES : Professor Gail Todd, tel.no, (021) 404-3376
APPLICATIONS : The Chief Executive officer, Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.

FOR ATTENTION : Ms F Safodien
CLOSING DATE : 6 August 2010

POST 28/121 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**
 Directorate: Financial Accounting: Debt and Bookkeeping Administration

SALARY : R 192 540 per annum.
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Extensive relevant experience. Inherent requirement of the job: A valid Code B/EB driver's licence. Competencies (knowledge/skills): Extensive knowledge of debt management. Advanced computer literacy in Microsoft Office applications (MS Word and Excel). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of Asset and Liability Suspense accounts. Knowledge of BAS (Basic Accounting System) and Persal. Extensive knowledge of departmental debt policies. Management and decision-making skills. Recommendation: Mathematics or Accountancy as a passed subject.

DUTIES : Key result areas/outputs: Manage Head Office Asset and Liability suspense accounts. Maintain/Develop Debt Policy. Analyse and manage the debt account, the reporting thereof and compilation of write-off submissions. Consolidate inputs in respect of the Interim and Annual Financial Statements. Control monthly IYM Reporting. Overall supervision of Debt and Bookkeeping Section.

ENQUIRIES : Ms R Fourie, tel. no. (021) 483-4539
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 6 August 2010

POST 28/122 : **ASSISTANT DIRECTOR: FINANCE**

SALARY : R 192 540 per annum.
CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualifications: Senior (or equivalent) Certificate. Experience: Extensive appropriate experience. Inherent requirements of the job: Valid driver's licence (EB) and willingness to travel. Competencies (knowledge/skills): Thorough knowledge and functional experience on Financial and Supply Chain Management. Thorough knowledge and practical experience on the computerised financial systems i.e BAS, LOGIS and MEDSAS. Computer literacy (MS Office, with specific reference to MS Excel). Good communication skills both verbal and written. Knowledge of standing financial prescripts (PFMA, NTR's, PTI's etc.). Recommendation: Mathematics or Accountancy as a passed subject.

DUTIES : Key result areas/outputs: Budgeting, expenditure and revenue control within the relevant financial legislative framework. Provide guidance and training to Hospitals and District office staff on good practices in Financial Management. Co-ordinate, manage and compile District budget input(s). Responsible for the overall management of financial resources. Assist with costing of Departmental strategic objectives. Monitoring and control over own revenue – supervise the revenue generation process. Liaise closely with LOGIS system Controller. Authorise transactions and commitments within delegated powers. Manage the performance and development (training) of staff. Manage District Bidding Processes.

ENQUIRIES : Ms NE Msindo–Mayeng, tel.no. (023) 414-3590
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 6 August 2010

POST 28/123 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**
 Directorate: Financial Accounting: Debt and Bookkeeping Administration

SALARY : R 161 970 per annum.
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum education qualification: Senior (or equivalent) Certificate. Experience: Extensive relevant experience. Inherent requirement of the job: A valid Code B/EB driver's licence. Competencies (knowledge/skills): Knowledge of debts management. Advanced computer literacy in Microsoft Office applications (MS Word and Excel). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of Asset and Liability Suspense accounts. Knowledge of BAS (Basic Accounting System) and Persal. Knowledge of departmental debt policies. Supervisory and decision- making skills. Recommendation: Mathematics or Accountancy as a passed subject.

DUTIES : Key result areas/outputs: Control Head Office Asset and Liability suspense accounts. Maintain Debt Policy. Analyse and control the debt account, the reporting thereof and compilation of write-off submissions. Compile inputs in respect of the Interim and Annual Financial Statements. Monthly IYM Reporting. Supervision of Debt and Bookkeeping Section.

ENQUIRIES : Ms N Mdlankomo, tel.no. (021) 483-8654
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 6 August 2010

POST 28/124 : **ARTISAN GRADE A (AIR CONDITIONING/REFRIGERATION)**

SALARY : R 96 564 per annum.
CENTRE : Groote Schuur Hospital, Observatory, Cape Town
REQUIREMENTS : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended, or a certificate issued under the provisions of section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the Act referred to. Inherent requirement of the job: A valid driver's licence. Experience: Appropriate air-conditioning and refrigeration experience. Competencies (knowledge/skills): Conversance with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to do

welding work. Ability to speak in two of the three official languages of the Western Cape. Recommendation: Own transport.

DUTIES : Key result areas/outputs: Repairs and maintenance of air-conditioning and refrigeration systems including screw chillers, refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Perform standby duties when necessary. Training and development of staff.

ENQUIRIES : Mr BC Bowers, tel. no, (021) 404-6202

APPLICATIONS : The Chief Executive officer, Grootte Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.

FOR ATTENTION : Ms F Safodien

CLOSING DATE : 30 July 2010

DEPARTMENT OF LOCAL GOVERNMENT

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

APPLICATIONS : Ayanda Mbanga Response Handling, P.O. Box 833, Greenpoint, 8051 PGWC Response Management Job Application Box, 4 Dorp Street, Ground Floor: Foyer Entrance, Cape Town, 800

FOR ATTENTION : Ms J Johnstone

CLOSING DATE : 23 July 2010

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

MANAGEMENT ECHELON

POST 28/125 : **DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG022/10**
 This appointment is subject to the conclusion of an annually renewable performance agreement in terms of which the future incentives of the person appointed to this position will be determined. Candidates will be required to disclose their financial interests in accordance with the prescribed regulation and form.

SALARY : All inclusive package of R652 572 per annum level 13. Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs.

CENTRE : Cape Town

REQUIREMENTS : Appropriate Bachelors Degree (or equivalent) with a minimum of 3 years' proven managerial experience • A valid Code B driver's licence. Recommendations: A degree in Engineering (or equivalent) • Proven management experience • Knowledge and experience in the provision of bulk and internal Municipal services for Municipal Infrastructure Development • Experience in project management of large projects • Experience in liaising with consulting engineers, contractors, municipal officials and supply authorities regarding projects • Knowledge of building structures • Understanding of planning processes relating to local government, including Integrated Development Plans, Comprehensive Infrastructure Plans, Water Services Development Plans, and Master Plans for specific municipal services • Sound interpersonal and management skills • Excellent verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES : Key Performance Areas: Co-ordinate municipal infrastructure planning with regard to energy, water, sanitation and other applicable municipal services • Provide technical planning and implementation support to municipalities • Co-ordinate municipal technical capacity-building initiatives • Facilitate effective infrastructure maintenance within municipalities • Identify bulk infrastructure projects and assist in the planning thereof • Support the spending and project implementation of the Municipal Infrastructure Grant programme • Provide strategic direction to the component and facilitate inputs to the Chief Directorate's strategic planning processes • Ensure effective management of human and financial resources.

ENQUIRIES : Mr GW Paulse, tel. (012) 483 6126
NOTE : Please note that this post was previously advertised. Candidates who previously applied need to re-apply in order to be considered.

OTHER POST

POST 28/126 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (GRADE A) 2 POSTS**
REF NO: LG023/10
Directorate: Municipal Infrastructure
Sub-Directorate: Planning and Support (Civil)

SALARY : R 345 897 per annum
CENTRE : Cape Town
REQUIREMENTS : Appropriate Bachelor's Degree in a technical field (B Eng/BSc Eng) plus certificate in Project Management and registration as a Construction Project Manager with the Project and Construction Management Professions Council of South Africa (SACPCMP) plus 3 years' relevant project management experience • A valid Code B driver's licence. Recommendations: Knowledge of project planning, management, scope, budget, recording, and reporting • Experience in the provision of bulk and internal civil engineering services for municipalities • Experience in liaising with consulting engineers, contractors, municipal officials and supply authorities • Knowledge of tender procedures / documentation and the evaluation of tenders • Computer, report writing and negotiation skills • A willingness to travel within the Western Cape • Excellent verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES : Set project standards, specifications and service levels according to organisational objectives • Allocate, monitor and control resources • Facilitate and monitor the implementation of the Municipal Infrastructure Grant (MIG) and municipal capital projects • Oversee the process of information for the MIG-MIS • Do project evaluation, monitoring and planning of civil engineering projects.

ENQUIRIES : Mr E Pieterse, tel. (012) 483 3155