



DATE OF ISSUE: 23 JULY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 29 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 Treasury:** Kindly note that the post of Business Support Manager REF NO: S071/2010 (Post 28/34), advertised in PSVC 28 of 2010, the closing date should be 30 July 2010 not 16 July 2010 as stated.
- Provincial Administration: Gauteng Department of Agriculture:** Kindly note that post of Head of Department: REF NO: 70255115 (Post 28/105), advertised in PSVC 28 of 2010 has been withdrawn.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: (012) 811 9909/10 OR (012) 811 1900/1.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 6 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Please note that applications via fax or email will NOT be accepted. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the advertised post(s).

OTHER POSTS

- POST 29/01** : **SECTOR RESOURCE ECONOMIST (ASSISTANT DIRECTOR: FORESTRY) REF 168/2010**
Directorate: Forestry Policy and Strategy
- SALARY** : R 192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of an appropriate degree in Natural Resource Economics and/or Economics. Relevant experience in policy formulation and implementation. Familiarity with forestry policies and legislation, in particular the White Paper on Sustainable Forest Development, the National Forests Act, 1998 (Act No. 84 of 1998), the National Veld and Forest Fires Act, 1998 (Act No. 101 of 1998), and other Governmental environmental legislation relevant to the forestry sector. In addition, the incumbent will be required to have a sound understanding of the forestry sector economics as well as the ability to interpret sector-specific issues within the wider regional and global macro-economics. Applicants must be computer literate and possess project management, co-ordination, verbal and written communication, interpersonal, research and analytical skills as well as a valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to bring a socio-economic dimension to the development of appropriate policy and strategy frameworks for the sustainable development of the forestry sector in South Africa. Ensure that relevant policies take due regard of the economic issues relating to forestry. Analyse sector driving forces and trends in national, regional and global forestry policies to enable pro-active strategy and policy development. Provide sector economic and social analysis that guide the sustainable development of the sector. Assess the opportunities and challenges for alignment and integration of the sector and Sectoral activities and initiatives within local, provincial, national and international political, social, economic and environmental paradigms. Provide socio-economic expertise, advice and relevant support to other line function (chief) directorates to ensure that their policies, strategies and implementation programmes are delivered with due regard to social and economic issues. Engage, evaluate and comment on other Government policy and legislative processes which have an important influence upon the performance of the forestry sector. Understanding of the legal environmental framework influencing development in the forestry sector both nationally and internationally, including Agenda 21 and its key instruments, i.e. CBD, UNFCCC, UNCCD and the UN Forum on Forests. Provide policy briefs to support policy decisions on present and future activities (including political, social and financial investments) in the sector. Co-ordinate the development of responses to issues raised in the State of the Forests report. Co-ordinate the process of developing and reviewing the NFP to give strategic direction to the forestry sector. Any other related assignments as requested by the Director: Forestry Policy and Strategy.
- ENQUIRIES** : Mr A. C. Mkwalo, Tel. (012) 336 7364.

- POST 29/02** : **AGRICULTURAL SCIENTIST REF 166/2010**
Directorate: Agricultural Disaster Management
- SALARY** : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a four-year Bachelor's or Honours degree in Agriculture or Environmental Science. Relevant post graduate experience in disaster risk management. Computer literate. Organisational and communication skills. Sound knowledge of project management. A valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to participate on behalf of DAFF in the National and Regional Disaster Management Forums. Facilitate risk management in the agricultural sector through compilation and issuance of the NAC advisory and extreme weather warnings. Interpretation, understanding and dissemination of weather and climate information to relevant stakeholders. Assist with the facilitation of training and awareness programs on issues of reduction and preventative measures. Co-ordination and implementation of early warning systems. Participate in early warning systems meetings at national, regional and international levels. Share the responsibility to induce a working environment in which ADM will thrive. Keep the early warning committee and NAC members abreast of developments in early warning systems (information sharing).
- ENQUIRIES** : Ms R. F. Phaladi, Tel. (012) 319 6668.
- POST 29/03** : **AGRO-METEOROLOGIST REF 167/2010**
Directorate: Agricultural Disaster Management
- SALARY** : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National higher diploma or Bachelor's degree in Meteorology, Agro-Meteorology, Agriculture or Environmental Science. Relevant experience in disaster risk management. Computer literate. Organisational and communication skills. Sound knowledge of project management. A valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to participate and interact nationally, regionally and internationally on behalf of DAFF in agro-meteorology, disaster risk management, climate change and early warnings fields. Conduct sustainable awareness programmes on various issues as well as reduction and preventive measures including climate change projects. Research, monitor and evaluate early warning methods including climate change projects. Participate in climate change issues. Co-ordinate the establishment and implementation of early warning systems in the provinces. Weather information interpretation and dissemination to clients.
- ENQUIRIES** : Ms R. F. Phaladi, Tel. (012) 319 6668.
- POST 29/04** : **LABORATORY MANAGER REF 165/2010**
Directorate: Plant Health
- SALARY** : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's (B.Sc.) degree in Biological Science with either Plant Pathology, Microbiology, Nematology, Biochemistry, Entomology, Plant Biotechnology or Molecular Biology as a major subject (you are required to furnish a credit certificate and/or statement of results). Extensive experience in a plant diagnostic laboratory is essential. Knowledge and experience in Entomology and Molecular Biology will be an advantage. Knowledge and experience in managing a laboratory with regard to waste management, health and safety, information management and Good Laboratory Practices (GLP). Experience and knowledge of the application of Government procurement and financial policies and procedures. Sound interpersonal relations and leadership qualities. Good verbal and written communication skills. Proven computer literacy in MS Office (Word, Excel and Access). A valid driver's licence.
- DUTIES** : The incumbent will be responsible for the detection and identification of pests and diseases with regards to regulated agricultural products. Other duties include the management of activities and facilities of the diagnostic laboratory as well as supervision of employees with regard to diagnostic activities, training, performance evaluation and discipline. Maintenance of a quality management system with regards to waste management, health and safety, information management and GLP. Liaison with clients and experts regarding technical aspects of pests and diseases. Further responsibilities will include technique development and optimisation to improve the diagnostic processes.
- ENQUIRIES** : Ms M. Arendse, Tel: 021 809 1605.

- POST 29/05** : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 162/2010**
Directorate: Agricultural Product Inspection Services
- SALARY** : R 192 540 per annum
CENTRE : OR. Tambo International Airport
REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Botany, Plant Pathology, Pest Control, Entomology and/or Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). Relevant experience in related fields - Botany, Plant Pathology, Pest Control, Entomology and/or Animal Diseases is required. Good communication and leadership skills is required. Basic computer literacy in MS Word and Excel is essential. Must be in possession of a valid driver's licence and have the ability to drive. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers and airport terminals, etc. He/She must also be prepared to work shifts at the airport.
- DUTIES** : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976, (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. Functions will include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. as well as writing reports thereon and inventory control. The incumbent will be responsible for supervision of personnel. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines.
- ENQUIRIES** : Mr L. Mochena, Tel. (011) 390 7501.
- POST 29/06** : **SENIOR PLANT HEALTH OFFICER REF 163/2010**
Directorate: Plant Health
- SALARY** : R161 970 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants must be in possession of a National diploma or Bachelor's (BSc) degree with Plant Pathology, Pest Management, Botany and/or Horticulture as a major subject (you are required to furnish a credit certificate and/or statement of results). Applicable knowledge and experience in management of pests and diseases in greenhouses. Applicants must have basic supervisory skills, good interpersonal relations, initiative, problem solving skills and decision making qualities. Experience in MS Office. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for managing the effective control of plant pests and diseases at the two plant quarantine stations. Managing the storage, handling and application of pesticides according to health and safety standards and prescripts. Procuring pesticides and necessary accessory items within the departmental financial prescripts and budget. Managing support personnel. Effectively managing and maintaining relevant data records and managing an effective office administration.
- ENQUIRIES** : Mr T. Pongolo, Tel: (021) 809 1640/00.
- POST 29/07** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 161/2010 (2 POSTS)**
Directorate: Agricultural Product Inspection Services
- SALARY** : R161 970 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as a major subject (you are required to furnish a credit certificate and/or statement of results). Relevant applicable technical, law enforcement and supervisory experience. Must be in possession of a valid driver's licence and have the ability to drive. Good communication skills with special emphasis on conflict management is required. Basic computer literacy (MS Word and Excel) is essential. Incumbents must be capable and willing to conduct inspections inter alia in trucks, on trucks, on ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work overtime during the week and weekends and work irregular hours (shifts).
- DUTIES** : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration, as well as play a leading role in the exercising of import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983),

the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Plant Improvement Act, 1976 (Act No. 53 of 1976) and various relevant national and international guidelines and rules (i.e. the International Plant Protection Convention (IPPC), ISPMs and WTO-SPS). Functions will also include training of and liaison with Customs and Excise, Domestic Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by sea. Supervision of personnel and compiling personnel, financial and other reports.

ENQUIRIES : Mr W. Gentle, Tel. (021) 431 7400/02.

POST 29/08 : **PERMIT OFFICER REF 164/2010**
Directorate: Marketing

SALARY : R 130 425 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's degree in Administration with extensive experience in the administration of Trade Agreements. Numerical abilities. Knowledge of issuing import and export permits. Must have excellent verbal and written skills. Computer literacy (MS Office package) and in possession of a valid driver's licence. Ability to work independently and under pressure.

DUTIES : The incumbent will be responsible to administer trade agreements and issuing of market access import and export permits. Liaise with various importers and exporters in the agricultural sector and industry. Give administrative support to the Sub-directorate. Responsible for compiling Government Gazette notices for publication. Promotion of BEE programmes of the Sub-Directorate.

ENQUIRIES : Mr G. J. Kamfer, Tel. (012) 319 8070.

POST 29/09 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 159/2010**
Directorate: Agricultural Product Inspection Services

SALARY : R 130 425 per annum
CENTRE : Cape Town International Airport

REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Pathology, Entomology, Pest Control and/or Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). Knowledge in one of the above fields is required. Must be in possession of a valid driver's licence and have the ability to drive. Good communication skills are required. Basic computer literacy in MS Word and Excel is essential. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, in containers, etc. He/She must be prepared to work shifts at the airport.

DUTIES : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. Functions will include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. as well as writing of reports and inventory control. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines.

ENQUIRIES : Mr L. Mochena, Tel. (011) 390 7501.

POST 29/10 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF 160/2010**
Directorate: Agricultural Product Inspection Services

SALARY : R 130 425 per annum
CENTRE : Durban International Airport

REQUIREMENTS : Applicants should be in possession of a National diploma or degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). A dog training or dog handling certificate will serve as an advantage. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills as well as the ability to work under pressure. Computer skills in MS Office (Word and Excel) and a valid driver's licence are required.

DUTIES

: The incumbent's responsibility will be to handle detector dogs for the examination of passengers, baggage, cargo and international mail for regulated articles in compliance to inter alia the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo trucks, busses and other vehicles and take appropriate risk management actions for non-compliant regulated products. The incumbent will work with other Government departments that are also responsible for international travellers. Assist Agricultural Food and Quarantine Technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, well being and training. Perform demonstrations or public relations activities when requested. Supervise dog handler assistant(s). Represent the department on forums and at meetings.

ENQUIRIES

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

DEPARTMENT OF ENERGY

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

FOR ATTENTION : Mr N Ncongwane

CLOSING DATE : 06 August 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 POST

POST 29/11 : **STATE ACCOUNTANT: TRAVEL AND SUBSISTENCE**

SALARY : R130 425 per annum, Level: 7

CENTRE : Pretoria

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

DUTIES : KRA's: Authorize transactions on Bas and Persal systems. • Supervision and staff development. • Review workflow and performance of travel Management section (S & T). • Compile reconciliations and management reports. • Clear suspense accounts.

ENQUIRIES : Ms Phumla Dingiswayo ☎ 012- 317 8189

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

CLOSING DATE : 30 July 2010
NOTE : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and certified copies of qualifications in order to be considered, Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 29/12 : **CONTROL ENGINEERING TECHNICIAN (ELECTRONICS) GRADE A (OC 09/2010)**

SALARY : R218 166 per annum
CENTRE : V&A Waterfront, Cape Town
REQUIREMENTS : The minimum qualification required is a National Diploma in Electrical Engineering (Light Current), with at least 4 years proven relevant experience and compulsory registration as Professional Engineering Technician with ECSA. Have acquired proven technical skills in most, if not all of the following fields: Network Administration; Satellite Communication; Electronics; 2-Way Radios; Linux; Web design (HTML & PHP); and PABX's. Have proven hands-on experience in installing, repairing, maintaining, troubleshooting, testing, and operation of electronic equipment and systems and have working experience on a range of electronic test and measurement equipment, including Spectrum analyzers. You should also be able to draft and interpret complex technical specifications, drawings and schematics. Be committed, innovative and self-motivated. Have proven management capabilities and good communication and organizational skills. Should be able to work independently as well as a team member. A good understanding of SANAP operations and obligations and previous Antarctic experience will be an added advantage and it is preferable to have over-wintered.

DUTIES : To Control and Maintain the following electronic equipment and systems of SANAP, in Cape Town as well as remote bases: Network (incl. Linux servers & network hardware); Satellite communication system (incl. dishes, domes, modems, etc.); telephone and PABX systems; 2-way radio systems; Office IT equipment, emergency and navigation equipment (e.g. Sat-phones) and recreational equipment. Draft and maintain manuals and operating procedures. Improve and maintain the SANAP website and assist with the training of expedition/relief technical staff. Keep abreast with latest technology in your field of expertise.

ENQUIRIES : Mr. Gideon van Zyl (Tel) 021 405 9420 or 083 662 1172
APPLICATIONS : to The Director General, Department of Environmental Affairs, Oceans & Coasts, P O Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.

FOR ATTENTION : Human Resource Management
NOTE : You will be required to undergo a competency test and full medical screening. The successful candidate will have to participate in relief voyages that can last up to 3 months at a time.

POST 29/13 : **OFFICE ADMINISTRATOR I (L6): OFFICE OF THE DIRECTOR PROGRAMME MANAGEMENT SYSTEMS REF: (AP6011/2010)**

SALARY : R 105 645 per annum (Total package of R160 283 per annum / conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus a post-matric/three year qualification in Office or Public Administration ; Relevant work experience in office administration; Good interpersonal, communication, decision-making and organising skills ; Computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet. Must have good administration, diary management, mail and telephone screening skills; an understanding of the Public Service Systems and procedures will also serve as an advantage; Ability to work with limited supervision. Willingness to work after hours

DUTIES : The successful applicant will be responsible for rendering an effective office administrative support service in the Office of the Director and perform the following key functions : Manage the office diary ; Manage correspondence by receiving and distributing documents ; Compiling presentations, submissions, reports and typing documents ; Compiling and submitting claims for approval liaise with stakeholders with regards to queries and dissemination of information, making logistical

arrangements for meetings and workshops; Manage the office budget, procurement of goods and services for the office; Make traveling arrangements, taking minutes, performing any other office administration related functions, manage the filling system as well as assisting the Director with personal tasks within an agreed framework .

ENQUIRIES
APPLICATIONS
FOR ATTENTION

- : Mr. N.A.F Moja (012) 310 3428
- : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001.
- : Mr G Moroke

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

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE :

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

OTHER POST

POST 29/14 : **ASSISTANT DIRECTOR: STAKEHOLDER RELATIONS**
 Directorate: Provincial Coordination

SALARY CENTRE REQUIREMENTS :

Commencing salary: R192 540 per annum (Excluding benefits)
 Pretoria
 Job Purpose: Support the facilitation of the establishment of Thusong Service Centres as part of the Government wide Access Strategy and maintenance and development of M&E system for the Programme. Qualification: Applicants must be in possession of a Diploma/Degree in Communications/ Marketing/ Public Relations with a strong understanding of the Thusong Service Centre Programme. Experience: Management of stakeholders both inside and outside the public sector. Understanding of the Government wide Access Strategy and Integrated Approach to service delivery. Understanding of grass roots communication and sound knowledge of the Government Communication System. Knowledge of Project Management and of Local Government processes of Integrated Development Planning. Knowledge and understanding of Electronic Information Management System. Events management. Monitoring and Evaluation experience in handling the M&E system in a programme or projects. Competencies: Strong coordination and facilitation skills. Ability to multi-task. Excellent writing skills. Sound communication and interpersonal skills. Financial management (knowledge of PFMA) Implementation, and monitoring skills. Ability to communicate with senior members of Government across the three spheres.

DUTIES :

Duties: Coordination and maintenance of the Thusong Service Centre Roll-out plan. Assist in coordinating and providing secretariat support for the National Intersectoral Steering Committee and other forums of the programme. Implementation of the Thusong Service Centre Communication Strategy including maintenance and updating of the Thusong Service Centre website. Management of Thusong M&E system. Assist in facilitating various partnerships with sector departments and other stakeholders in support of the Thusong Centres. Participate in GCIS Government Communication Program Projects. Support the Deputy Director with administrative, financial and reporting functions of the Directorate.

ENQUIRIES : Ms Geraldine Thopps, tel: (012) 314 2405

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** : 04 August 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 29/15** : **VETTING OFFICER VO/2010/07**
Physical Security Services
- SALARY** : R161 970 per annum (Basic Salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors degree in Social Sciences or equivalent tertiary qualification Three years practical vetting fieldwork Two years supervisory experience Extensive experience in and knowledge of National Strategic Intelligence Act and MISS Short courses in the following will be a distinct advantage: Analysis, Conflict Management, Listening and Interviewing skills Valid driver's license Computer literacy that include a good working knowledge of Microsoft Office products Problem solving and analysis Programme and project management Decision making Team leader Ethical business conduct. Reliable, capable of being entrusted with sensitive information Effective communication skills, both verbal and written Effective planning and organizing skills Strategic thinking Analytical and problem solving skills Interpersonal sensitivity Customer orientated Financial management ability Excellent listening skills
- DUTIES** : Key Performance Areas: The following core areas of responsibility will apply but is not limited to: Conduct vetting fieldwork investigations: Gather relevant information Conduct proper analysis and quality check on the information Compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis Conduct vetting investigations in respect of secret and top secret levels Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations: Analyze, research and evaluate all vetting related information Assist in the development, implementation and maintenance of investigation operating procedures Provide advice and guidance on the interpretation and application of legislation, policies and procedures Ensure effective communication between the GEPF and the National Intelligence Agency (NIA) and other related agencies Liaise regularly with NIA, SAPS, SASS, Defense, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information Establish and promote relationships with external stakeholders, including credit information providers to access information Manage files related to vetting projects Participation in project and task teams dealing with a variety of subject areas Manage files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated.

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representativity in terms of 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. Special preference will be given to people with disability.

- APPLICATIONS** : Independent Complaints Directorate Private Bag X 2017 Mafikeng 2745, Hand deliver at: No 1 Station Road, 1st Floor, Molopo Shopping Centre, Mafikeng
- CLOSING DATE** : 03 August 2010
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and drivers Licence.

OTHER POSTS

- POST 29/16** : **ADMINISTRATION OFFICER REF: Q9/2010/3**
- SALARY** : R130 425 per annum
- CENTRE** : North West
- REQUIREMENTS** : Matric / diploma with extensive appropriate experience in Human Resource Management, Finance, Administration, Provisioning and Transport Management. The ideal candidate should display competency in written and verbal communication, computer literacy, general skills, basic knowledge of budget processes, internal control systems, Persal as well as the Basic Accounting System. The candidate should also possess a valid card driver's licence.
- DUTIES** : Key competencies include: Manage all Human Resource functions including Personnel Performance Management, Recruitment, Selection and appointments. Manage all provisioning functions including official and subsidized vehicles, placing orders and ensuring the effectiveness in timeous payment to suppliers. Manage Auxiliary Services and maintenance of all assets and buildings. Manage all financial functions including preparations of the office budget, monitoring and production of monthly financial reports. Development and implementation of relevant internal control systems in the Provincial Office. Supervision of staff.
- NOTE** : The successful candidate will undergo security vetting. His/her character should be beyond reproach.
- ENQUIRIES** : Ms Keapoletswe Mothusi (018) 397-2500)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development (The Department) is an equal opportunity employer. In filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo a security clearance.

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 any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. 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 was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

OTHER POSTS

POST 29/17 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF: 2010/21/MP**
This is Re-advertisement candidates who previously applied must re-apply as previous applications will not be considered

SALARY : R378 456 – R445 803 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office, Mpumalanga
Degree/Diploma in Public Management / Administration / Logistics Management / Public Finance and Accounting or Purchasing Management; or equivalent qualification, Three years experience at management level; A valid drivers' license. Skills and Attributes: Language skills (verbal and written); Computer literacy; Interpersonal & motivating skills; Negotiation skills; Research and data analysis skills; Management and Leadership skills; Project Management skills; Ability to adhere to confidentiality; Problem solving skills; Planning and Organizing skills; and Loyal, honest, ability to work under pressure, etc.

DUTIES : Assume financial responsibilities for contract negotiations and procurement; Ensure compliance to the Departmental procurement policy Manage the adjudication of the Bid process in the Region; manage the rendering of registry, archives, telecommunication and library services; Ensure the development and maintenance of policies (e.g. telephone, faxing policies); Manage and coordinate the Asset Management for the Region; Fleet management for the Region; Identify court buildings that require minor and major works services; Prioritize and monitor capital work building services listed on the priority list; Facilitate approval of drawings and sketch plans; Identify needs and allocate office accommodation at the Regional Office; Submit budgetary inputs in respect of all facilities; Compile submission of needs assessment for certification by the Director: Finance, SCM & Auxiliary Services; Coordinate accommodation projects with Department of Public Works; Manage human, financial and physical resources of the Sub-Directorate: Supply Chain Management; and Facilitate and conduct training on all key responsibilities.

ENQUIRIES APPLICATIONS : Mr. S E Mashele ☎ (013) 753 9300/8
Applications quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 or Physical Address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE : 09 August 2010

POST 29/18 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF: 2010/20/MP**
This is Re-advertisement candidates who previously applied must re-apply as previous applications will not be considered

SALARY : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Mpumalanga

REQUIREMENTS : A Bachelor's degree in Public Administration/Management or appropriate National Diploma in Public Finance / Management / Purchasing or related fields; Three years supervisory experience; A valid drivers' license. The following will serve as strong recommendations: Extensive knowledge of and experience in procurement, asset management services and administration of stores; Knowledge of Supply Chain Policy and the PFMA (and Regulations); Knowledge of Financial Systems (BAS) and SCOA. skills and competencies: Strong leadership and management capabilities; Computer literacy; Knowledge of Justice Yellow Pages (an advantage but not a necessity); Strategic capabilities; Strong financial management; and Good communication (verbal and written).

DUTIES : Ensure sound procurement and asset management in the Region; Manage administration of stores Implementation of Supply Chain Policy and Departmental Financial Instructions; Manage the strategic and business planning processes; Co-ordinate the procurement and processing of bids; Supervise the opening/closing and screening of bids; Ensure customer oriented service delivery; Maintain the compiling of Agenda as well as rendering secretariat function for the Regional Committee meetings (RCC); Maintain the bid register for the Region; Ensure that Departmental vehicles provisioning, utilization and maintenance are in accordance to National Policy; Manage the first auto transactions in accordance with procedure; Develop and implement customer service improvement strategies; Capacity building for all staff involved in providing supply chain service; Manage the rendering of Registry Services; and Manage telecommunications services.

ENQUIRIES APPLICATIONS : Mr S E Mashele ☎ 013 753 9300/08

CLOSING DATE : Applications quoting the relevant reference number, direct your application to The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit
09 August 2010

POST 29/19 : **INSPECTOR INTERPRETERS REF: 192/10/WC**

SALARY CENTRE REQUIREMENTS : R192 540 per annum A successful candidate will be required to sign a performance agreement
Regional Office, Cape Town
A three year relevant Bachelor's Degree or equivalent qualification ; Three years experience in court interpreting with at least one year experience in a supervisory role ; A valid driver's license. Skills and competencies: Computer literacy (MS Office); Good interpersonal, liaison and communication ; Planning and organization ; Good knowledge of criminal and civil court procedures; Ability to work under pressure; Leadership and coordination; Customer care; Conflict Management.

DUTIES : Determine the training and development needs of court interpreters in consultation with relevant role – players ; Oversee Court interpreting services in the region ; Monitor and evaluate interpreting services of the Region; Do interpreting work in complex and high profile cases ; Ensuring that subordinates conclude performance agreement, review performance and provide feedback to court interpreters; Attendance of management meetings in the office and thereafter disseminates information to incumbents about management decisions ; Provide all criminal, civil, and high court with competent interpreters as well as foreign language interpreters; Ensuring that subordinates perform their duties in accordance wit their performance agreements.

NOTE ENQUIRIES APPLICATIONS : Applicants who have previously applied need not re-apply.
Mr J Manuel Tel. (021) 462 5471.

FOR ATTENTION CLOSING DATE : Forward your application to: The Regional Head, Private Bag x 9171, Cape Town, 8000 Physical address: Plein Park Building, Mezzanine floor, Plein Street, Cape Town, 8000.
Mr N Luddy
09 August 2010

POST 29/20 : **ASSISTANT DIRECTOR: ADMINISTRATION REF: 191/10/WC**

SALARY CENTRE REQUIREMENTS : R192 540 (per annum)
Regional Office, Cape Town (Directorate, Court Operations)
A tertiary qualification in Public Management (NQF 6) or equivalent qualification with 3 years relevant experience in Administration. Recommendations: Computer literacy in Microsoft Word, Power Point, Excel and MS Outlook and Internet as well as a valid driver's license. Competency Profile: Suitable experience in project management ; Proven organisational skills and strategic thinking ability ; Analytical Report writing skills; Stakeholder management and customer management skills ; Excellent writing skills, including reports, presentations, proposals, and minute taking; Ability to work under pressure, independently and proactively Accuracy and attention to detail; Good interpersonal skills; Problem solving skills; Professionalism; Computer Skills; Confidentiality; Numeracy skills ; Literacy skills.

DUTIES : Provide effective and efficient office support services including information and document management ; Monitor ,evaluate and report to top management; Assist in the process of data collection within the region and prepare reports thereof to the Regional Head and National

Operations Centre; Capture available data from source documents as required or collation thereof for the Region; Assist with Case flow Management in the region; Liaise with internal and external stake holders in the region; Assist with Events planning and management support; Financial and budget management of sub-directorate projects.

ENQUIRIES : Mr J Manuel at Tel: (021) 462 5471.
APPLICATIONS : Forward your application to: The Regional Head, Department of Justice and Constitutional Development, Private Bag X 9171, Cape Town, 8000. OR Physical address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
FOR ATTENTION : Mr N Luddy
CLOSING DATE : 09 August 2010
NOTE : Applications who have previously applied need not re-apply.

POST 29/21 : **COURT MANAGER Ref: 193/10/WC 2 POSTS**

SALARY : R192 540 (per annum)
CENTRE : Magistrate Offices: Goodwood (1) and Wynberg (1)
REQUIREMENTS : An appropriate 3 - year Bachelor's Degree or 3 year Diploma or National Diploma in Service Management as well as a completed module in Case Flow Management; At least 3 year's management or supervisory experience; A valid code EB driver's license; Computer literacy. The following will serve as strong recommendations: Knowledge of, and experience in, office and district administration; Knowledge of financial management and the PFMA. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written). Note: The successful candidate will be required to sign a performance agreement.

DUTIES : Coordinate and manage the financial and human resources of the office; Coordinate 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 court; Implement Departmental policies at the courts; Compile and analyse court statistics to show performance and trends; Support case flow management at the court ; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office ; Manage the projects intended to improve court management; Manage communication and relations with the internal and external stakeholders ; Manage service level agreements.

ENQUIRIES : Mr J Manuel at Tel: (021) 462 5471.
APPLICATIONS : Please forward your application to: The Regional Head, Department of Justice and Constitutional Development, Private Bag X 9171, Cape Town, 8000. OR Physical address: Plein Park Building Mezzanine floor, Plein Street, Cape Town
FOR ATTENTION : Mr N Luddy
CLOSING DATE : 09 August 2010
NOTE : If no response is received within 3 months after the closing date of this advertisement, please regard application as being unsuccessful. Applicants who have previously applied need not re-apply.

POST 29/22 : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS 2 POSTS REF: 10 /60/FS**

SALARY : R192 540 - R232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Offices, Bloemfontein And Kroonstad
REQUIREMENTS : Bachelor's or National Diploma in Financial or Commercial field; Three years experience in financial and related fields; A valid drivers license; Good knowledge of BAS and supply chain management (SCM), incl. asset management; Operational knowledge and practical experience of JYP and JDAS would be an added advantage. Skills And Competences: Supervisory skills; Sound financial management; Computer literacy (MS Office- with focus on Excel); Good communication skills (written and verbal); General office- and project management; Exceptional report writing; Good people skills/ interpersonal relations; Ability to work long hours under pressure and be self motivated and; Attention to detail.

DUTIES : Assess financial performance and compliance with the PFMA, TR and DFI within the cluster; Analyze budget performance and management (expenditure management); Analyze procurement and asset management within the cluster

ENQUIRIES : Ms. M.A Luthuli Tel (051) 407 -1800
APPLICATIONS : Please direct your applications to: Human Resource, Private Bag X20578, Bloemfontein, 9300
CLOSING DATE : 9 August 2010

- POST 29/23** : **ASSISTANT DIRECTOR (COURT MANAGER) REFERENCE: 10/VA48/NW**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Brits Magistrate Court – North West
: A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; Short listed candidates may be subjected to competency assessment test. The following will serve as a strong recommendation; Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff.
- DUTIES** : Coordinate and manage the financial and human resources of the office; 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 analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office;
- ENQUIRIES APPLICATIONS** : Ms. W Jacobs at ☎ (018) 397 7054.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- CLOSING DATE** : 2 August 2010
- POST 29/24** : **ASSISTANT DIRECTOR (COURT MANAGER) REFERENCE: 10/VA51/NW**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Moretele Magistrate Court – North West
: A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; Short listed candidates may be subjected to competency assessment test. The following will serve as a strong recommendation; Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff.
- DUTIES** : Coordinate and manage the financial and human resources of the office; 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 analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office;
- ENQUIRIES APPLICATIONS** : Mr. Benjamin Moseje at ☎ (018) 397 7057.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- CLOSING DATE** : 2 August 2010
- POST 29/25** : **ASSISTANT DIRECTOR: COURT MANAGER 2 POSTS REF. 10/VA51/NW**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Brits Magistrate Court (Ref. 10/VA48/NW), Moretele Magistrate Court
: A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; Short listed candidates may be subjected to competency assessment test. The following will serve as a strong recommendation; Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff.
- DUTIES** : Coordinate and manage the financial and human resources of the office; 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

analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office.

ENQUIRIES : Ms. W Jacobs at ☎ (018) 397 7054
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
CLOSING DATE : 2 August 2010

POST 29/26 : **LABOUR RELATIONS OFFICER REF: 2010/59/MP**

SALARY : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Mpumalanga
REQUIREMENTS : An appropriate three-year qualification in Labour Relations or equivalent qualification; Two years relevant experience; A valid Code B driver's license and be prepared to travel. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good Interpersonal relations; Ability to work under pressure; and Accuracy and attention to detail.

DUTIES : Promote sound Labour relations in the Department; Deal with rules for dealing with grievances of employees in the Public Service; Dispute resolutions for the GPSSBC, conciliations, arbitrations and dismissal disputes; Consult with State Attorneys on more complex matters; Manage strikes; and Handle correspondence and memoranda of a more complex nature and compile reports for management and conduct.

ENQUIRIES : Ms N C Maseko ☎ 013-753 9300/19
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE : 2 August 2010
NOTE : People with disabilities are also encouraged to apply.

POST 29/27 : **SENIOR ADMINISTRATION OFFICER REF: 10/228/MAS**

SALARY : R161 970 – 190 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court: Grahamstown
REQUIREMENTS : Applicable B Degree/ National Diploma; 3 years administrative experience; Knowledge of public service and Departmental legislation and prescripts; Knowledge of the duties performed in the Masters office; A valid code B driver's license will be an advantage. Skills and Competencies: Computer literacy; Good communication (verbal and written) skills; Attention to detail; Ability to work under pressure; Good interpersonal relations; Knowledge of the Performance Management System.

DUTIES : Supervision of clerical staff dealing with administration and registration of documentation in the office; Facilitate training and development according to the needs identified; Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Render assistance on a wide spectrum of matters; Check diverse documents and work performance by co-workers for completion and correctness; Document management and maintaining of prescripts and records related to the functions of the Department; Control, utilization and maintenance of the assets and accommodation of the office; Control/ check the private security, cleaning staff and attend to the maintenance of the building; Handle correspondence and any other duties that may be necessary for the smooth running of the office; Control inventory and payment of suppliers; Manage finances in the office by complying with PFMA, DFI, and other instructions issued from time to time by the CFO; Assist with budget preparation and expenditure monitoring; Render assistance regarding provisioning administration and procurement of goods and services.

ENQUIRIES : Ms. M Moreki (012) 315 1781
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The regional Head; Private Bag X9065; East London; 5200

CLOSING DATE : 16 August 2010

POST 29/28 : **ADMINISTRATIVE OFFICER REF: NC/74/10**

SALARY : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office Of The Area Court Manager Kimberley
REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Computer literacy (MS Office); Excellent

communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES : Mr John Tope ☎ (053) 839 0060.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE : 30 July 2010

NOTE : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/29 : **ADMINISTRATION OFFICER: HUMAN RESOURCES REF: NC/75/10**

SALARY : R130 426 – R 153 636 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Kimberley

REQUIREMENTS : An appropriate relevant three (3) qualifications plus two (2) years experience OR Grade 12 and ten (10) years experience. Experience in a Human Resource environment will be an added advantage; Knowledge of Human Resources Practices, Public Service Act, Public Service Regulations and Human Resource Policies; Code 08 Drivers Licence. Computer literacy. Skills and Competencies Effective communication skills (Verbal and Written); People Management and Interpersonal Skills; Good interpersonal and customer relations; Organizational skills; Planning, organizing and problem solving; Project and performance management skills; Attention to detail; Facilitation and presentation Skills Basic Research/Gathering of Information Skills

DUTIES : Render administrative support to the Directorates: Learning & Development and Performance Management; Assist in the development of the Work place Skills Plan; Align Learning & Development Programmes with Performance agreements and/or Personal development Plans; Maintain a database for Learning & Development and Performance Management Directorates by means of accurate, timeous and coordinated recording of information; Dissemination of information; Conduct relevant research with regards to Learning & Development and Performance Management directorate; Coordinate identified short courses, workshops, skills programmes and training courses; Submit monthly reports to Deputy Directors;

ENQUIRIES : Mr John Tope ☎ (053) 839 0060.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE : 30 July 2010

NOTE : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/30 : **CHIEF DEBT COLLECTION CLERK REF: 10/220/CLO**

SALARY : R 130 425 – R 153 636 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Cape Town

REQUIREMENTS : A degree plus 2 years financial experience or grade 12 plus 10 years experience and /or 3 years Diploma in Paralegal Studies; Relevant administrative experience; Knowledge of debt recovery procedures in Magistrates and High Courts. Skills And Competencies: Supervising and training skills; Computer literacy (MS Office); good communication (written and verbal) skills; Good interpersonal skills; Experience in debt collection; Numerical skills; Able to work under pressure and solve problems.

DUTIES : Supervise and manage debt collection clerks; Control work performance of debt collection clerks; Prepare reports and statistics; Train sub-ordinates; Draft and type pleadings and processes such as Summons Warrant of Execution, Judgment, etc; Responsible for filling, photocopying and faxing of document; Negotiate payments with debtors, placing advertisements in the newspaper; Attend to telephone enquiries from client departments, debtors, etc; Consult with clients and debtors and negotiate payment with them; Provide appropriate advice to client departments; Calculation of payment and interest towards settlement of debt.

ENQUIRIES : Mr. N Mabula ☎ (012) 357 8747

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** : 16 August 2010
- POST 29/31** : **INTERMEDIARY 3 POSTS REF: 10/VA57/NW**
Duration: 6 Months Contract
- SALARY** : R130 425 per annum (including 37% benefits). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Bafokeng Magistrate Court (1) Klerksdorp Magistrate Court (1) Odi Magistrate Court (1)
A recognised relevant tertiary qualification; Medical Practitioners who specialise in paediatrics and psychiatry OR; Family Counsellors appointed under the Mediation of Family in Certain Divorce Matters Act and who are or were registered as social workers OR; Educators who are or were registered as clinical, educational or counselling psychologists OR Child Care workers who have completed a two year Child and youth care and who have two years experience in child care OR; Workers registered with Social Service Professions Act, and have two year experience in social work OR, Persons who have obtained a masters degree in social work and has two years experience in social work OR; Persons who have four years experience as educators, including former and retired educators OR; Persons who are registered as clinical, educational or counselling Psychologists; The incumbent should also know how to work with traumatized and neglected children as well as children in need of care and protection; A Valid driver's licence is a requirement; The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Demonstrated capability to serve as an intermediary in the Children's court in terms of the Children's Act 38 of 2005; An understanding of and respect for the rights and dignity of the witness requiring assistance; The ability to treat the witness and his/her family with respect and empathy; The ability to provide emotional support and assistance to the witness and his/her family; An understanding of the ethical implications of working with children and court processes.
- DUTIES** : AND RESPONSIBILITIES: Act as Intermediary by facilitating court proceedings wherein children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them; Act as Intermediary by facilitating court proceedings wherein adults are involved, in appropriate cases.
- ENQUIRIES APPLICATIONS** : Ms. Waliyya Jacobs at telephone numbers: 018 397 7054
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
- CLOSING DATE** : 10 August 2010
- POST 29/32** : **CHIEF ACCOUNTING CLERK: REF: 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 REQUIREMENTS** : Port Elizabeth
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/or State Attorney System (Bas) 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 APPLICATIONS** : Mr N Mabula :Tel (012) 357 8787
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 : 16 August 2010

POST 29/33 : **ADMINISTRATIVE OFFICER: FAMILY LAW (DOMESTIC VIOLENCE) REF: 10/222/CS**

SALARY : R 130 425- R 153 636per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : 3 year Degree or a Diploma in Administration or Equivalent qualification; At least 2 years experience in Office Administration; Must have relevant experience in generic administrative processes; Knowledge of government provisioning and procurement processes; Knowledge of the Public Finance Management Act and budgetary/financial management will also be an advantage; A valid drivers license. Skills And Competencies: Good interpersonal skills; Dispute Resolution skills; Problem solving skills; Report writing skills; Project Management skills; Computer literacy (MS Office) Good communication (verbal and written); Be able to work under pressure and maintain a positive attitude.

DUTIES : Managing the projects in the Sub-Directorate through the project management principles; Draft and distribute minutes and agendas for meetings; Assist in compilation and management of the sub-directorate's budget; Assist the Deputy Director dealing with Family Law services with any administration work where required for workshops, training, conferences; Arrange the necessary bookings, seminars, workshops, functions for the sub-directorate, Drafting and submitting regular progress reports to management; Develop and maintain Domestic Violence's data base, maintain statistical information and any other information relevant to the sub-directorate's monitoring and evaluation function.

ENQUIRIES : Ms. C. Patrick ☎ (012) 315 1150

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: 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 : 16 August 2010

POST 29/34 : **COURT INTERMEDIARY**
2 Contract Posts Ending 31 MARCH 2011
These posts are re-advertisements; candidates who previously applied are encouraged to re-apply

SALARY : R130 425 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office Kuruman: REF: NC/34/10
Magistrate's Office Hartswater: REF: NC/38/10

REQUIREMENTS : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977,as amended by the Sexual Offences and Related Matters Act 32 of 2007; Must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four year's experience in child care. Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two year's experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four year's experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. Reliable, dedicated and hardworking. Language requirements: a combination of the following will be considered: Fluency in English, Afrikaans, and Setswana are compulsory. Sesotho. Sepedi, Xitsonga, IsiXhosa and IsiZulu will be an added advantage. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and

- empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.
- DUTIES** : Act as Intermediary by facilitating court proceedings where children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.
- ENQUIRIES** : Mr John Tope ☎ (053) 839 0060.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 30 July 2010
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 29/35** : **LEGAL ADMINISTRATION OFFICER: RESTORATIVE JUSTICE, MR-1 – MR-5 REF: 10/221/CS**
one year contract) (re-advertisement)
- SALARY** : R 100 494 – R 470 970 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An LLB Degree or equivalent four year legal qualification; At least 4 (four) years appropriate experience; Sound and knowledge of the South African legal system; Knowledge of Governmental and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; Knowledge of the Criminal Justice System and the implementation of legislation, would be an advantage; and A valid driver's license. Skills And Competencies: Legal Research, planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Good communication skills (written and verbal); Willing to work overtime when required; Computer literacy (Ms Office).
- DUTIES** : Draft legal documents, memoranda, reports and government notices; Prepare, consolidate and compile institutional performance reports and related strategies; Scrutinize legislation and draft policies related to responsibilities; Dealing with requests for legal opinions; Respond to parliamentary questions; Handle ad hoc tasks in line with instructions; and Act as a Secretariat of Restorative Justice Task Team.
- ENQUIRIES** : Ms C Patrick☎: (012) 315 1151
- 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** : 16 August 2010
- POST 29/36** : **LEGAL SECRETARY REF: 10/219/SA**
Division: State Attorney
- SALARY** : R87 978 - R103 635.The successful candidate will be required to sign a performance.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 with typing/secretarial certificate or Para-Legal diploma; Relevant 2 years experience working in legal firm; Understanding of confidentiality in Government. Skills And Competencies: Computer literacy (MS Office); Good communication skills (verbal and writer); Good customer relations; Good interpersonal relations; Good organizational skills; Ability to work in a team ability.
- DUTIES** : Provide high quality secretarial support to State Attorneys; Type pleadings, letters, memorandums, reports, do filling, fax and photocopy; Arrange meetings, take minutes and follow-upon decisions made where necessary; Make travel and accommodation arrangements; Answer telephones and convey messages; Liaison with internal and external stakeholders, receive visitors as well as coordination of all the activities falling under section; Manage diary of the attorneys; Attend to queries and customer complaints promptly and in a friendly manner and supply the correct information; Maintain high standards of customer service in order to act as a role model to subordinates; Identify internal processes that can be improved to enhance interaction with customer services.
- ENQUIRIES** : Ms L Kumalo☎ (012) 357 8650
- 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, and 329 Pretorius Street, Pretoria.
16 August 2010

CLOSING DATE

:

POST 29/37

:

E-SCHEDULER CLERK REF: NC/32/10

SALARY

:

R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement. (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

CENTRE

:

Magistrate's Office Kuruman

REQUIREMENTS

:

Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Computer literacy; Good communication (verbal and written); Computer literacy (MS Office); Analytical, Efficient and Resourceful; Project Management; Good Interpersonal and Public Relations; Document Management and Typing; Problem solving; Presentation skills; Customer service orientated; Ability to work under pressure.

DUTIES

:

Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.

ENQUIRIES

:

Mr John Tope ☎ (053) 839 0060.

APPLICATIONS

:

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE

:

30 July 2010

NOTE

:

If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/38

:

COURT INTERPRETER REF: NC/69/10

SALARY

:

R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

Magistrate Office Philipstown

REQUIREMENTS

:

Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage; Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. Language requirements: English, Afrikaans and isiXhosa are compulsory. Sesotho, Sepedi, Xitshonga, Setswana and isiZulu will be an added advantage.

DUTIES

:

Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.

ENQUIRIES

:

Mr John Tope ☎ (053) 839 0060.

APPLICATIONS

:

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE

:

30 July 2010

NOTE

:

If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/39

:

SENIOR ADMINISTRATION CLERK

SALARY

:

R73 584 - R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

Magistrate's Office Upington: REF NR: NC/29/10

This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

Magistrate Office Kimberley: REF: NC/67/10

Magistrate Office Philipstown: REF: NC/68/10

REQUIREMENTS

:

Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.

DUTIES : Handle routine work at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.

ENQUIRIES APPLICATIONS : Mr John Tope ☎ (053) 839 0060.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE NOTE : 30 July 2010
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/40 : **ADMINISTRATION CLERK (DCRS) 3 POSTS**

SALARY : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Garies: Ref: NC/70/10
Magistrate Office Kimberley: Ref: Nc/71/10
Magistrate Office Warrenton: Ref: Nc/72/10

REQUIREMENTS : Grade 12 or equivalent qualification; Administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration will be an added advantage; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.

DUTIES : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

ENQUIRIES APPLICATIONS : Mr John Tope ☎ (053) 839 0060.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE NOTE : 30 July 2010
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/41 : **ACCOUNTING CLERK REF: NC/73/10**

SALARY : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Kimberley

REQUIREMENTS : A Grade 12 or equivalent qualification with Maths and Accounting as a passed subject. Administrative experience will be advantageous; A valid code 08 driver's licence.

DUTIES : Coordinate and consolidate Moneys In Trust inputs of all DOJ offices in the Northern Cape; Monitor monthly JDAS reconciliations in the Northern Cape; Reporting non-compliance or deviations detected to Management; Provide administrative support to the Financial Operations Managers; Coordinate and consolidate outstanding creditors for the Northern Cape; Completing the monthly outstanding creditor reconciliation for the region; Interaction with suppliers and Court Managers to ensure timeous payment of outstanding creditors within 30 days; Answer daily queries from suppliers in terms of payments; Receiving all incoming mail and internal documents for the Finance Division; Maintaining the incoming mail/documents Register; Immediate dispatching of documents or mail to relevant officials; Attending meetings and taking minutes; Performing bank runs; Provide any administrative support as required by the relevant Manager or Supervisor; Communication (written and verbal); Computer literacy (MS Excel, Word and Power Point); Good interpersonal relations; Good public relations skills; Efficient, professional and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.

ENQUIRIES APPLICATIONS : Mr John Tope ☎ (053) 839 0060.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

CLOSING DATE NOTE : 30 July 2010
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

POST 29/42 : **SENIOR ACCOUNTING CLERK: GUARDIANS FUND REF: 10/226/MAS**

SALARY : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Pietermaritzburg
Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience. Skills and Competencies: Computer literacy (MS Office and MS Outlook); Self driven and innovative; Ability to work independently and in a highly pressurized environment; Strong communication skills with the ability to motivate and direct people; Accuracy and attention to detail; The ideal candidate should be honest and reliable, responsible, accountable, efficient, will to work under pressure, teamwork orientated and belief in transparency; Good interpersonal relations.

DUTIES : Administer and maintain the Guardians Fund Books and Registers; Responsible for office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts; Capture and update accounting details; Manage and administer daily payments, compile payment sheets and covering letters; Write cheques, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Compile Statistics; Attend to client services and public enquiries.

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

CLOSING DATE : 16 AUGUST 2010

POST 29/43 : **HELP DESK OPERATOR REF: 10/223/MAS (2 POSTS)**

SALARY : R72 138 – R84 134 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Master Of The High Court, Pietermaritzburg
Grade 12 or equivalent qualification; Relevant experience; Skills and Competencies: Computer literacy (MS Office and MS Access); Good communication (verbal and written); Good interpersonal skills; Ability to work under pressure; Ability to manage conflict situations effectively; Literacy.

DUTIES : Assist external clients on daily basis over the telephone; Contact external clients if there is any query with their applications; Explain to the clients procedures of the Guardians Fund and also inform them on how long it takes to effect the payment; Post application forms to clients; Help the members of the public, who report to the office with their enquiries; Prepare urgent applications when instructed by the supervisor; Keep records of daily outgoing calls; Draw card and Guardians Fund files to Assistant Masters if there are queries over the files; Keep weekly statistics of work being done at the call centre.

ENQUIRIES APPLICATIONS : Ms. M. Moreki ☎(012) 357 1531
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 : 16 AUGUST 2010

POST 29/44 : **DRIVER/ MESSENGER REF: 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 REQUIREMENTS : Port Elizabeth
Adult Basic Education and Training (ABET) level 5/ Grade 10; Previous experience of rendering messenger services as a legal firm will be a recommendation; A 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 : 16 August 2010

POST 29/45 : **DRIVER/ MESSENGER REF: 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 REQUIREMENTS : Northern Cape Kimberley
Adult Basic Education and Training (ABET) level 5/Grade 10; Experience in rendering messenger services; A 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 APPLICATIONS : Ms M. Mmila ☎ 053 807 7800
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 : 16 August 2010

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia Pretoria, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 13 August 2010
- FOR ATTENTION** : Ms M Palare / Mr H Marakalala
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

MANAGEMENT ECHELON

- POST 29/46** : **DIRECTOR: MINERAL PETROLEUM TITLES REGISTRATION OFFICE**
- SALARY** : R652 572 per annum, Level: 13
- CENTRE** : Pretoria
- REQUIREMENTS** : A Law Degree and/ or National Diploma in Deeds Registration Law or equivalent qualification, coupled with extensive managerial experience PLUS the following key competencies: ☐ Knowledge of: • Policy formulation and analysis • Understanding of Legislative Framework • Knowledge of Mineral and Petroleum Title Registration office records and filling system in general • Management of staff • Survey system ☐ Skills: • Communication skills and Computer literacy • Financial Management/ Budgeting • Policy Analysis and Research • Managerial skills and supervisory principles ☐ Communication: • Good communication and writing skills ☐ Creativity: • Analytical thinking
- DUTIES** : KRA's: • Manage the Mineral and petroleum Titles Registration Directorate • Support and advise senior Management and liaise with other stake holder on related issues • Devise and implement systems and controls in the Directorate • Formulate Policy, Legislation, Regulations, and circulars relating to the Directorate • Ensure effective and efficient implementation of the Mineral and Petroleum Resources Development Act, Mining Titles Registration Office and after examination • Examinations of all deeds, plans or other documents for execution, registration recording, noting or filing in the Mineral and Petroleum Titles Registration Office and after examination, reject or accept any such documents • Registration of all Mining and Petroleum Titles and Attestation or execution and registration of deeds of transfer and deeds of cession of rights • Attestation and registration of mortgage bonds and cancellations thereof • Registration of any servitude over any mining right • Capturing and preserving of all registrations and their spatial data on the NMPs and other approved systems
- ENQUIRIES** : MS R Nkambule ☎ 012- 4443946

OTHER POSTS

- POST 29/47** : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION**
- SALARY** : R 378 456 per annum, Level: 11
- CENTRE** : Braamfontein
- REQUIREMENTS** : A relevant tertiary qualification (RVQ 13), National Diploma/ Degree in Law or related field, and have practical in-service training and have five (5) years of relevant experience. Have to attend appropriate course ☐ Knowledge of: • Relevant provisions of MPRDA, repealed mining legislation and related legislation affecting mining issues. • Policies, procedures and related policies • Basic knowledge of the MPRDA • Basic knowledge of the Departmental policy i.r.o Mineral Regulation, • Basic knowledge of Computer programs ☐ Skills: • Able to think when exposed to demanding situations, Ability to write reports, submissions, conduct meetings, communicate orally and verbally and serve as mediator between (aggressive) parties. ☐ Communication : • Ability to articulate and communicate clear messages at all levels ☐ Creativity: • Innovative and creative thinking abilities • Able to work under pressure
- DUTIES** : KRA's: • Project manage the administrative process for each right or permit application in compliance with the law and maintain a categorized database. Attend to applications that do not comply with requirements, • General/ other- attend to telephone/ written enquiries. Attend meetings, requests for renewal of rights and permits. Provide information for Head Office enquiries; Continued administration of existing Old order rights and permits, • Monitor compliance with

requirements of legal operators and take corrective action where required, • Identify illegal prospecting a mining operations and follow up to enforce compliance with the law; Supervise and develop staff

ENQUIRIES : Adv. Malebe MS ☎ 011-358 9757

POST 29/48 : **EXECUTIVE ASSISTANT TO THE DDG: MINERAL REGULATION**

SALARY : R 378 456 per annum, Level: 11
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma or equivalent qualification, coupled with appropriate experience PLUS the following key competencies Knowledge of: ☑ Administration procedures and principles. The mining industry Mineral and Petroleum Resources Development Act Filing systems An understanding of the Department's procedures ☑ Skills: • Communication skills and Computer literacy • Administration and co-ordination • Ability to communicate at all levels • A valid driver's license ☑ Communication: • Good communication and writing skills ☑ Creativity: • Analytical thinking

DUTIES : KRA's: • Identify role-players and organise interaction between the Mineral Regulation Branch and other Branches • Liaise with external stakeholders on behalf of the DDG • Act as principal organisational point of contact for the Branch • Oversee the organising of conferences and workshops as well as perform secretariat duties in meetings • Manage Ministerial projects linked to Mineral Regulation • Manage and consolidate Branch inputs/ report follow up on decisions, agreements/ comments and manage documents • Manage Ministerial projects linked to Mineral Regulation • Manage incoming and outgoing correspondence in the Branch.

ENQUIRIES : MR J Raphela ☎ 012- 444-3977

POST 29/49 : **ADMINISTRATIVE OFFICER (GOVERNANCE MATTERS)**
12 Months Contract

SALARY : R87 978 per annum, Level 05
CENTRE : Head Office (Preto)

REQUIREMENTS : A / An Bachelors Degree (LLB, Bcom Law, Public Administration), with relevant experience PLUS the following key competencies: ☑ Knowledge of: • Administrative/Legal and governance, • Knowledge of the PFMA, • Knowledge of National Treasury Regulations • Knowledge the Companies Act • Knowledge of the King Code on Corporate Governance ☑ Skills: • Communication (verbal and writing) • Research and Administrative skills • Ability to communicate with external and internal stakeholders ☑ Communication: • Verbal and Writing Communication ☑ Creativity: • Innovative • Hardworking and Creative • Ability to analyse requests from public entities • Ability to administer

DUTIES : Render logistical and secretarial support Arrange meetings (venues etc) Coordinate attendance of meetings Draft agendas Draft minutes Follow-up on reports and decisions • Administer applications of Public Entities for Ministerial approval required by legislation: Draft submissions and supporting documentation Do research and obtain information for the analysis of requests • Administer the compliance schedule and programme for Public Entities pertaining to legal and governance matters • Administer the appointment of Board members and the database of State Owned Entities board members and stakeholders.

ENQUIRIES : Mr Fulufhelo Ndou ☎ 012 444 3265

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001. Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 10 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and Identity Document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 29/50** : **CHIEF DIRECTOR: LEADERSHIP AND HUMAN RESOURCE REVIEWS (REF CD/LHRR/10)**
- SALARY** : All inclusive remuneration package of R 790 953 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employees Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 6) in Public Management or Social Sciences • An appropriate post-graduate qualification will be an added advantage • Extensive experience at senior management level as well as in the field of human resource management, with specific reference to conditions of service and performance evaluation in Public Service • Proven experience in applied research, monitoring and evaluation • Experience in project management • Organisational skills • Presentation skills • Report-writing skills • Knowledge of the framework that regulates conditions of employment in the Public Service.
- DUTIES** : Key Performance Areas: Monitor and evaluate practices relating to the performance management and development as well as employment conditions of Heads of Department (HoDs) • Conduct research and advise on the latest trends regarding Public Service Leadership and human resource. • Oversee and manage the evaluation of HoDs, which includes quality assurance of the evaluation process • Assess and monitor implementation of human resource rules, regulations and policies aimed at improvement of sound Public Service management. • Conduct sectoral reviews pertaining to performance improvement • Perform generic managerial responsibilities of planning, organization, guidance and control in respect of, amongst others, financial and human resource management.
- ENQUIRIES** : Ms BP Lerumo Tel: (012) 352 1195
- NOTE** : Although the candidate will be based in Pretoria, the post requires extensive travelling. Conditions of Appointment: • The successful candidate will be required to obtain a top secret security clearance issued by the National Intelligence Agency • Candidates who make it to the final shortlist will be required to undergo a competency assessment to determine their suitability for the post • The OPSC will verify the qualifications and conduct reference checking of the short-listed candidates.

OTHER POST

- POST 29/51** : **ASSISTANT DIRECTOR: NORTH WEST REGIONAL OFFICE REF: ASD/NWRO/10**
- SALARY** : R 192 540 per annum
- CENTRE** : Mahikeng
- REQUIREMENTS** : A relevant recognized three year Degree/Diploma or equivalent qualification (NQF level 6) in Human Resource Management/Public Management or Administration • Essential knowledge of the

relevant HR Framework, including the Public Service Act, Public Service Regulations, Senior Management Service Handbook, the Performance Management and Development Framework and all related Public Service policies • Experience in the following areas: Management of Grievances of Public Service Staff, Monitoring and Evaluation, Research and Report Writing • Excellent written and verbal communication • Developed working PC skills in MS Office, especially Word, Excel, Power Point and Outlook • Ability to work under sustained pressure and deliver satisfactory results • Be able to multi-task, be creative, motivated, self-driven, results-oriented and show initiative • Possess a valid Code EB driver's license and willingness to travel extensively.

DUTIES

: Key Performance Areas: Assist in articulating the PSC programmes in the Province • Assist in setting up and maintaining the Provincial Monitoring and Evaluation Systems • Handle the monitoring and investigation function in matters pertaining to Labour Relations, Service Delivery, Integrity and Anti-Corruption and Policy and Legislation in the Province • Produce excellent quality reports • Handle Provincial Government grievances and complaints and maintain the provincial database • Handle the career incidents of Heads of Department • Take responsibility for Financial Management, Asset Management and management of the GG vehicle • Ensure a balanced and holistic approach in managing his/her function • Proactively build sound relationships with key stakeholders.

ENQUIRIES

: Ms KG Seabelo Telephone: (018) 384 1000

DEPARTMENT OF PUBLIC SERVICE ADMINISTRATION

- APPLICATIONS** : Applications must be sent to the Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered to 116 Proes street, Batho Pele House, cnr Proes and Schubart Street, Pretoria.
- FOR ATTENTION** : Application quoting reference number must be addressed to Mr Thabang Ntsiko.
- CLOSING DATE** : Monday, 02 August 2010 at 16H30
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Faxed and emailed applications will not be considered.

MANAGEMENT ECHELON

- POST 29/52** : **CHIEF OPERATIONS OFFICER REF: DPSA/0013**
- SALARY** : All inclusive package of R1 275,732 per annum level 16. Annual progression up to a maximum salary of R1 437,111 is possible subject to satisfactory performance. The all inclusive remunerative package consists of a basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- REQUIREMENTS** : An appropriate bachelor degree or (equivalent qualification at NQF level 6). Appropriate and extensive managerial experience. Knowledge and understanding of the Public Service Regulatory Frameworks, processes and transformation agenda. Proven track record of multi-tasking and multi-stakeholder management. Highly developed self managing capability. Highly developed communication and liaison skills. Sound analytical and interpretive skills. Excellent writing skills and meticulous attention to detail. Willingness to work under pressure and periodically travel and work away from home.
- DUTIES** : Oversee, plan and coordinate the service delivery of operations and synergise the translations of the DPSA mandate by entities within the MPSA portfolios. Synergies DPSA policy implementation and SITA, PALAMA and CPSI. Work collaboratively with GEMS and PSETA in driving public service mandate and coordinate employer representatives sitting on such governance structures. Coordinate and provide strategic direction on the service delivery mechanisms of the following function work streams (HRMD; SDOT; PSICTM; LRRM and Governance and International Relations). Develop and integrate service delivery model with service delivery improvement plan for the DPSA. Oversee the programme management office responsible for the operationalisation of the department's strategic plan and operational plan and annual reports. Oversee the provision of Corporate Resource Management Services, Communication and Legal Services. Manage, coordinate and facilitate the implementation of the transversal transformational projects within the Department.
- ENQUIRIES** : Ms Thulisile G Manzini, tel (012) 336 1121

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

CLOSING DATE : 30 July 2010

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

MANAGEMENT ECHELON

POST 29/53 : **DIRECTOR: EPWP PROVINCIAL ROADS PROGRAMME. REF NO: 2010/130**

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE : Head Office

REQUIREMENTS : National Diploma or Degree in Civil Engineering or Equivalent plus appropriate experience in roads construction & maintenance. Ability to communicate at all levels, particularly at executive level; Sound analytical and problem identification and solving skills, Ability to meet tight deadlines whilst delivering excellent results; the candidate must have Knowledge of the construction industry; experience of road construction , labour-intensive methods of construction; and Valid driver's license.

DUTIES : The effective management and coordination of Scaling up EPWP in Roads Sector; Manage relationships with external stakeholder, especially Department of Transport, National Treasury ; Assistance on the Planning and design of labour intensive road construction and maintenance Programmes in the province. The effective monitoring and reporting on the implementation of Scaling up EPWP; Facilitate and manage implementation of the Project; Monitoring and reporting on provincial roads Programmes; ensure improved performance of staff on the current projects; ensure that all provinces use roads budget to contribute to the EPWP to their full potential.

ENQUIRIES : Mr I Ariyo Tel (012) 337 2651

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

NOTE : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

POST 29/54 : **DIRECTOR: NON STATE SECTOR REF NO: 2010/146**
Component: EPWP

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE : Head Office

REQUIREMENTS : Appropriate Degree or National Diploma in Social Sciences or Development studies with extensive relevant experience A candidate must have Knowledge of non state sector, financial management, client relations. Understanding of Preferential Procurement Policy and Framework. Strong communication skills, both written and verbal, and good interpersonal skills; computer literate, willing to adapt work schedule in accordance with professional requirement. Knowledge of Project Management, property management. Ability to work independently.

DUTIES : Facilitate the disbursement of the fiscal incentive to programmes. Develop annual implementation plan. Serve as formal communication channel with stakeholders on non state matters. Monitor performance of intermediaries. Provide performance reports on non state sector. Ensure that non state sector entities are capacitated. Manage the budget and expenditures of the directorate. Manage the administration and development of staff. Ensure capacity and sustainability of staff of the directorate.

ENQUIRIES : Ms K Sethibelo, Tel (012) 337 3264
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 54315, Durban, 4000
FOR ATTENTION : Mr BE Mbatha

POST 29/55 : **DIRECTOR: PROJECTS REF NO: 2010/147**

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE : Durban Regional Office

REQUIREMENTS : Appropriate four year degree in built environment or equivalent qualifications and acquired knowledge at that level extensive experience in the built environment, especially in building construction project management. Professional registration in any of the built environment disciplines is compulsory. Knowledge or understanding of occupational health & safety act; knowledge or understanding of procurement system of government will be an advantage. Experience in managing project managers who are responsible for managing multiple projects simultaneous, proven project budgeting ability; knowledge or understanding of estimating and scheduling techniques; analytical ability, strong communication skills, both written and verbal, and good interpersonal skills; computer literate.

DUTIES : Key responsibilities: manage projects units in the region; management of environmental health and safety programmes of the department in the region, coordination and management of the planning and execution of construction and renovation or refurbishment projects within time, cost and specification. The head of operations shall develop and monitor a planning and reporting system within which to effectively plan and monitor projects. Ensure the existence of a system to monitor and record the condition of buildings, structures, mechanical and electrical installations for purposes of proactive planning for maintenance of those assets.

ENQUIRIES : Mr K Khanyile, Tel (031) 314 7150
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 3, Braamfontein, 2017 or hand delivered to 78 De Korte Street, Ground Floor Mineralia Building. Braamfontein
FOR ATTENTION : Mr COM Nxumalo

POST 29/56 : **DIRECTOR: EPWP PROGRAMME MANAGER (4 POSTS) REF NO: 2010/138**
Component: EPWP

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE : Cape Town Ref 2010/138 A
Nelspruit Ref 2010/138 B
Kimberley Ref 2010/138 C
Mmabatho Ref 2010/138 D

REQUIREMENTS : Appropriate Degree or National Diploma in the built environment, Communication and appropriate relevant experience in Communication or built environment. A candidate must have Knowledge of intergrated marketing communication management and application, programme and Project management, Quality management, monitoring and evaluation methods. Public Financial Management Act, skills: management, Computer literacy, Planning and Organising, Research methodology. Willingness to adapt to working schedule in accordance with office requirements. Valid Drivers License.

DUTIES : Participate and represent EPWP in provincial and other municipal structures. Encourage participation of provincial and institutions and other stakeholders. Monitor performance of provincial Institution. Building and maintaining EPWP networks and contacts at a provincial and municipal level. Identify and communicate programme opportunities to various sectors in which EPWP operates. Monitor performance of province against targets and provide feedback. Provide reports to national EPWP unit as required. Provide reports to collect and verify quarterly performance reports. Communicate national initiatives to provinces.

ENQUIRIES : Ms C J Abrahams, Tel (012) 337 2302
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/57 : **DIRECTOR: NATIONAL PROGRAMME MANAGER EPWP REF NO: 2010/140**

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

NOTE : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

CENTRE : Head Office

REQUIREMENTS : Appropriate Degree or National Diploma relevant to public sector management and administration and appropriate relevant experience in management of a public sector organisation. A candidate must have knowledge of Government Job Creation Policies and programmes, programme and Project management, stakeholder management; monitoring and evaluation methods, as well as Public Financial Management Act, Skills: people management, financial and resource management; communication and facilitation, Computer literacy, Planning and Organising. Willingness to adapt to working schedule in accordance with office requirements. Valid Drivers License.

DUTIES : Promoting the EPWP through participating in relevant national structures. Support EPWP regional offices in carrying out its mandate. Establishment and maintenance of partnership and communication with national stakeholders. Building and maintaining EPWP networks and contacts at a national and provincial level. Manage the administration and collating of budget inputs and estimates. Implement performance agreement.

ENQUIRIES : Ms CJ Abrahams, Tel (012) 337 2302

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/58 : **DIRECTOR: ASSET REGISTER MANAGEMENT REF NO: 2010/153**

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE : Head Office

REQUIREMENTS : Tertiary qualification in the Built environment, BCom in Accounting or Law fields relating to property/ asset management plus extensive appropriate relevant work experience. High level of service delivery, proven skills in stakeholder management and the ability to interact at all levels in both the public and private sectors. Good written, verbal and computer skills. Sound understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA) and regulations applicable to property asset management, Understanding of the built environment, financial administration and procurement processes and systems, as well as contractual policies and procedures. The successful candidate must be innovative, highly motivated and be able to work under pressure. Experience in immovable asset register management will be advantageous.

DUTIES : The successful candidate will ensure that all relevant information on the immovable assets under the control of the Department is accurately reflected in the Asset Register and determine the requirements for and monitor the development of a suitable electronic register. Liaison with other custodians of state immovable assets on the compilation and maintenance of asset registers; Liaison with the Policy Branch on the development and revision or development of best practice guides for the compilation and maintenance of asset registers. Provide inputs for the disclosure note in the annual financial statements. Provide guidance and support to the regional offices. The candidate will manage financial and human resources in the Directorate and participation on committees as required. Other duties include planning and directing the implementation of functions, performance and business strategy of the directorate to achieve agreed targets and standards, liaising with and travel to all regions, monitor and continually evaluate effectiveness of the outputs. Maintaining and developing organizational culture, values and reputation with all user departments, all staff members and all stakeholders is also a prerequisite. The candidate must also submit written reports and verbal report backs as required according to reporting criteria format.

ENQUIRES : Ms F Rabada Tel:012 337 3153

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 20605, Bloemfontein, 9300

FOR ATTENTION : Mr CTI Mofokeng

OTHER POSTS

POST 29/59 : **DEPUTY DIRECTOR: KEY ACCOUNTS MANAGEMENT REF NO: 2010/148**

SALARY : All inclusive salary package of R 378 456 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A recognized tertiary qualification, in one or more of the built environment disciplines. Marketing, Public Relations, Management Science and appropriate experience within the field. Strong

supervisory abilities with an emphasis on strong Strategic Planning and Project Management skills. Sound budgeting and Financial Management skills. An understanding of various of various facets of the built environment and the Property Management industry. Good verbal and written communication skills. The post will also require official travelling as and when required.

DUTIES : Serve as a contact point between Public Works and assigned client departments at a pro-design level. Assist with the compilation, operation and execution of annual business plans for the unit. Render assistance to assigned client departments in appropriately formulating the accommodation requirements and budget. Consolidate information in reporting to client on progress of accommodation requirements. Assist with the compilation of annual building programmes per assigned client department for Capital Works and Planned Maintenance. Ensure efficient turnaround times on strategic initiatives, projects and assignments. Convene and co-ordinate client liaison forums. Ensure interaction on operational issues with client, service providers and regional offices. Ensure efficient management of the unit.

ENQUIRIES : Ms J Monare, Tel (011) 713 6052
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/60 : **DEPUTY DIRECTOR: STATUTORY COMPLIANCE: ELECTRICAL ENGINEERING OPERATIONS: STATUTORY COMPLIANCE REF NO: 2010/149**

SALARY : All inclusive salary package of R 378 456. per annum
CENTRE : Head Office

REQUIREMENTS : Applicants must be in possession of a four year tertiary degree in Electrical Engineering and appropriate relevant experience in the building industry. Recommendation: He /She must have a government Certificate of competency in Electrical Engineering and appropriate experience in the profession covering the design and Supervision of electrical installations in buildings and electrical distribution systems. e /She must be able to communicate (verbally and Writing) at all levels, have excellent interpersonal (teamwork) and negotiation skills and computer literacy. Extensive Knowledge of the Occupational Health and Safety Act 1993(Act 85 of 1993), the National Building Regulations and Standards Act, Electrical Regulations as well as other related relevant Acts. Appropriate experience in middle management in the Public Service or the Private sector is required and financial control, training of staff, planning and organising is needed. He/she must have a valid code eight driver's licence and willing to travel extensively. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000(Act 46 of 2000) as a Professional Registered Engineer and Safety Management Qualification will serve as an added advantage.

DUTIES : Visits regional offices regularly to do evaluation of Electrical installations, Ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993(Act 85 of 1993) and Electrical Regulations as well as the National Building Regulations and Standards Act are adhered to, Gathering information, evaluating and advising all parties involved on the requirements regarding electrical, electronic installations and electrical reticulation installations and lifts. Facilitate the updating of all standard specifications for Electrical equipments and installations to ensure that they comply with the latest requirements of the Occupational Health and Safety Act and Electrical Regulations. Managing the database of safety records of all electrical equipment for the entire Department, Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act. Monitor the implementation of the requirements of the Acts and policies by the various parties involved. Facilitate training of Safety Officers and Safety Representatives and provide guidance on statutory matters. Monitor the workings of all Safety Committees and the incidents that are being dealt with as required by the OHSA. Coordinate quarterly reporting of regional managers to the DG with regard to the OHSA. Ensure that all State and Leased buildings have valid Certificate of Compliance and are being issued by an accredited person. Ensure that all substations and Lifts are properly maintained.

ENQUIRIES : Ms G Komane Tel (012) 337 2156/3417
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/61 : **DEPUTY DIRECTOR: STATUTORY COMPLIANCE: CIVIL ENGINEERING, BUILDING AND ENVIRONMENTAL MANAGEMENT OPERATIONS: STATUTORY COMPLIANCE REF NO: 2010/150**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office

REQUIREMENTS : Applicants must be in possession of a four year tertiary degree in Civil, Building and Environmental Management and at appropriate relevant experience in the building industry. Recommendation: He

/She must have appropriate experience in the profession covering design and supervision of most of the following disciplines: Water /Sewer Treatment Plants, Construction Safety Management, building structures, including facilities for people with disabilities (access to buildings) and Geotechnical Engineering(including Dolomite).Experience in the implementation of the requirements of inter alia the Occupational Health and Safety Act, National Building Regulations and Standards Act, the Water Acts and the Environmental Management Act. He /She must be able to communicate (verbally and Writing) at all levels, have excellent interpersonal (teamwork) and negotiation skills and computer literacy. Extensive Knowledge of the Occupational Health and Safety Act 1993(Act 85 of 1993), the National Building Regulations and Standards Act, the Water Acts and Environmental Management Act as well as other related relevant Acts. Appropriate experience in Environmental Risk Assessment and Management. Appropriate experience in middle management in the Public Service or the Private sector is required and financial control, training of staff, planning and organising is needed. He/she must have a valid code eight driver's licence and willing to travel extensively. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000(Act 46 of 2000) as a Professional Engineer and Safety Management Qualification will serve as an added advantage.

- DUTIES** : Visits regional offices regularly to do evaluation of Civil/Structural Engineering projects/ Environmental issues proposals to ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993(Act 85 of 1993) and Regulations as well as the National Building Regulations and Standards Act are adhered to. Responsible for the Sub-section Civil Engineering, Building and Environmental Management which will include the compiling, management, implementation and monitoring of policies regarding safety and compliance with the relevant Acts and Regulations in the Civil/Structural Engineering, Environmental Management and Building Industry. Facilitates the registration of all Water and Waste Treatment Plants and other civil installations. Give guidance and training at the Regional offices to all involved in statutory requirements in the building industry and monitor compliance. Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act. Monitor the implementation of the requirements of the Acts various parties involved. Monitor compliance on construction site/Projects. Facilitate training of Safety Officers and Safety Representatives and provide guidance on statutory matters. Monitor the workings of all Safety Committees and the incidents that are being dealt with as required by the OHSA. Coordinate quarterly reporting of regional managers to the DG with regard to the OHSA.
- ENQUIRIES** : Ms G Komane Tel (012) 337 2156/3417
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele
- POST 29/62** : **DEPUTY-DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE 4 POSTS REF NO: 2010/132**
- SALARY** : All inclusive salary package of R378 456 per annum
- CENTRE** : Cape Town Ref 2010/132 A
Port Elizabeth Ref 2010/132 B
Polokwane Ref 2010/132 C
Kimberley Ref 2010/132 D
- REQUIREMENTS** : An appropriate Bachelor's degree or National Diploma or equivalent qualification in any of the built environment disciplines, (Engineering); Training and Development or a degree in Management. A valid driver's license. Knowledge of the development of emerging contractor's enterprise will be an added advantage. Recommendation: Good communication, training, development, business and writing skills. Computer literacy.
- DUTIES** : Management and implementation of the Vuk'uphile-Building and / or Vuk'uphile Civil programmes at regional offices where based. Management and implementation of the National Youth Service (NYS) programme. Management and implementation of the Emerging Contractor Development Programme (ECDP). Management and implementation of the Contractor Incubator Programme (CIP) at regional office. Management and implementation of other NDPW Contractors development initiatives. Liaison with all relevant stakeholders to ensure their buy-in and participation in the different contractor development programmes and the National Youth Service. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports.
- ENQUIRIES** : Cape Town & Port Elizabeth Mr M Ntese, 041 408 2029
Polokwane, Mr M Ntshani, Tel (015) 293 8009
Bloemfontein & Kimberley Ms M Tshabalala; Tel (051) 400 8846
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele

- POST 29/63** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT- PROVINCES 6 POSTS REF NO: 2010/133**
- SALARY CENTRE** : All inclusive salary package of R378 456 per annum
: Nelspruit Ref 2010/133 A
: Kimberly Ref 2010/133 B
: Cape Town Ref 2010/133 C
: Mmabatho Ref 2010/133 D
: Bloemfontein Ref 2010/133 E
: Polokwane Ref 2010/133 F
- REQUIREMENTS** : National Diploma or Degree in Civil Engineering or Construction / Built related fields. Appropriate relevant experience in the built industry. The candidate must have Knowledge of construction Industry and or project management, Labour-intensive methods of construction; Knowledge of Programme & Project management. Ability to communicate at all levels; and Valid driver's license.
- DUTIES** : Provision of technical support to municipalities to implement EPWP projects in the infrastructure sector by providing assistance in the following; selection of suitable projects, design of projects promoting the use of labour-intensive methods, development of EPWP municipal policies. Liaison with various stakeholders like Provincial Departments of Local Government, South African Local Government Association (SALGA) and Development Bank of Southern Africa Siyenza Manje programme to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system. Compilation of Provincial technical support reports.
- ENQUIRIES APPLICATIONS** : Mr O. Tiya; Tel (012) 337 2317
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele
- POST 29/64** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT -NATIONAL DEPARTMENTS AND STATE OWNED ENTERPRISES REF NO: 2010/134**
- SALARY CENTRE** : All inclusive salary package of R378 456 per annum
: Head office
- REQUIREMENTS** : National Diploma or Degree in Civil Engineering or Construction Management or built environment or equivalent; appropriate relevant experience in the construction industry. The candidate must have Knowledge of construction Industry and or project management, Labour-intensive methods of construction; Knowledge of programme and project management. Ability to communicate at all levels; and Valid driver's license.
- DUTIES** : Provision of technical support to National Departments and State Owned Enterprises to implement EPWP projects in the infrastructure sector by providing assistance in the following; selection of suitable projects, design of projects promoting the use of labour-intensive methods, development of EPWP municipal policies . Liaison with various stakeholders to ensure that adequate technical support is provided to National Departments and State Owned Enterprises in the implementation of EPWP. Provide assistance to National Departments and State Owned Enterprises in quarterly reporting on the EPWP reporting system. Compilation of progress reports on the implementation of EPWP by National Departments and State Owned Enterprises.
- ENQUIRIES APPLICATIONS** : Mr O. Tiya; Tel (012) 337 2317
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele
- POST 29/65** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT- PROGRAMME MANAGEMENT REF NO: 2010/135**
- SALARY CENTRE** : All inclusive salary package of R378 456 per annum
: Head Office
- REQUIREMENTS** : National Diploma or Degree in Civil Engineering or Construction Management or equivalent. Appropriate experience with construction industry.; The candidate must have Knowledge of construction Industry and or project management, Labour-intensive methods of construction; Knowledge of programme and project management. Ability to communicate at all levels; and valid driver's license.
- DUTIES** : Consolidation of Overall Technical support reports using Provincial Technical support reports. Provide assistance in the provision of technical support to Municipalities in the implementation of projects in the infrastructure sector. Facilitate and assist in management of the technical support programme using the Management Information System (MIS) developed. Generate overall technical support reports from the Management Information System (MIS). Liaison with various stakeholders like Provincial Departments of Local Government, South African Local Government Association (SALGA) and Development Bank of Southern Africa Siyenza Manje programme to

ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system. Compilation of infrastructure sector reports.

ENQUIRIES : Mr O. Tiya; Tel (012) 337 2317
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/66 : **DEPUTY DIRECTOR: VUK'UPHILE PROGRAMME TRAINING PROVIDER MANAGEMENT REF NO: 2010/136**

SALARY : All inclusive salary package of R378 456 per annum
CENTRE : Head office

REQUIREMENTS : National Diploma or Degree in the Built Environment or, Programme Management or Training related field or equivalent; Post graduated training & development management will be added as advantage. Appropriate relevant experience. The candidate must have Knowledge of the Sector Education Training Authority Environment, Construction Industry, Labour-intensive methods of construction. Ability to communicate at all levels; and valid driver's license.

DUTIES : Manage and supervise training providers appointed on the Vuk'uphile programme. Ensure that Vuk'uphile qualifications for training of learners are appropriately registered with the South African Qualifications Authority (SAQA). Development and formulation of strategy on the efficient management and implementation of theoretical training on the Vuk'uphile Learnership programme. Identification of areas within the theoretical training component that need improvement. Ensure that training is carried out in terms of SAQA, ETQA, CETA and EPWP policies and regulations. Drawing up of contracts for the appointment of training providers. Formation of strategic alliances with institutions for development and support of Vuk'uphile Learners. Compilation of reports of training done on the Vuk'uphile programme. Provision of monitoring tools of training provided. Ensure that Total Quality Management (TQM) of the Vuk'uphile programme covers in detail the activities pertaining to theoretical training.

ENQUIRIES : Mr T. Mackaukau, Tel: 012 337 2163
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/67 : **DEPUTY DIRECTOR: VUK'UPHILE PROGRAMME MENTOR MANAGEMENT REF NO: 2010/137**

SALARY : All inclusive salary package of R378 456 per annum
CENTRE : Head office

REQUIREMENTS : National Diploma/ Degree in Civil Engineering or other Built Environment or equivalent and appropriate relevant experience. Post graduate in Training Development management will be added as an advantage. The candidate must have Knowledge of Civil Engineering, Construction Management, Labour-intensive methods of construction. Functioning of the Department and Government; Ability to communicate at all levels; and valid driver's license.

DUTIES : Ensure the effective administration, management, coordination and provision of mentorship on the Vuk'uphile Learnership Programme in all nine (9) Provinces. Development and formulation of strategy on the efficient management and implementation of mentorship on the Vuk'uphile Learnership Programme. Development and implementation of innovative funding and quality assurance for on-site practical training provided to the Learners; Identification of areas, within the mentorship component of the Programme, that need improvement; Ensure that potential public or implementing bodies understand mentorship requirements and objectives; Ensure that Mentors are appropriately registered as Professional Construction with SACPCMP. Drawing up of contracts for Mentorship Services; Consolidation of Mentorship reports. Conducting of periodic sites visits to monitor performance of Mentors and learners on projects.

ENQUIRIES : Mr T. Mackaukau, Tel: 012 337 2163
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/68 : **DEPUTY DIRECTOR: INFRASTRUCTURE SECTOR INCENTIVE REF NO: 2010/129**

SALARY : All inclusive salary package of R378 456 per annum
CENTRE : Head Office

REQUIREMENTS : Tertiary qualification in finance or statistics with the basics towards financial or Mathematical modeling; with extensive relevant experience in financial management and statistics modeling; A candidate must have Knowledge of construction Industry and or project management; Knowledge

of the structure and functioning of the Department and Government; Ability to communicate at all levels; and Valid driver's license.

DUTIES : Development and modification of the infrastructure sector model; liaison with infrastructure sector stakeholders to get inputs on the modification of the incentive model; Development of incentive allocations for different financial year; analysis and review of different portfolio factor used in the infrastructure model. Ensure the effective provision on compilation of the infrastructure sector incentive reports; Compilation of incentive report on quarterly basis to National Treasury in the prescribe format; Compilation of infrastructure sector incentive analysis reports, Compilation of the quarterly incentive information of infrastructure payment information for the National Department of Public Works. The development and review of infrastructure sector incentive manual on annual basis; Development and review of infrastructure sector audit requirements.

ENQUIRIES : Mr T. Van der Walt; Tel 012 337 2759
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/69 : **DEPUTY DIRECTOR: EPWP KNOWLEDGE MANAGEMENT & RESEARCH EPWP REF NO: 2010/139**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office
REQUIREMENTS : Tertiary qualification in Information Systems or Knowledge or Information Management or related area. Appropriate experience in Information Management environment. A candidate must have knowledge of Government; Structure and functioning of the Department. Skills advanced interpersonal and diplomacy skills, project management, negotiation skills, research methodologies, advanced communication and report writing, problem solving skills.

DUTIES : Develop and implement strategies aimed at creating knowledge, information sharing and promoting culture of learning. Consult, research and review on best practices of Knowledge Management frameworks. Ensure the alignment of activities with the Departmental strategic goals and objectives. Facilitate the collection, capturing, dissemination and application of strategic information and knowledge. Provide administrative support to Knowledge management activities. Develop a Knowledge centre on general information and information on the government. To conduct and embark on research activities on an adhoc basis. Provide with assistance and make recommendations on Special and Strategic Projects. Communicate strategies and activities Knowledge Management to relevant stakeholders.

ENQUIRIES : Ms CJ Abrahams; Tel (012) 337 2302
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/70 : **DEPUTY DIRECTOR: FINANCE: ACCOUNTS AND BUDGETS REF NO: 2010/154**

SALARY : All inclusive salary of R 378 456 per annum
CENTRE : Bloemfontein Regional office
REQUIREMENTS : A Bachelor's degree/ National Diploma in Accounting/ Financial Management or related. Knowledge of Public Finance Management Act and applicable Regulations. Extensive knowledge and experience of the budgeting and financial management process. Ability to implement systems and exercise control to ensure sound financial administration. Extensive knowledge of transversal systems applicable in the public service (BAS, PERSAL, LOGIS WCS and PMIS). Proven communication skills at all levels. Sound analytical and problem solving skills. Appropriate and relevant management experience and computer literacy.

DUTIES : Ensure sound financial management practices compliant with the Public Finance and Management Act and Generally Recognised Accounting Practices in the Regional Office. Identify trends and opportunities for business process improvement. Prepare annual budgets and update forecasts in line with the department wide priorities. Manage and advise management on the effective utilization of financial resources. Manage all functions regarding revenue, expenditure and the asset and liability accounts of the office (Including debtor management). Ensure the submission and reports regarding the AFS as well as the co-ordination of audit reports. Manage financial resources allocated to the Finance function. Contribute to the overall management of the Regional Office.

ENQUIRIES : Mr P Whielers Tel (051) 4008717
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 5007, Mthatha 5099
FOR ATTENTION : Ms N Tyusha

POST 29/71 : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2010/155**

SALARY : All Inclusive Salary package R 378 456 per annum

- CENTRE** : Mthatha Regional Office
- REQUIREMENTS** : A Degree/ National Diploma in Human Resource Management and/or related fields. An HR generalist with an understanding of enabling legislations (BCEA, Employment Equity, OHSA, SDA, LRA etc.) Relevant experience and strong leadership skills, conflict management, diversity management. Knowledge of PERSAL and computer literacy. Excellent writing and communication skills. Project Management and Financial skills.
- DUTIES** : Effectively implement all HR management policies, prescripts and relevant legislations. Implement processes and systems to improve workflow within the HRM. Act as internal consultant to line functions leading to improvement in the organizations ability to adapt to change. Maintenance of organisational structure. Management of Employment Equity policies and reaching targets. Best practices and impact analysis on of Labour Relations processes and policies. Implement and promote performance management systems and training. Manage the co-ordination of Human Resource training and development programmes and interventions. Render HR Administration, Labour Relations, HR Development, Recruitment and Selection services.
- ENQUIRIES** : Ms, N Tukela Tel (047) 502 7010
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele
- POST 29/72** : **DEPUTY DIRECTOR: EPWP-ENVIRONMENT & CULTURE SECTOR PROVINCIAL COODINATOR 6 POSTS REF NO: 2010 /156**
- SALARY** : All inclusive salary package of R 378 456 per annum
- CENTRE** : Mpumalanga Ref 2010/156 A
Kwa-Zulu Natal Ref 2010/156 B
North West Ref 2010/156 C
Limpopo Ref 2010/156 D
Eastern Cape Ref 2010/156 E
Northern Cape Ref 2010/156 F
- REQUIREMENTS** : Tertiary qualification in Environmental Science or related field with relevant experience in the Environment & Culture (EPWP). He or she must have knowledge in the EPWP Strategic Goals, objectives, and special conditions of employment on EPWP, Skills Development Act and Employment Equity Act, Programme and Project Management, Financial Management. A valid driver's license, willing to travel extensively and work under pressure.
- DUTIES** : Assist stakeholders in developing work plans for the Waste Management Initiatives. Establish effective interventions to maximize implementation of EPWP projects in the Environment and Culture Sector in the provinces. Work closely with lead provincial department and member departments to improve activities of the Environment and Culture Sector. Facilitate identification and implementation of expansion areas and best practice in the provinces. Facilitate the development of the provincial sector plans and implementation plans. Facilitate successful implementation of the Waste Management Initiatives in the municipalities. Provide reports to managing bodies and relevant stakeholders
- ENQUIRIES** : Ms P Tshivhula Tel: 012 337 2171
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
- FOR ATTENTION** : Ms M Masubelele
- POST 29/73** : **DEPUTY DIRECTOR: PROGRAMME MANAGER, EPWP SOCIAL SECTOR REF NO: 2010/141**
- SALARY** : All inclusive salary package of R378 456 00 per annum.
- CENTRE** : Head Office
- REQUIREMENTS** : Degree in Social Science, Public Administration, Behavioural Science or Development Studies. Post graduate qualification an added advantage. Extensive experience in programme and projects management. Relevant experience in Management and supervisory position, willing to adopt work schedule in accordance with office requirements, Driver's license, Extensive traveling. A candidate must have Knowledge related to Programme and project management, stakeholder management, knowledge of Government Social Programmes, Monitoring and evaluation methods especially for developmental programmes , Treasury Regulations, Tender processes, Effective communication(Verbal and written), Decision making skills, interpersonal and diplomacy skills, Analytical thinking, ability to work under stressful situations, strategic management and proficiency in the local indigenous languages.
- DUTIES** : The provision of management support to EPWP provincial and municipal implementing bodies: commission feasibility and option analysis studies and researches, determine, define and develop social development programme scope and management plan. Ensure effective implementation and maintenance of monitoring and evaluation system in the social sector, Set milestone and time management plans. Establishment and maintenance of partnership and communication with

stakeholders and implementing bodies: Liaise and interact with National Department of Social Development with regards to the implementation and roll out of social sector programme, Establish and develop business plans and initiatives on social development programmes with stakeholders and implementing bodies to access additional funding support, Facilitate training with the Department of Higher Education and Training through the EPWP Training Support Unit to ensure achievement of Social Sector training targets.. Facilitate communication and marketing strategies to be adopted to raise awareness on social development programmes. Contribute to effective management of financial resources allocated to EPWP Social Sector unit: Synchronies and ensure that all financial processes are in line with the departmental policies

ENQUIRIES : Ms P Lukwago-Mugerwa Tel 012 337 2182
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/74 : **DEPUTY DIRECTOR: EPWP MARKETING REF NO: 2010/142**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office
REQUIREMENTS : Tertiary qualification in Marketing Management, Communication or Public relations, appropriate working experience in communication environment, learning fields in community management practice and marketing strategies. Willing to adopt work schedule in accordance with professional requirements, willing to travel, a valid Driver's license, Knowledge and understanding of integrated marketing communication management and application, marketing principles and research, sound analytical and problem identification and solving skills, advanced interpersonal and diplomacy skills, Project management skills, ability to work effectively and efficiently under stressful pressure, ability to meet tight deadlines and able to work independently.

DUTIES : Development and implementation of the of the marketing strategy, ,procurement of EPWP marketing and branding material; communication with implementers to identify marketing needs, develop efficient procurement and delivery system for marketing and branding tools, assist with coordination of departmental and ministerial programmes, Provide progress reports on activities of marketing, Assist with the budget and expenditure inputs. The effective management of programme brand corporate identify;: Promote EPWP brand and corporate identity, Monitor compliance to brand and corporate identify guidelines, Establish and maintain relationships with key role players, provide support to the development and implementation of communication strategies

ENQUIRIES : Ms K Tlhomelang Tel 012 337 3131/3330
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/75 : **DEPUTY DIRECTOR: SOCIAL DEVELOPMENT SPECIALIST 3 POSTS REF NO: 2010/143**
 Component: EPWP

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office Ref No 2010/141 A
 Bloemfontein Regional Office Ref 2010/141 B
 Mmabatho Regional Offices Ref 2010/141 C

REQUIREMENTS : Degree in Social Sciences, Public Administration or Development Studies and appropriate relevant experience. Post graduate qualification an added advantage. A candidate must have Knowledge of Government Development Agenda, Government Social Programmes, Programme Monitoring and evaluation, Skills Development Strategy, Skills Advanced Programme and Project management skills, facilitation skills, computer skills and Decision making skills. Driver's License is a must.

DUTIES : Provide project management support to public bodies implementing social sector projects (Ensure that projects plans are developed and submitted on time, compliance to national targets). Work closely with provincial DSD to accelerate the roll out of social sector programmes so that the provincial targets are achieved. Mobilise involvement of other provincial social sector departments to participate in the EPWP. Assist implementing bodies to develop EPWP aligned business plans and operational plans access equitable share allocations and incentive grants for the sector. Facilitate social sector access to DoHET training funds. Facilitate SETA support for social sector training. Assist the province to design and implement exit strategies for the social sector and ensure that the 30% target of long term employment is achieved Ensure compliance of the social reports to EPWP requirements. Work with M&E Specialist to monitor and evaluate the financial social impact of the EPWP in the province.

ENQUIRIES : Ms P Lukwago-Mugerwa Tel (012) 337 2182
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/76 : **DEPUTY DIRECTOR: NEW PROGRAMMES REF NO: 2010/144**
Component: EPWP (Social Sector)

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office
REQUIREMENTS : Degree in Social Science, Public Administration or Development studies. Post graduate qualification an added advantage Appropriate relevant experience of working and managing intergrated government social programmes such as poverty relief programmes, rural development skills development, monitoring and evaluation. Knowledge of Government Development Agenda, Government Social Programmes, Advanced Programme and Project management skills, financial management skills, stakeholder management skills, facilitation skills. Ability to communicate at various level and work under pressure.

DUTIES : Provide project management support to public bodies implementing social sector projects (Ensure that projects plans are developed and submitted on time, compliance to national targets). Work closely with National DSD to accelerate the roll out of social sector programmes so that the provincial targets are achieved. Mobilise involvement of other provincial social sector departments and municipalities to participate in the EPWP Assist implementing bodies to develop EPWP aligned business plans and operational plans for new programmes. Facilitate access of new programmes to EPWP funding mechanisms through equitable shares and incentive grants. Facilitate social sector access to DoHET training funds. Facilitate SETA support for social sector training. Assist the provinces and Municipalities to design and implement exit strategies for the new programmes ensure that the 30% target of long term employment is achieved. Ensure compliance of the new programmes to EPWP requirements. Work with M&E Specialist to monitor and evaluate the financial and social impact of the EPWP on the programmes in the provinces and municipalities

ENQUIRIES : Ms P Lukwago-Mugerwa Tel (012) 337 2182
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/77 : **DEPUTY- DIRECTOR: ECONOMIC DEVELOPMENT SPECIALIST REF NO: 2010/145**

SALARY : All inclusive salary package of R378 456 per annum.
CENTRE : Nelspruit Regional Office
REQUIREMENTS : Tertiary qualification in Economics specializing in economic and small business development, an additional education related qualification will be an added advantage, proven track- record and experience in the practical design, implementation and management of programmes related to economic, small business and contractor development, appropriate experience at Senior Management Level, Strategic management, knowledge of economic development, code of Good Practice for Special Works Programmes, A valid Drivers License and willingness to travel, Ability to work under stressful situation, ability to communicate at all levels including political office bearers.

DUTIES : Promote economic development, provide technical support and advice to promote economic development, develop and promote small business development opportunities, provide progress and make recommendations on SMME Development in the EPWP.

ENQUIRIES : Ms CJ Abrahams, Tel 012 337 2302 /3103
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
FOR ATTENTION : Ms M Masubelele

POST 29/78 : **PERSONAL ASSISTANT: DEPUTY DIRECTOR GENERAL: EXPANDED PUBLIC WORKS PROGRAMME REF NO: 2010 /158**

SALARY : All Inclusive Salary package R378 456 Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An appropriate Degree/ Diploma in any of the following fields: social science, administration, or Financial related. qualifications Strong administrative skills, appropriate management experience. Excellent verbal and written communication skills including strong report writing skills. Knowledge or understanding of the programmes administered by the Branch. Excellent practical hands on skills and knowledge of the MS Office package (word, excel and PowerPoint). Ability to liaise at all levels in a professional and confident manner. Networking skills.

DUTIES : interface with Ministry, Director General, Senior Management and Private organization, both local as well as international. Co-ordinate high level meetings in all aspects such as logistics, transport arrangement and take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Deputy Director General: EPWP and other Department. Compile briefing note as well as other documentation to adequately prepare the Deputy Director General: EPWP for such meetings. Contribute to the development and promotion of the

programmes under the jurisdiction of the Deputy Director General: EPWP. Undertake research and inform Deputy Director General: EPWP of such outcomes in strengthening the position of the branch within the wide context of its mandate. Actively participate in Coordinate all standard reports within set deadlines for transmission to Senior Management. Consolidate all Chief Directors reports to produce a monthly branch report. Manage (respond, distribute and follow ups) correspondence to and from the Deputy Director General: EPWP Office.

ENQUIRIES APPLICATIONS : Mr SC Zaba, Tel (012) 337 2531 /2238
FOR ATTENTION : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria, Ms M Masubelele

POST 29/79 : **ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE (2 POSTS) EPWP REF NO: 2010/131**

SALARY CENTRE : R 192 540 per annum
 : Johannesburg Regional Office Ref 2010/131 A
 : Mthatha Regional Office Ref 2010/131 B

REQUIREMENTS : A National Diploma or Degree in a Construction or built environment related field/ Programme Management / Development Management and appropriate experience in Civil Engineering or in Construction. Knowledge of Project Management, Strategic Management, Stakeholder Management, Construction Industry. Skills: Communication and Facilitation skills, sound analytical and problem identification & solving skills. Decision Making. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Willing to adapt work schedule in accordance with professional requirement. A valid driver's license. Willingness to travel.

DUTIES : Assist in the implementation and management of the following Contractor Development Programmes: NYS, CIP, ECDP, Vukuphile- building or civil and NDPW Contractors Development Initiatives. Co ordinate with the training and project team in the compilation of training needs for submission to DOL. Compile progress reports on the implementation of the CIP, NYS, ECDP, Vukuphile. Facilitate the establishment of development support service providers (Training & Mentoring).

ENQUIRIES APPLICATIONS : Mr I Ariyo, Tel (012) 337 2716
FOR ATTENTION : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria, Ms M Masubelele

POST 29/80 : **ASSISTANT DIRECTOR: HUMAN RESOURCES PLANNING REF NO: 2010/151**
 Component: Human Resources Planning And Recruitment

SALARY CENTRE : R192 540 per annum
 : Head Office

REQUIREMENTS : Tertiary qualification in Human Resources Management or related field with appropriate experience in Human Resource Management. Knowledge of standard practices, processes and procedures related to HR Planning. understanding of Public Service HR Planning processes (added advantage). Knowledge of PERSAL, Public Service Act, Public Service Regulations, Employment Equity Act, BCEA, Codes of Remuneration and Public Finance Management Act. The incumbent must possess the following skills: presentation skills, report writing skills, change/diversity management, organizational skills, interpersonal and diplomacy skills as well as policy development.

DUTIES : Assist with management of aspects related to HR Planning; assist with in-house audit review processes and alignment of HR planning and recruitment functions; assist in the identification and forecasting of existing and future human resource needs; assist with the development, implementation, monitoring and review of HR Plan, EE Plan and Retention; ensure that human resources planning is in line with organizational and establishment policies and assist with the determination of future rate of compensation; assist with the development implementation, review and maintenance of human resources strategies and policies; provide admin support to the departmental EE committee; participate in the development of Job Access Strategy Implementation Plan for people with disabilities in the department; provide support to the recruitment and selection process when required.

ENQUIRIES APPLICATIONS : Ms M Masango, Tel (012) 337 2364
 : The Regional Manager, Department of Public Works, Private Bag x 3, Braamfontein, 2017 or hand delivered to 78 De Korte Street, Ground Floor Mineralia Buiding. Braamfontein

FOR ATTENTION APPLICATIONS FOR ATTENTION : Mr COM Nxumalo
 : The Regional Manager, Department of Public Works, Private Bag x 54315, Durban, 4000
 : Mr BE Mbatha

POST 29/81 : **REGIONAL SECURITY MANAGERS 2 POSTS, REF NO: 2010/152**

SALARY CENTRE : R192 540 per annum
Durban Regional Office Ref 2010/152 A
Johannesburg Regional Office Ref 2010/152 B

REQUIREMENTS : A National Diploma / Degree in Security Management and relevant working experience. NIA Security Advisors course will be an added advantage. Familiarity with the Minimum Information Security Standards, OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies and familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendation: Ability to work independently, analyze problem areas to initiate corrective measures. Experience in Policy development . Valid Drivers License and willing to travel on regular basis. Good Communication skills at all level. Good writing and analytical skills regarding the submissions and briefing notes. The ability to do presentation on security matters. Project management skills.

DUTIES : Assist in the management of the total security function of the Region (Personnel, Document, Communication, Physical, Computer security, contingency planning and security awareness). The implementation of the departmental security policy and the development of procedural guidelines in the Region. The evaluation and optimization of the implementation of appropriate security measures and procedures with the assistance of Head Office. The interaction with security – related and relevant authorities i.e National Intelligence Agency, South African Police Services, Comsec. Management of the capacity of Security Management, with the assistance of the Head Office and NIA Provincial Office.

ENQUIRES APPLICATIONS : Mr Z Rambau Tel: 012 337 2620/2500
The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/82 : **ASSISTANT DIRECTOR: EPWP REF NO: 2010/ 157**
Operations Co-Ordination

SALARY CENTRE : R 192 540 per annum
Head Office (Pretoria)

REQUIREMENTS : A Degree or National Diploma with appropriate experience within the public service. Have skills in planning, project management, communication and policy development. Have advanced skills in various computer applications (Ms Word, Ms PowerPoint, MsExcel, and Ms Project etc). Good understanding of public service prescripts (e.g. finance and supply management etc) and functioning of various government systems. Excellent filing and general management skills. A driver's license is a pre requisite.

DUTIES : Facilitate the business planning session of the unit, and compile the plan. Monitor the performance of the Chief Directorate against the plan. Submit monthly and quarterly performance reports to management and relevant stakeholders. Update the various clusters on the performance of the sectors within the Unit. Ensure the implementation of special projects in the chief directorate. Co-ordinate work of the Social, Non State and the Environment and Culture sectors. Provide secretariat support for the chief directorate Liaise with provinces on all activities of the Chief Directorate. Provide administrative support and ensure training of Operation's staff.

ENQUIRIES APPLICATIONS : Ms K Sethibelo, Tel (012)337 2450
The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 29/83 : **CONTROL PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: 2010/160**

SALARY CENTRE : R192 540 per annum
Head Office

REQUIREMENTS : A recognized bachelor's degree or equivalent qualification with extensive appropriate experience plus a thorough knowledge of applicable service benefits practices and procedures within the public service environment as well as the PERSAL System. Recommendations: A very good knowledge of services benefits; leave, long service recognition, overtime, pension, service terminations, appointments, SMS/MMS packages etc.

DUTIES : Manage, develop and maintain departmental processes and procedures on Appointments, transfers and Service Benefits. Implement and analyze policies on Service Benefits. Provide training in the application of Service Benefits and appointments. Provide advice and support to line managers and other role players on departmental policies related to Service Benefits. Manage the implementation of appointment and transfers for Head Office Manage a team of practitioners who execute conditions of service in Head Office. Provide guidance on Appointments, Transfers and

Conditions of Service to Human Resources Units in the Regional Offices. Ensure compliance to policies and regulations on the implementation of service benefits; Supervise and develop staff in the unit.

ENQUIRIES

: Mrs. M Booysen, Tel (012) 337 2714

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 6 August 2010
NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only.

OTHER POST

POST 29/84 : **DEPUTY MANAGER: LEGISLATION DEVELOPMENT (VARIOUS) REFERENCE: S8/3/2010/548**

SALARY : R192 540 per annum (Level 9) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Chief Directorate: Policy And Legislation Development (Pretoria)

REQUIREMENTS : Applicants must be in possession of an appropriate recognised law degree. * At least 3 years experience in the legal environment, preferably in the development of legislation. * Knowledge and understanding of constitutional law. * Exceptional written and verbal communication skills. * Knowledge and understanding of rural development and land reform. * Proven research abilities. * Proven computer literacy. * Ability to work under pressure and independently. * Willingness to travel and work extended hours on short notice. * A valid code 08 driver's licence.

DUTIES : * The drafting of legislation, in particular subordinate legislation. * Provide support to Legislation Specialists in respect of research related to the development of legislation. * Provide support to Legislation Specialists in respect of the analysis of legislation. * Support policy development and formulation. * Develop and monitor legislation programmes. * Monitor legislation tabled in national Parliament. * Develop and maintain appropriate monitoring systems. * Co-ordinate, process and consolidate Departmental inputs/comments on legislation or draft legislation as requested. * Prepare reports as requested

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

NOTE : Shortlisted candidates may be subjected to practical/written exercises as part of the interview process

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** : 06 August 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 29/85** : **ADMINISTRATIVE ASSISTANT REF. NO: 01/08/10HO**
Two permanent positions exist in the Finance and SCM division at Head Office, Pretoria
- SALARY** : R105 645 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Prerequisites: Senior Certificate plus general office administration experience • Knowledge of BAS, PERSAL, PFMA, Treasury Regulations and Public Service Regulations • Knowledge of finance and administration • Knowledge of MS Office Suite. Key Performance Areas: •Maintenance of salary files • Updating registers in respect of documents received for processing • Printing and distributing of tax certificates (IRP 5) • Capturing and updating of entities on the systems (both PERSAL and BAS) • Provision of an effective and efficient customer service. Person Profile: • This position will suit a honest and loyal person with good communication, numerical, interpersonal and analytical skills • Ability to be accurate and diligent.
- ENQUIRIES** : Ms Lauren Nel at (012) 310 4858

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4042. Employees are reminded to quote the relevant reference numbers when applying for these posts.
- CLOSING DATE** : 09 August 2010
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 29/86** : **SENIOR ADMINISTRATIVE OFFICER: SAFETY SECURITY AND ENFORCEMENT**
(Branch: Transport Regulation and Accident and Incident Investigation)
(Civil Aviation)
(Aviation Infrastructure)
(Sub- Directorate: Air Traffic)
- SALARY CENTRE REQUIREMENTS** : R161 970 Per annum
: Pretoria
: Appropriate three (3) year Bachelor Degree/ National Diploma in Administration, Internal Relations, Economics, Aviation or Grade 12 with three (3) years practical experience in aviation at government level. Note: The following will serve as a recommendation: Knowledge of the aviation safety and security issues. Knowledge of Civil Aviation Regulatory and Institutional Frameworks. Working knowledge of the International Civil Aviation (ICAO) setup and other relevant committees. Good communication skills (verbal and written). Confidence, confidentiality and reliability. Computer Literacy. Meeting procedures
- DUTIES** : To coordinate and provide administrative and technical support to the sub directorate Safety, Security and Enforcement. Prepare all logistical travelling needs both local and international for the sub directorate. Ensure the payment of the section financial obligations. Draft memoranda, submission, reports and correspondence. Conduct information search for submissions and cabinet memos. Assist in managing the conventions relating to civil aviation safety and security. Obtain legal comments from the Department International Relations and Cooperative and Department of Justice and Constitutional Development. Assist in managing the relationship between South Africa and other States and international organization on civil aviation safety and security matters. Responds to ICAO enquiries and compliance reports. Distribute ICAO circulars to relevant stakeholders and represent South Africa in international forums. Provide secretariat services to the relevant committees and sub committees and serve on committees. Serve on different committees relating to civil aviation as required.
- ENQUIRIES** : Ms Y Mokgako Tel: (012) 309 3057
- POST 29/87** : **MULTILATERAL OFFICER: MULTILATERAL INTERNATIONAL**
(Branch: Transport Regulation and Accident and Incident Investigation)
(Civil Aviation)
(Aviation Infrastructure)
(Sub- Directorate: Air Traffic)
- SALARY CENTRE REQUIREMENTS** : R161 970 Per annum
: Pretoria
: Appropriate three (3) year tertiary degree and relevant experience in maritime industry, international relations and marine environment and protection is a prerequisite Note: The following will serve as a recommendation: General Knowledge of the frameworks and multilateral forums. Understanding of international trends and developments within the maritime transport industry.

- Excellent liaison, communication and interpersonal skills. Strong organizational and administrative skills. Computer literacy. Willingness to travel and work after hours.
- DUTIES** : Assist and enabling environment for the performance of regulatory functions in the maritime transport industry both nationally and internationally, Assist with the ratification and accession of relevant Maritime Conventions and MOU's, Assist to coordinate participation of the Department in the international Multilaterals Organizations, Assist in projects and programmes pertaining to marine pollution prevention and combating, Liaison and ensuring compliance with International Maritime Organization (IMO) instruments and (Memorandum of Understanding) MOU's, Assist in promoting partnership between South Africa corporate entities and those of African States. Coordinate consultation forums with stakeholder concerned with environment and Multilateral matters. Prepare briefing and information memorandums on maritime multilateral issues as directed, Draft Ministerial submission to request South Africa participation in multilateral meetings, Prepare reports and briefings on multilateral meetings, Render general administrative support.
- ENQUIRIES** : Mr C T Mabuela Tel: (012) 309 3070
- POST 29/88** : **STATE ACCOUNTANT**
(Branch: Office of the Chief Financial Officer)
(Directorate: Supply Chain Management)
(Sub- Directorate: Supply Chain Management)
- SALARY** : R130 425 Per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a three (3) year tertiary qualification in accounting or Grade 12 with three (3) years relevant experience in Financial Management with at least one (1) year involvement in budgeting. Note: The following will serve as a recommendation: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Budget procedures and processes, Knowledge of government accounting systems, computerised financial systems- BAS, Planning and organizational skills, Analytical skills, Computer literacy e.g Word and spreadsheets, etc, Verbal and written communication skills, language skills an the ability to communicate well with people at different levels and different backgrounds, must be willing to work beyond normal working hours when required
- DUTIES** : Compile letters for appointment of the programme and responsibility Managers, assist in co-ordination of the Medium Term Expenditure Framework inputs, assist in co-ordination of inputs for Estimate of National Expenditure, assist in co-ordination of Adjusted Estimate of National Expenditure inputs, assist with the updating of the Early Warning System on monthly basis, Assist in co-ordinating inputs for Roll over and Virement for the Department and ensure that it reflect on the BAS system, filing all correspondence regarding budgetary matters. Assist with control of financial progress and Reporting. This entails the following: Capture the budget on BAS, capturing of the shifting of funds/ Virements on the system, Assist with the monitoring of the budget versus expenditure on monthly / daily basis, update monthly expenditure report schedules, monitor the expenditure, Correct the misallocation of budget and expenditure, arrange regular meeting with budget controller, advice programme and responsibility managers with the budget. Office Administration. This entails the following: Make print out of all acting manager's letters to ensure that the relevant responsibility and programme managers authorises payments Distribute stationary to Officials of Financial Administration
- ENQUIRIES** : Mr D Rapholo, Tel: (012) 309 3603
- POST 29/89** : **SENIOR REGISTRY CLERK (HUMAN RESOURCE MANAGEMENT)**
(Branch: Management Services)
(Chief Directorate: Resource Management)
(Directorate: Human Resource Management)
(Sub-Directorate: Human Resource Administration)
- SALARY** : R105 645 Per annum
CENTRE : Pretoria
REQUIREMENTS : A senior certificate (grade 12) or equivalent qualification with two years Experience in registry. Note: The following will serve as a recommendation: Understanding and knowledge of a Human Resources registry, Knowledge of the National Archives Act, procedures and policies, Planning and organizing, Computer literacy, Communication skills (verbal and written), Conflict management skills, Good interpersonal relations, Ability to maintain strict confidentiality, Personal attributes: Hardworking, ability to work under pressure, efficient and resourceful, ability to work independently and with accuracy, Willingness to work irregular hours when required
- DUTIES** : Classify records according to the approved file plan and ensure the safe keeping of all records according to the National Archives Act Regulate the receipt and flow of documentation internally as well as externally, Administer all HR records/HR filing system and their disposal/redundancy, Assist with the electronic document management system, Manage the HR registry and other general

ENQUIRIES

administration, Ensure and maintain confidentiality in respect of all HR records and access control
to HR registry
: Mr M Makhubedu Tel: (012) 309 3795

THE PRESIDENCY

APPLICATIONS FOR ATTENTION : The Presidency, Private Bag X1000, Pretoria, 0001
CLOSING DATE : Ms Makgae
NOTE : 6 August 2010
 Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, . It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

POST 29/90 : **SENIOR ADMINISTRATIVE OFFICER: EVENTS MANAGEMENT**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification and appropriate experience in events management . An effective administrator with strong planning and organising skills . An understanding of the importance of events planning and the functioning of Government . Highly motivated and skilled | Outstanding writing skills . Excellent interpersonal relations, communication and organisational skills . Good office management skills . A self-starter . The ability to function both independently and as part of a team.

DUTIES : Facilitate the administrative functioning of the unit . Make travel, accommodation and logistical arrangements for meetings . Deal with document management in the unit . Liaise and communicate within various levels of Government . Assist with budgeting, procurement and planning actions of the unit.

ENQUIRIES : Ms L Kawe (012) 300 5254

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.
- CLOSING DATE** : 02 August 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

- POST 29/91** : **KNOWLEDGE MANAGEMENT PORTAL ADMINISTRATOR REFERENCE NUMBER: S072/2010**
DIVISION: Corporate Services
- SALARY** : R192 540 basic excluding benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Diploma in Information Technology Three years experience in knowledge management portal administration Above average experience in MS Office Packages. Exposure to SharePoint portal server or equivalent
- DUTIES** : It would be expected from the candidate to: Gather material to be published from clients and their knowledge workers. Create / redesign portal sites as directed. Conduct workshops with knowledge workers and content managers. Conduct research on trends in portal technology. Regularly screen all sites for redundant material and harmful content. Inspect all new material for suitability, relevance and compliance with NT publishing regulations. Keep a log of all calls and record the enquiry and response. Assist in establishing communities of practice and interest.

**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 29/92 : **OPERATIONAL MANAGER: GENERAL WARD REF NO: OPMGW/STEH/06/002/2010**
This position have been advertised with a wrong notch and experience this has been corrected and those that have applied need to re-apply because of the changes.
Directorate: OR TAMBO

SALARY : R227 148 per annum
CENTRE : ST Elizabeth Hospital
REQUIREMENTS : Grade 12 certificate, Nursing, Midwifery/ Psychiatry. Diploma in Nursing Administration will be an added advantage. At least 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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 : 02 August 2010

POST 29/93 : **ASSISTANT DIRECTOR: OFFICE & PATIENT ADMINISTRATION REF NO: ADOP/SEH/07/2010**

SALARY : R192 540-R232 590 per annum Level: 9
CENTRE : ST Elizabeth Hospital
REQUIREMENTS : A three year tertiary qualification in Public Administration / Management or Office Administration. 3 – 5 years relevant experience in public sector. Computer literacy. Driver's licence will be an added advantage. Excellent written and verbal communication skills. Ability to develop and implement turnaround strategies. Applicants should possess the following management competencies: - Strategic capability and leadership change management, problem solving and analysis, people management and empowerment, client orientation and customer focus. Knowledge of PSA, PSR, PFMA, SDA, LRA, BCEA, EEA, and other relevant prescripts.

DUTIES : Manage provision of efficient and effective general administration service. Ensure continuous quality assurance standards. Manage the provision of office services in the institution. Manage a continuous improvement of government transport and patient administration processes. Ensure effective and efficient registry, switchboard, mortuary and patient administration. Compile monthly, quarterly and annual reports as well as management of performance management system.

ENQUIRIES : R Jasmin @ 039 253 1111 Ext. 114 /120
CLOSING DATE : 31 July 2010

POST 29/94 : **SENIOR HEALTH & SAFETY OFFICER REF NO: SHSO/STEH/06/002/2010**
Directorate: OR TAMBO

SALARY : R161 970 per annum
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
CLOSING DATE

: Mrs RL Jasmin (039) 2531111 EXT 114
: 30 July 2010

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

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

OTHER POSTS

- POST 29/95** : **AREA MANAGER NURSING (SPECIALTY UNIT) REF NO: 70255832**
Directorate: Nursing services
This is a re-advertisement, those who applied before need to re-apply.
- SALARY** : R314 427 - R353 889 per annum (Plus benefits) (For applicants with Advanced Psychiatric Nursing qualification), and R287 745 - R296 382 (Plus benefits) (For applicants without Advanced Nursing qualification).
- CENTRE REQUIREMENTS** : Tara The H. Moross Centre, (Sandton)
Basic R425 qualification (i.e. diploma/degree in nursing). Registration with the SANC as a general and psychiatric nurse (attach the receipt). Post basic qualification in psychiatric nursing an advantage and Nursing Administration qualification essential. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least three years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of PFMA, SCM procedures, the MHCA 17 OF 2002, public sector regulations and relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills a necessity. A valid driver's licence a must.
- DUTIES** : To supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. Quality assurance. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital on regular basis and be on call on rotational basis. Assist in ensuring availability of drugs and pre-packing of medication in pharmacy. Receiving of stock, distribution, and proper storage of drugs. Ensure implementation of Standard Operating Procedures, good pharmacy practice, norms and standards. Assisting in stock-taking. Counselling of patients to ensure optimal compliance with medication. Provide advice and support to patients and other Health Care Professionals regarding pharmaceutical issues. Monitor and report to the Pharmacist any drug challenges in their area of operation. Maintain necessary records and statistics to ensure proper functioning of the pharmacy.
- ENQUIRIES** : Mrs. M.M.F Maphanga, Tel no: (011) 535 3007
- CLOSING DATE** : 10 August 2010
- POST 29/96** : **OPERATIONAL MANAGER SPECIALITY (THEATRE) PN-B3 REF NO: 70255776**
Directorate: Nursing Department
- SALARY** : R 287 745-R323 859 per annum (plus benefits)
- CENTRE** : Kalafong Hospital
- REQUIREMENTS** : Registered with SANC as a Professional Nurse and Midwife. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC and Diploma in Operational administration will be an advantage. Nursing administration will be an added advantage. Recommendation: Good leadership skills, good organizing and planning skills. Good communication and interpersonal skills. Ability to work under pressure.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the Professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of human resources and financial policies and practices. Able to manage own work, time and that of subordinates to ensure proper nursing care in the unit.

Display a concern for patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel no: (012) 318 6622
CLOSING DATE : 10 August 2010

POST 29/97 : **OPERATIONAL MANAGER SPECIALITY (ORTHOPAEDICS) PN-B3 REF NO: 70255775**
 Directorate: Nursing Department

SALARY : R 287 745-R 323 859 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registered with SANC as a Professional Nurse and Midwife. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC and Diploma in Orthopaedics Nursing Science. Nursing administration will be an added advantage. Recommendation: Good leadership skills, good organizing and planning skills. Good communication and interpersonal skills. Ability to work under pressure.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the Professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of human resources and financial policies and practices. Able to manage own work, time and that of subordinates to ensure proper nursing care in the unit. Display a concern for patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel no: (012) 318 6622
CLOSING DATE : 10 August 2010

POST 29/98 : **OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: 70255813**
 Directorate: Nursing Services

SALARY : R263 328-296 382 per annum (Plus benefits) for applicants with Advanced Psychiatric Nursing Qualification, and R227 148 – 255 657 (Plus benefits) for applicants without Advanced Psychiatric Nursing Qualification.

CENTRE : Tara The H. Moross Centre, (Sandton)
REQUIREMENTS : Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year accredited with SANC. A minimum of 9 years appropriate /recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry. Proof of current registration with SANC. Sound interpersonal and good communication skills. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and legislative framework. A valid driver's licence.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary. Compiling of monthly reports and other statistical reports.

ENQUIRIES : Mrs. M.M.F Maphanga, Tel no: (011) 535 3007
CLOSING DATE : 10 August 2010

POST 29/99 : **SPEECH THERAPIST AND AUDIOLOGIST REF NO: 70255809**
 Directorate: Therapist and Audiologist

SALARY : R 130 425 per annum (Plus Benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A recognized Bachelors Degree in Speech Therapy Audiology. Registration with HPCSA. Three years of experience in a hospital setting would be a recommendation.

DUTIES : The candidate must be able to render quality and substainable speech therapy and audiology services according to the standards of HPCSA. Keeping patient records including assessments, treatment, and progress, condition on discharge, recommendations and final reports will be essential .Recording of accurate statistics on patient treatment and related activities is also expected. student training and supervision are a large part of the duties and the candidate will be expected to contribute and participate In continuing education activities. Must be able to work in a team situation.

ENQUIRIES : Ms AR Lloyd-Jones, Tel no: (012)354-2714

CLOSING DATE : 06 August 2010

POST 29/100 : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: 70255811**
Directorate: Nursing Department

SALARY : R 130 119- R248 211 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Registration with the South African Nursing Council as a Professional Nurse. Proof of professional indemnity. Computer Literacy.

DUTIES : Deliver a service in neonatal premature baby areas. Must be willing to do night duty and all shifts. Ensure that and quality and patient care standards are adhered to. Be part of the multi disciplinary team. Give guidance and health education to parents, family and community. See in-service training for subordinates and students in training as part of the daily duties. Control of stock, equipment and staff. Practice Batho Pele principles

ENQUIRIES : Miss A Maritz Tel no: (011) 488- 3787
CLOSING DATE : 6 August 2010
NOTE : A professional nurse without a post basic qualification will be considered for all areas and years of experience (with letters of proof) in the rank as a professional nurse will determine the salary.

POST 29/101 : **FINANCIAL CONTROLLER REF NO: 70255830**
Directorate: Emergency Medical Services

SALARY : R105 645 per annum (plus benefits)
CENTRE : Midrand
REQUIREMENTS : Grade 12 certificate plus relevant experience. Knowledge of BAS and SAP Experience in accounts payable and suppliers reconciliations. Computer literate (Ms Word, Ms Excel and etc). Good organizational, communication and analytical skills. Ability to work under pressure and in a team. Ability to meet deadlines. Knowledge of PFMA, Treasury Regulations and DORA. Driver's license is recommended.

DUTIES : Perform reconciliation BAS/BAUD, BAS/SAP, BAS/PERSAL, BAS/MEDSAS and supplier statement, control petty cash capture payments on SAP R3. Assist with monitoring Districts budget and SCOA allocations. Make follow up with GSSC regarding suppliers payments. Perform cell phone and telephone expenditure reconciliation. Prepare age analysis for outstanding payments. Clearing of misallocations. Compile fruitless and waste full expenditure report. Monitoring of Local Authority transfers. Perform other finance related duties. Manage performance and development of junior staff.

ENQUIRIES : Mr. T Mantambo Tel no: (011) 564 2006
CLOSING DATE : 10 August 2010

POST 29/102 : **PHARMACIST ASSISTANT REF NO: 70255812**
Directorate: Dispensary

SALARY : R 84 420 per annum (Plus benefits)
CENTRE : Tara The H. Moross Centre, (Sandton)
REQUIREMENTS : Grade 12 with post basic qualification as a pharmacist assistant with relevant experience in working in a pharmacy. Knowledge and ability to comply with good pharmacy practice. Knowledge of drug supply management. Computer literate and ability to work under pressure.

DUTIES : Assist in ensuring availability of drugs and pre-packing of medication in pharmacy. Receiving of stock, distribution, and proper storage of drugs. Ensure implementation of Standard Operating Procedures, good pharmacy practice, norms and standards. Assisting in stock-taking. Counselling of patients to ensure optimal compliance with medication. Provide advice and support to patients and other Health Care Professionals regarding pharmaceutical issues. Monitor and report to the Pharmacist any drug challenges in their area of operation. Maintain necessary records and statistics to ensure proper functioning of the pharmacy.

ENQUIRIES : Prof. R.G.M Thom, Tel no: (011) 535 3001
CLOSING DATE : 10 August 2010

POST 29/103 : **ACCOUNTING CLERK REF NO: 70255829**
Directorate: Emergency Medical Services

SALARY : R73 584 per annum (plus benefits)
CENTRE : Midrand
REQUIREMENTS : Grade 12 certificate plus relevant experience. Knowledge of financial transversal systems Computer literate (Ms Word, Ms Excel and etc). Good organizational, communication and analytical skills. Ability to work under pressure and in a team. Ability to meet deadlines. Knowledge of PFMA, Treasury Regulations and DORA.

DUTIES

: Knowledge of BAS/BAUD, BAS/SAP, BAS/PERSAL, BAS/MEDSAS and supplier statement, petty cash replenishment capture payments on SAP R3. Assist with monitoring Districts budget and SCOA allocations. Make follow up with GSSC regarding suppliers payments. Perform cell phone and telephone expenditure reconciliation. Prepare age analysis for outstanding payments and filing.

ENQUIRIES

: Mr. T Mantambo Tel no: (011) 564 2006

CLOSING DATE

: 10 August 2010

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

“This Department is an equal opportunity, affirmative action employer, whose aim is to promote representation in all levels of all occupational classes of the Department”

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83, eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 29/104 : **MEDICAL OFFICER GRADE 3: REF NO: BETH 17/2010**

SALARY : R554 109 per Annum Per Annum all inclusive package Benefits: 22% Rural Allowance

CENTRE : Bethesda Hospital

REQUIREMENTS : An appropriate qualification in the health science - MBCHB. Registration with Health Profession Council of South Africa as a Medical Practitioner. At least 10 years experience after registration with HPSA as a Medical Practitioner. Sound medical ethical skills. Knowledge of current Health and Public Service legislation. Good communication, team building and motivation skills. Knowledge of policy formulation. Ability to develop policy. Decision making skills. Supervisory skills. Planning and organizing skills. Work background should include experience in basic medical disciplines as well as management. Ability to administer anaesthetics, spinal and general.

DUTIES : Conduct in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the institutional strategic planning process. Manage and facilitate the formulation of medical service policies and procedures which enforce compliance to legislative prescripts. Develop maintaining and updating of clinical protocols. Ensure cost effective use of medicine and surgical consumables. Manage medical & gynecological / surgical emergencies. Provide after hours medical service as per roster. Be available to deputize to Medical Manager when required. Ensure implementation of priority health programmes.

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

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

CLOSING DATE : 06 AUGUST 2010

POST 29/105 : **MEDICAL OFFICER GRADE 3: REF NO: BETH 16/2010**

SALARY : R554 109 per Annum Per Annum all inclusive package Benefits: 22% Rural Allowance

CENTRE : Bethesda Hospital

REQUIREMENTS : An appropriate qualification in the health science - MBCHB. Registration with Health Profession Council of South Africa as a Medical Practitioner. At least 10 years experience after registration with HPSA as a Medical Practitioner. Ability to diagnose and manage medical problems including emergencies in relevant department. Good Obstetrics/ Anaesthetics skills. Sound medical ethical skills. Knowledge of current Health and Public Service legislation. Good communication, team building and motivation skills. Knowledge of policy formulation. Ability to develop policy. Decision making skills. Supervisory skills. Planning and organizing skills. Work background should include experience in basic medical disciplines as well as management.

DUTIES : Provision of quality, patient centered care. Maintain accurate health records in accordance with legal / ethical considerations. Train and guide junior staff and other health associated professionals. Give medico scientific explanations within the scope of practice. Execute all clinical procedures competently. Perform caesarian sections, minor surgical procedures, spinal and general anesthesia. Promote Batho Pele in execution of duties for effective service delivery. Control and management of obstetrics and gynaecological services. Conduct clinics at out – patient level and provide expert opinions where required. Maintain necessary discipline over staff under his / her supervision. Work after hours as per allocated roster. Provide co – leadership in Quality Improvement Programme and engage actively in the quality performance programmes of the institution. Co – ordinate the continuing Medical Education Programme at the hospital. Engage in tasks that may have bearing on the provision of effective medical services as may be allocated by

the head institution or Medical Manager. Monitor & evaluate patient care delivery through clinical audits P1PP. Deputize the Medical Manager when required. Ensure optimal provision of CTOP and colposcopy services for all institutions within Umkhanyakude Health District.

ENQUIRIES : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004
APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
CLOSING DATE : 06 AUGUST 2010

POST 29/106 : **MEDICAL SPECIALIST 3 POSTS REF NO: MEDSPECANAESTH/1/2010**
Department: Anaesthetics

SALARY : The appointment to Grade I (R554 109 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade II (R643 065 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade III (R746 301 all inclusive salary package) requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Registration as a Specialist Anaesthesiologist with the Health Professions Council of South Africa. Additional experience in providing a consultative service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Demonstrate management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : Assist the Anaesthetic head of department and Anaesthetic heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Provision of a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provision of after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Optimise delegated use of human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department.

ENQUIRIES : Dr CH Daniel 031 2401802
APPLICATIONS : All applications should 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 : 06 August 2010

POST 29/107 : **SPECIALIST: SURGERY REF NO: PSH 58/10**

SALARY : R 554 109 - PA. all inclusive package plus Rural allowance and commuted overtime
CENTRE : Port Shepstone Hospital
REQUIREMENTS : Minimum Education Requirements For The Post: Registration with the HPCSA as a Specialist Surgeon Relevant MBChB (HPCSA accredited) Certificate of good conduct by the HPCSA may be required Knowledge, Skills and Experience: Extensive experience in all fields of emergency surgery especially trauma (head & neck, vascular, abdominal, paediatrics) Proof of training within these disciplines may be required and must be included in CV. Elective Surgical experience relevant to Specialist degree (Must be included in CV) Experience in administrative duties Relevant teaching experience (clinical and operative) necessary for registrar / medical officer training including lectures given

DUTIES : Responsibilities / Kra's: Supervision and training of junior staff at clinical and operative level Facilitation and attendance of all academic and clinical meeting in the unit To provide an after hours / emergency service as per the requirements of the surgical unit Review and implementation of district health service protocols Statistical analysis to be able to produce relevant Journal Publications To hold regular interdisciplinary meetings To facilitate Surgical Outreach Programme to other hospitals within the district

ENQUIRIES : DR PB DLAMINI – 039-6886147 or MR K. MAHARAJ

APPLICATIONS : Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

FOR ATTENTION : Mr. N. Shude

CLOSING DATE : 30th July 2010 at 16h00

NOTE : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

POST 29/108 : **MEDICAL OFFICER GRADE 1, 2 & 3 – OUTPATIENT DEPT REF NO: PSH 79/10**

SALARY : And Experience Requirements
 Medical Officer GR1: R405 3331 – R417 582p.a. PLUS rural allowance and commuted overtime: Nil experience
 Medical Officer GR2 : R470 406 – R484 623p.a. PLUS rural allowance and commuted overtime: 5 years appropriate experience after registration with HPCSA as MBChB
 Medical Officer GR3 : R554 109 – R579 420p.a. PLUS rural allowance and commuted overtime: 10 years appropriate experience after registration with HPCSA as MBChB

CENTRE REQUIREMENTS : Port Shepstone Hospital
 Minimum Education Requirements For The Post: MBChB degree or equivalent Current registration with the HPCSA as a Medical Practitioner BLS, ACLS, ATLS or BSS highly recommended. NB: Non Sa Citizen Applicants – A “Seek Employment Letter” from the FWMP Knowledge, Skills And Experience: Knowledge of current Health legislation and policies at Public Institutions. Sound clinical knowledge and experience in the respective discipline Excellent communication skills and leadership Sound knowledge and clinical skills in emergency care and general medicine Sound knowledge of the National TB program and ARV program Sound knowledge of management of chronic medical problems including hypertension, asthma, diabetes and epilepsy Knowledge of occupational health

DUTIES : Responsibilities / Kra's: Provision of quality patient-centered care for all patients Undertake ongoing continuity care of patients Maintain accurate health records in accordance with legal/ethical considerations Liaise with colleagues and consultants when required Provide preventative and promotive health care Be prepared to service / visit an outlying district PHC clinic Be prepared to service outpatients and allied departments including TB programme Support and train interns and community service officers Participate in after hours on-call in casualty.

ENQUIRIES APPLICATIONS : DR PB DLAMINI - 039 688 6147 / DR T GOVENDER 039-6886214
 Instructions To Applicants: Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted for the attention of: Mr. N. Shude, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

NOTE : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

CLOSING DATE : 30th JULY 2010

POST 29/109 : **MEDICAL OFFICER GR 1, 2 & 3 – SURGERY REF NO: PSH 80/10**

SALARY : Salary And Experience Requirements
 Medical Officer GR1: R405 333 – R417 582p.a. PLUS rural allowance and commuted overtime: Nil experience
 Medical Officer GR2 : R470 406 – R484 623p.a. PLUS rural allowance and commuted overtime: 5 years appropriate experience after registration with HPCSA as MBChB
 Medical Officer GR3 : R554 109 – R579420 p.a. PLUS rural allowance and commuted overtime: 10 years appropriate experience after registration with HPCSA as MBChB

CENTRE REQUIREMENTS : Port Shepstone Hospital
 Minimum Education Requirements For The Post: Current registration with HPCSA without any conduct allegations Must have relevant MBChB registration ATLS, ACLS, Basic Surgical Skills and previous experience in an accredited surgical unit of benefit Interest in surgical research (with relevant protocols) of added benefit. Knowledge, Skills And Experience: Extensive experience in all fields of emergency and elective surgery Laparoscopic experience Some experience in administrative duties including that of a relevant budget Relevant teaching experience (clinical and operative) Must produce logbook on request

DUTIES : Responsibilities / Kra's: Supervision and training of junior staff at clinical and operative level Facilitation of academic and clinical meetings Must be able to provide an After hours / Emergency service Review and implementation of district health service protocols Statistical analysis to be able to produce relevant Journal Publications To hold regular interdisciplinary meetings To participate in a full academic programme To provide a community outreach programme

ENQUIRIES : Dr PB Dlamini 039 – 6886147 or Mr. K. Maharaj - (039) 688 6267

APPLICATIONS : Instructions To Applicants: Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted for the attention of:, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

FOR ATTENTION : Mr. N. Shude

CLOSING DATE : 30th JULY 2010 at 16h00

NOTE : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

POST 29/110 : **MEDICAL OFFICER GRADE I OR II 2 POSTS REF NO: MURCH 16/2010**

SALARY : All inclusive Salary Package: (This inclusive package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R405, 333, 00 and Grade II, R470 406 Other Benefits Rural allowance: 22%pa Commuted Overtime

REQUIREMENTS : Grade I requires appropriate qualification plus registration with HPCSA as a medical Practitioner Grade II requires appropriate qualification, registration certificate plus 5 years experience after registration with HPCSA as a medical Practitioner. Non-South African Citizen applicants- - a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department. Knowledge, Skills And Competencies Required: Adequate clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anaesthetics and obstetrics. Good planning and organizing skills. Good team building and leadership skills.

DUTIES : Key Performance Areas: Provide a clinical service to patients in the Outpatients, Wards, Casualty and clinics attached to the Hospital. Provide guidance and training to junior medical staff. Provide surgical, anaesthetic and obstetric services. Ward management as part of a multi disciplinary team. Participating in a Continuing Medical Education Programme. Perform after-hours emergency calls.

ENQUIRIES : Dr BB Shinnars-039 6877311 Ext. 106

APPLICATIONS : The Hospital Manager, Murchison Hospital, P / Bag 701, Port Shepstone, 4240

FOR ATTENTION : Mr K Praim

CLOSING DATE : 30th July 2010 at 16H00

NOTE : If you have not been contacted within three weeks (3) hereof please consider your application as being unsuccessful.

POST 29/111 : **PHARMACIST GRADE I, II OR III 1 POST**
Component: Pharmacy

SALARY : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Grade I R302 319 Grade II R349263 and Grade III R381900 pa plus Other Benefits: Rural Allowance: R17% pa

REQUIREMENTS : A degree/diploma in pharmacy. Current registration with the South African Pharmacist Council. Experience: Grade I requires appropriate service/experience which is less than 5 years after registration as a pharmacist. Grade II requires appropriate service/experience which is less than 13 years after registration as a pharmacist. Grade III requires appropriate service/experience which is more than 13 years after registration as a pharmacist. Knowledge/Skills and Competencies Required: Sound knowledge and understanding of the public pharmaceutical service, policies and procedures as well as the legislative prescripts governing pharmacy practice and control of medicine. Sound knowledge of planning and organizing skills. Appropriate clinical and theoretical knowledge. Good communication, supervisory, team building, leadership and interpersonal skills. Computer literacy.

DUTIES : Key Performance Areas: To execute all duties, functions and responsibilities to the best of his/her abilities and within all legislations. Supervision and control of junior staff, pharmacy assistants and community service pharmacists. Maintain accurate and appropriate patient records as per legal requirements. Supervision and control of pharmacy bulk stores. Co-ordination of clinic schedule and pre-packaging and pre-dispensing to community clinics and frail care centers. Engage in effective communication and interactions between departments, personnel and other service providers in order to render a quality service. Provide information on medicines, counseling and education to health professionals and patients. Distribute medicines to clinics, wards and casualty. Exercise control over expenditure by ensuring non-wasting of pharmaceutical and other resources.

ENQUIRIES : Mr U Pillay-0396877311

APPLICATIONS : The Hospital Manager, Murchison Hospital, P/Bag 701 Port Shepstone 4240

FOR ATTENTION : Mr K Praim

CLOSING DATE : 30 July 2010 at 16h00

NOTE : If you have not been contacted within three (3) weeks hereof, please consider your application as being unsuccessful The successful candidate will be required to rotate between Out- Patient, In-Patient and ARV Department.

POST 29/112 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH (17/2010)**
Component: Braemer Clinic

SALARY : R287 745 pa Plus, Other Benefits 13th Cheque Rural Allowance: 12% pa Housing Allowance: Employee to meet prescribed requirements Medical Aid: Optional

REQUIREMENTS : Degree/Diploma in nursing or equivalent. Registration with the SANC as a Reregistered and PHC Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in General nursing and Midwifery, at least 5 years of these 9 years must be appropriate /recognizable experience in PHC after obtaining one year post basic qualification in Primary Health Care and or Community Nursing Science with specialization in Primary Health Care (R212). 2010 SANC Receipt. Knowledge/Skills and Competencies Required: Understanding of Nursing Legislation and related legal ethical Nursing practices within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices.

DUTIES : Key Performance Areas: Exercise control of discipline, grievance and any labour relation issues in terms of laid down policies and procedures. Provide effective management and professional leadership. Implement and maintain clinical competence. Provide safe therapeutic environment for patients. Evaluate patient care programs. Uphold the Batho Pele and Patients right charter principles. Maintain client satisfaction through setting and monitoring of service standards. Manage and monitor proper utilization of human, financial and physical resources. Monitor and motivate human resource development.

ENQUIRIES : Mrs N Sidaki-039-6883000

APPLICATIONS : The Hospital Manager, Murchison Hospital, Private Bag x 701, Port Shepstone, 4240

FOR ATTENTION : Mr K Praim

CLOSING DATE : 30TH July 2010 at 16h00

NOTE : If you have not been contacted within three (3) weeks hereof, please consider your application as being unsuccessful.

POST 29/113 : **SENIOR COMMUNICATION PRACTITIONER: LANGUAGE TRANSLATION SERVICE (LEVEL 9) REF NO: (G 80/2010)**
Cluster: Corporate Communication Service: Internal Communication Language Translation Service

SALARY : R 192 540 per annum
Other Benefits- 13th cheque Medical Aid (Optional): Housing Allowance: Employee must meet Prescribed requirements

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : An appropriate B-Degree/National Diploma in Language Practice; PLUS A minimum of three (3) years appropriate experience in the field of language translation and Communications and Management; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Experience in Project Management and Language Translation will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Principal Communication Practitioner: Language Translation: Corporate Communication Service, and will be responsible to render effective and efficient language translation services, and as such the ideal candidate must:- Possess leadership abilities. Possess knowledge and proven competencies related to the main line media, public relations marketing, advertising and desk top publishing. Have excellent communication skills both verbal and written. Have strong organisational abilities. Have excellent human relations. Possess a broad knowledge of the public health sector. Possess a broad knowledge of Public Service policies. Have an acceptable level of supervisory skills. Must be fluent in English and IsiZulu. Possess a good speech and writing skills. Be able to research for press release. Have ability to translate policy documents. Be computer literate with a proficiency in Microsoft Office suite.

DUTIES : Key Performance Areas:- Assist with the development of a departmental language translation policy framework in accordance with current legislation and national policies and procedures. Control the translation of departmental documents. Provide a quality assurance services to ensure the correct application of language principles. Render a language translation advisory service. Assist in the effective and efficient utilisation of resources allocated to the Component.

ENQUIRIES : Ms K Ndlovu: (033) 395 2757

APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6th Floor, South Tower

FOR ATTENTION : Mrs J Williams

CLOSING DATE : 30 July 2010

POST 29/114 : **SENIOR COMMUNICATION PRACTITIONER: GRAPHIC DESIGN (LEVEL 9) REF NO: (G 81/2010)**
Cluster: Corporate Communication Service: Internal Communication Publications, Web Page and Graphics Services

SALARY : R192 540 per annum Other Benefits: 13th cheque Medical Aid (Optional): Housing Allowance: Employee must meet

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : An appropriate B-Degree/National Diploma in Graphic Design; PLUS A minimum of three (3) years appropriate experience in the field of Graphic Design; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Experience in Desktop publishing and Graphic Design and Project Management will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Manager: Internal Communication Service, and will be responsible to provide a desktop publishing service to enable the production of graphics for exhibitions and printed media, and as such the ideal candidate must: Possess management and leadership abilities. Possess knowledge and proven competencies related to graphic design and desk top publishing. Have excellent communication skills both verbal and written. Have strong organisational abilities. Have excellent human relations. Possess a broad knowledge of the public health sector. Must be fluent in English and IsiZulu. Be computer literate with a proficiency in Microsoft Office suite, Freehand and Adobe Photoshop.

DUTIES : Key Performance Areas:- Provide inputs towards the development of a departmental communication policy framework in accordance with the current legislation and national policies and procedures. Render graphic design services to the department. Source photographs for artwork using appropriate mediums, set up photo shoots when necessary. Attend to all exhibition requirements to the Department.

ENQUIRIES : Ms K Ndlovu: (033) 395 2757

APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6th Floor, South Tower

FOR ATTENTION : Mrs J Williams

CLOSING DATE : 30 July 2010

POST 29/115 : **SECRETARY/ ADMINISTRATIVE OFFICER LEVEL 7 REFERENCE NO: SECNEONAT/1/2010**
department: Neonatology

SALARY : R130 425p.a Plus other benefits: 13th cheque, Medical Aid: Optional, Home Owners Allowance: Employee to meet prescribed requirements

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : A Senior Certificate or equivalent plus at least 4 years Secretarial experience obtained after matriculation or 3 year Degree plus at least 2 years experience in secretarial field. Prior Secretarial experience in the medical field will be an added advantage. Knowledge. Skills, Training And Competencies Required: Extensive office management experience; competence with MS Office (Word, Excel, PowerPoint, Access, Outlook); experience with graphics packages; previous secretarial experience with Senior Manager; experience with document organisation, meeting organisation, database management.

DUTIES : Administrative: Maintain patient data base; Maintain office Administer meetings and workshops. Co-ordinate post- graduate activities. Data capture: Collate medical records Maintain research data, Maintain Unit Statistics, Neonatal Outreach: Collate statistics Co-ordinate visits

ENQUIRIES : Dr H Mackanje, 031 240 2484

APPLICATIONS : All applications should 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 : 13 August 2010

POST 29/116 : **OFFICE ASSISTANT: LEVEL 5 REFERENCE: G82/2010**
Cluster: Institutional Integrity And Corporate Governance

SALARY : R87 978 per annum, Other Benefits13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate; PLUS A minimum of one (1) year experience in a business environment OR as a volunteer. Recommendation: Training programmes and/or short course covering the various functional aspects of the job will be serve as a commendation. Knowledge, Skills, Training and Competence Required:- The incumbents of these post will report to the Office Administrator, and will be responsible to provide administrative support services to enable effective and efficient services within the Office of the Head of Department, and as such the ideal candidate must:- Possess knowledge and understanding of the operational HIV/AIDS Priority Programmes. Possess

knowledge of the legislative and policy imperatives informing the area of operation. Possess knowledge of the Medical Male Circumcision (MMC) functions. Have ability to prioritise issues and other work related matters and to comply with time frames set. Have ability to capture in writing the essence of findings in concise, clear language. -Have ability to maintain a highly professional service through a human rights approach. -Be computer literate with a proficiency in MS Office Software Applications.

DUTIES : Key Performance Areas:- Provide logistical support to the Unit to enable the attainment of predetermined goals and objectives. Conduct effective and efficient information flow and document tracking for the Component. Procure goods and services for the Component according to Departmental Policies and Delegations.

ENQUIRIES APPLICATIONS : MR A Memela 033 395 2070
All applications should be forwarded to: The General Manager: Human Resource Management Services OR Hand Deliver to: KZN Department Of Health 330 Langalibalele Street, PRIVATE BAG X 9051, Natalia Building, PIETERMARITZBURG, Room 110, 6th Floor, 3200 South Tower

FOR ATTENTION CLOSING DATE : Mrs B C Shelembe
30 July 2010

POST 29/117 : **HUMAN RESOURCE OFFICER (LEVEL 4) X 3 POSTS REF NO: HRO/1/2010**
Department: Human Resource Department

SALARY : R72 138 Plus other benefits: 13th cheque, Medical Aid: Optional, Home Owners Allowance: Employee to meet prescribed requirements

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
A Senior Certificate At least one year administrative experience in Human Resource environment and knowledge of Persal will be an advantage. A post Matric qualification in the HR Field and knowledge of SAP HR Module will be added advantage. Knowledge. Skills, Training And Competencies Required: Good communication skills. Ability to maintain high level of confidentiality. Ability to work under pressure. Good organizing and planning skills.

DUTIES : Provide an administrative service in respect of recruitment and conditions of services as well as Persal payroll transactions for all staff directly employed by the hospital. (IALCH). Maintain staff records (electronically and manual. Assist in performance of duties at HR Reception.

ENQUIRIES APPLICATIONS : Mrs GL Dix - 031 2401057
All applications should 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 : 13 August 2010

POST 29/118 : **STUDENT CLINICAL TECHNOLOGIST (CRITICAL CARE) X 3 POSTS REF NO: STUDCLINTECHCRIT/1/2010**
Department: Critical Care

SALARY : R62 013 p.a plus other benefits: 13th cheque, Medical Aid: Optional, Home Owners Allowance: Employee to meet prescribed requirements

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
Registration with the Health Professions Council of South Africa as Student Clinical Technologist. Knowledge. Skills, Training And Competencies REQUIRED: Basic computer literacy. Willingness to adhere to all legal requirement, protocols and procedures. Must have successfully completed his / her second year Subjects. Having experiential training at IALCH would be an added advantage.

DUTIES : Perform selected diagnostic and therapeutic procedures on patients under supervision in a training unit (critical care). Provide overall critical care clinical technology service under supervision within ALL the operating theatres as well as Intensive Care Units. The purpose of a Student Critical Care Technologist is to- work with medical devices / equipment to perform tests and care for patients related to their field of practice under supervision of a qualified Critical Care Technologist (CCT). Trouble-Shoot all medical equipment related to her field according to her / his scope of practice. Perform Quality Checks on all equipment requiring Quality Control VIZ Thrombo-Elastrograph (TEG), Blood Gas Analyser etc. The Student Technologist will be taught to clean, maintain and ensure that the following equipment is readily available: Defibrillator, Blood gas analyser, TEG, Cell saver, Fibre-optic bronchoscopes, Transport monitors, Infusion Devices, Anaesthetic related monitors, ALL types of Ventilation equipment viz High Frequency Oscillator Ventilator (Conventional), Mechanical Ventilators, SiPAP, CPAP, Nitric Oxide Machines, Oxygen Blenders, Capnograph Monitors, Cardiac Output Monitors etc Assist the Anaesthetist during Difficult Intubation / GA. Setting up of Fiber-Optic Scope (Stack System) during Bronchoscopes or Lung Lavage in Intensive Care Units. Assist with CPR, patient admission, patient transportation, performing diagnostic tests.

ENQUIRIES APPLICATIONS : Dr CH Daniel 031 2401802 / Miss S. Mtshali 031 2401737
All applications should 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 : 13 August 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 Commercial Road Pietermaritzburg 3200

FOR ATTENTION : Mrs SC Magwaza

CLOSING DATE : 6 August 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 your 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). *Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

OTHER POSTS

POST 29/119 : **DEPUTY MANAGER: SCM POLICY DEVELOPMENT (1 POST) REF: KZNPT 10/11**

SALARY : A remuneration package of R 448 521 per annum.

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : *A relevant 3 year qualification (preferably in SCM, Law or Commerce). * 3 - 5 years experience and at least 1 – 2 years supervisory experience in a Supply Chain Management (Policy) environment. Skills, Competencies and Knowledge: Detailed knowledge of the public sector, local government and public /private entities systems and relevant legislation /statutes, including Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA) and MFMA SCM Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Regulations; Broad based Black Economic Empowerment Act (BBBEE) and BEE codes of good practice, National Treasury Practice Notes and guidelines; KwaZulu-Natal SCM Policy Framework; Commercial Law principles /procedures; PSRF (Public Service Regulatory Framework). Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; interpretation of legislation; project planning and management; research skills; policy analysis and development; decision making; influencing; report writing; conflict management; middle management skills; financial management skills and sound communication and facilitation skills.

DUTIES : *Research and analyse various legislation pertaining to SCM; Develop and maintain SCM policies, practice notes, norms, standards and guidelines; develop and review implementation strategies for SCM policies, practice notes, norms and standards and guidelines; Advise internal and external stakeholders on aspects pertaining to SCM policies, practices, notes, norms and standards and guidelines; ensure the effective and efficient management of resources.

ENQUIRIES : Adv Siza Mthethwa, Tel No (033) 897 4557

FOR ATTENTION : Mr AS Zulu

NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

POST 29/120 : **DEPUTY MANAGER: ECONOMIC CLUSTER (1 POST) REF: KZNPT 10/12**

SALARY : A remuneration package of R 448 521 per annum.

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : *A relevant 3 year qualification (preferably in SCM, Law or Commerce). * 3 - 5 years experience and at least 1 – 2 years supervisory experience in a Supply Chain Management environment. Skills, Competencies and Knowledge: Detailed knowledge of the public sector, local government and public /private entities systems and relevant legislation /statutes, including Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA) and MFMA SCM Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Regulations; Broad based Black Economic Empowerment Act (BBBEE) and BEE codes of good practice, National Treasury Practice Notes and guidelines; KwaZulu-Natal SCM Policy Framework; Commercial Law principles /procedures; PSRF (Public Service Regulatory Framework). Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; interpretation of legislation; project planning and management; research skills; policy analysis and development; decision making; influencing; report writing; conflict management; middle management skills; financial management skills, negotiation skills and sound communication and facilitation skills.

DUTIES : *Ensure the monitoring, evaluating and reporting on SCM compliance in all provincial departments, municipalities and public entities into legislative mandates *Oversee the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in provincial

departments, municipalities and public entities *Ensure the provision of SCM support to provincial departments, municipalities and public entities*Participate in the development and reviewal of all transversal SCM policies, practice notes, norms and standards and guidelines in provincial departments, municipalities and public entities; *Ensure the effective and efficient management of allocated resources.

ENQUIRIES : Adv Siza Mthethwa, Tel No (033) 897 4557
FOR ATTENTION : Mrs L Mthimunye
NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

POST 29/121 : **DEPUTY MANAGER: INFOMATION MANAGEMENT AND ANALYSIS (1 POST) REF: KZNPT 10/10**

SALARY : A remuneration package of R 448 521 per annum.
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : *A relevant 3 year qualification (preferably in SCM, IT or Information management systems). * 3 - 5 years experience and at least 1 – 2 years supervisory experience in a Supply Chain Management environment, preferably in an electronic information management and analysis environment.. Skills, Competencies and Knowledge: Detailed knowledge of the public sector, local government and public /private entities systems and relevant legislation /statutes, including Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA) and MFMA SCM Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Regulations; Broad based Black Economic Empowerment Act (BBBEE) and BEE codes of good practice, National Treasury Practice Notes and guidelines; KwaZulu-Natal SCM Policy Framework; Commercial Law principles /procedures; PSRF (Public Service Regulatory Framework). Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; interpretation of legislation; project planning and management; research skills; policy analysis and development; decision making; influencing; report writing; conflict management; middle management skills; financial management skills and sound communication and facilitation skills.

DUTIES : *Compilation of an information collection and analysis plan in line with legislative and good governance imperatives * Collect and distribute SCM related information in support of the requirements of stakeholders to comply with oversight responsibilities, statutory imperatives and operational processes. Analyse SCM related information collected and compile reports and recommendations *Participate in the operations of the KZN Provincial Suppliers Database *Administration of transversal contracts.

ENQUIRIES : Adv Siza Mthethwa, Tel No (033) 897 4557
NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

POST 29/122 : **ASSISTANT MANAGER: SCM POLICY DEVELOPMENT (1 POST) REF: KZNPT 10/14**

SALARY : A remuneration package of R 192 540 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : *A relevant 3 year qualification (preferably in SCM, Law or Commerce). * 3 - 5 years experience in a Supply Chain Management (Policy) environment. Skills, Competencies and Knowledge: Detailed kknowledge of the public sector, local government and public /private entities systems and relevant legislation /statutes, including PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA) and MFMA SCM Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Regulations; Broad Based Black Economic Empowerment Act (BBBEE) and BEE codes of good practice, National Treasury Practice Notes and guidelines; KwaZulu-Natal SCM Policy Framework; Commercial Law principles /procedures; PSRF (Public Service Regulatory Framework). Communication; Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; interpretation of legislation; project planning and management; research skills; policy analysis and development; decision making; influencing; report writing; conflict management.

DUTIES : *Research and analyse various legislation pertaining to SCM; Participate in the development and maintenance of SCM policies, practice notes, norms, standards and guidelines; Participate in the development and review of implementation strategies for SCM policies, practice notes, norms and standards and guidelines; Advise internal and external stakeholders on aspects pertaining to SCM policies, practices, notes, norms and standards and guidelines.

ENQUIRIES : Adv Siza Mthethwa, Tel No (033) 897 4557
FOR ATTENTION : Mrs SC Magwaza
NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

POST 29/123 : **ASSISTANT MANAGER: SOCIAL CLUSTER (2 POSTS) REF: KZNPT 10/13**

SALARY : A remuneration package of R 192 540 per annum.
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : *A relevant 3 year qualification (preferably in SCM, Law or Commerce). * 3 - 5 years experience in a Supply Chain Management (Policy) environment. Candidate must have a valid driver's licence. Skills, Competencies and Knowledge: PFMA; MFMA; Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury Practice Notes and guidelines; KwaZulu-Natal SCM Policy Framework; Provincial Treasury policies, practice notes and guidelines; Public Service Regulatory Framework and Broad Based Black Economic Empowerment Act (BBBEE) and BEE codes of good practice. Communication; Computer literacy; Presentation; Inter-personal relations; Analytical and quantitative skills; interpretation of legislation; policy analysis; decision making; influencing; report writing; conflict management.

DUTIES : *Implement and maintain all transversal SCM policies, procedures manuals and guidelines in all Provincial departments, Municipalities and Public Entities; Monitor, evaluate and report on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o legislative mandates; Provide SCM support to all Provincial Departments, Municipalities and Public Entities; Participate in the development of all transversal SCM policies, procedure manuals and guidelines in departments and Municipalities; Ensure effective and efficient supervision, mentoring and training of staff.

ENQUIRIES : Mrs. T. Sabelo Tel No (033) 897 4293
FOR ATTENTION : Mrs L Mthimunye
NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

Department of Agriculture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers.
- CLOSING DATE** : 16 August 2010 at 16h30
- NOTE** : For those who will be applying for the post falling under Head Office – Polokwane. Applications are hereby invited for the filling of the vacant posts, which exist in the Department of Agriculture as outlined on the attached annexure. The contents must be brought to the attention of all employees within your Departments. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the post. Failure to submit the requested documents will result in your application not being considered. NB: You are kindly requested to complete A,B and C of the Z83 must be completed in full. Applications received after the closing date and faxed or e-mailed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. Certified copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Foreign nationals are requested to attach SAQA accreditation of their qualifications. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

- POST 29/124** : **SENIOR LEGAL ADMINISTRATION OFFICER (LEVEL MR 6)**
- SALARY** : OSD Range R 393 918 p.a
- CENTRE** : Head Office
- REQUIREMENTS** : Relevant NQF level 7 or equivalent qualification. At least 5 years relevant experience in the legal field, experience coupled with a thorough understanding of the Constitution, Administrative Law and Knowledge of the South African Judicial System, Financial Management and Public Finance Management Act (PFMA) and all relevant legislation. Ability to work under pressure. Research and planning skills. Well developed analytical skills and computer literacy. Practical experience in the drafting, interpreting and scrutiny of contracts. Computer proficiency skills will be tested. Valid driver's licence.
- DUTIES** : Manage and co-ordinate litigation in the Department. Draft contracts / agreements. Provide legal advice and opinions. Manage the development of drafting of legislation. Provide Support in Departmental Technical Committees. General Legal Administration Work. Development of Reports.
- ENQUIRES** : Ms Mashau VR and Ms Nong CJ at 015 294 3000
- POST 29/125** : **MANAGER – HUMAN RESOURCE PROVISIONING (LEVEL 11)**
- SALARY** : R 378 456 p.a.
- CENTRE** : Head Office
- REQUIREMENTS** : Relevant NQF 6 or equivalent qualifications. 3 years experience in Human Resource Provisioning at managerial level. Knowledge of Persal. Knowledge of enabling legislation (BCEA, Public Service Act, Public Service Regulation, Employment Equity Act, Labour Relations Act and PFMA). Valid Driver's license. Excellent communication and writing skills. Ability to manage the compilation of Human Resource Provisioning statistics and reports. Computer proficiency skills will be tested.
- DUTIES** : Manage the recruitment and selection as well as employee transfers, translations, secondments and counter offers. Manage the drafting of advertisements, the liaising with line management for the posts profiling and specifications of the draft advertisements and the filling of the vacant posts. Collaborates with the internal Human Resource Management directorates to ensure that all posts to be advertised are reflected on both the PERSAL and organizational structures of the components. Ensure total quality management of the posts advertisements and ensure 100% accuracy and sign-off on advertisements before cost effective placement in the relevant media.

Manage the screening, quality assurance and coordination of the placement of advertisement for the Occupational Specific Dispensation vacant posts. Manage adherence to specific timeframes for the placement of advertisements within standard operating procedures and service level agreement time limits. Manage the allocated budget for advertising and report on expenditure on a monthly basis. Manage the restructuring of the MMS and SMS salary packages. Manage the implementation of job evaluation results into PERSAL system. Manage the verification of qualifications for the new employees.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/126 : **MANAGER VETERINARY PUBLIC HEALTH (LEVEL 11) =1 POST**

SALARY : R 378 456 p.a
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 7 or equivalent qualifications. Registration with the South African Veterinary Council as a veterinarian. At least 3 years experience and proven skills in the management of a veterinary public health component. Excellent interpersonal, negotiation and communication skills (verbal & written). Computer proficiency skills will be tested. Thorough knowledge of the Meat Safety Act (Act 40 of 2000), Animal Diseases Act (Act 35 of 1984) and supporting legislation and policies. Knowledge of international trade and legislation, agreements, norms and standards pertaining to food of animal origin. Working knowledge of food safety risk management systems. Valid driver's license.

DUTIES : Management of the personnel and resources of a component involved with abattoir hygiene monitoring, veterinary public health and animal product export facilitation and control. Liaison with role players in the local animal product and food industry and exporters of animal products. Formulation and implementation of strategies and policies in the Limpopo Province. To facilitate, control and monitor the safety of food and the export of animal products from the province according to national and international requirements, norms & standards.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/127 : **MANAGER: AGRICULTURAL ADVISORY SERVICES (LEVEL 11)**

SALARY : R 378 456 p.a
CENTRE : Sekhukhune District
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. Minimum Agricultural Management Experience: Five (5) years. Financial Management: Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Management Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Relationships Management: Local Economic development Forum, District Advisory Councils, Private Sector Companies Youth and Women Interest Groups. Risk Management: Agribusiness, contract Farming, Agricultural Credit, Natural Resource, Weather, water, Drought and Disasters. Multi Skilled: Program/ project management capacity, Administrative capacity, Development oriented, Business-wise, Innovative with Investigating appetite, Independent lateral thinker, Analytical capacity, Problem solver, ability to use technological tools. Leadership qualities and Team Player: Quality Advisor, Organizer, Mentor, Mobilizer, Motivator and Rural Community Development Activist. Agribusiness Entrepreneurial acumen: Capacity to identify opportunities and risks in the agribusiness value-chain. Valid driver's license.

DUTIES : Overall management of agricultural office and activities in the local Municipality. Financial Management through Public Finance Management Act, Division of Revenue Act, Supply Chain Management framework and municipality financial Management Act. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure and budgets. Manage agricultural development strategy and provide support services within the IDP and LED planning environment. Manage relationships among targeted interest groups and key stakeholders in the Local Municipal Wards. Analyze agro-economic conditions of the Local Municipality for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Local Municipality. Undertake rural and agricultural development research and contribute to the pool of knowledge by undertaking research and publishing findings. Evaluate policy and strategic interventions at local project level and provide consistent advice to District Senior Management, General Managers, HOD, Councillors, Municipality Manager, Mayor, MEC and LDA clients. Provide capacity building and training services to Farmer Agribusiness Centers of Excellence.

ENQUIRIES : Ms Makhafole KC and Ms Mphahlele RS, Tel 015 632 4145
APPLICATIONS : Private Bag X01, CHUENESPOORT, 0745

POST 29/128 : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH (LEVEL 11) =3 POSTS**

SALARY : R 378 456 p.a

<u>CENTRE REQUIREMENTS</u>	:	Head Office Relevant NQF level 7 or equivalent qualifications. Registration with the South African Veterinary Council as a veterinarian. 2-3 years experience as Public Health Veterinary. Experience in Veterinary Services will be an added advantage. Proven interpersonal, negotiation and communication skills (verbal & written). Interest and experience in veterinary public health. Valid driver's license. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Inspect slaughter and sterilization facilities to ensure the maintenance of basic hygiene standards. Inspect meat and ensure that condemned meat is disposed of according to the relevant legislation. Ensure that abattoirs comply with the requirements for registration with the relevant authorities. Monitoring illegal slaughter and take corrective action when necessary. Monitor import/export of animal products and handling facilities to ensure compliance with the standards required by international prescripts. Audit hygiene systems and processes in slaughter and sterilization facilities ensure compliance with prescribed standards. Issue certificates on the compliance of animal products with the requirements of legislation. Ensure that meat Inspectors comply with the requirements of the meat hygiene Act.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/129</u>	:	<u>STATE VETERINARIAN: LABORATORY SERVICES (3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 378 456 – 445 803 Waterberg District – Mokopane (2 posts) and Vhembe District – Makhado (1 post) Relevant NQF level 7 or equivalent qualifications. Registration with the South African Veterinary Council as a veterinarian. 2-3 years experience in Veterinary Pathology. Experience in Veterinary Services will be an added advantage. Proven interpersonal, negotiation and communication skills (verbal & written). Interest and experience in veterinary public health. Valid driver's license. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Analyse and interpret laboratory diagnostic test results. Provide advice on the results of the diagnostic tests. Undertake post mortem, farm investigations and other examinations to identify diseases. Develop and implement new procedures, techniques and equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples. Liaise with the public, farmers and organized agriculture on the prevention and treatment of diseases. Monitoring of controlled and non-controlled diseases through laboratory tests. Develop, maintain and implement diseases surveillance programs. Investigate animal diseases of national and international importance.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr Netshiombo DG and Mr Todani MP. Tel 014 717 1064/4949/2523 Private Bag X1048 MODIMOLLE 0510, , Private Bag X2247, SIBASA, 0970, Tel 015 963 2005/7. Ms Marema M and Ms Serumula DD
<u>POST 29/130</u>	:	<u>STATE VETERINARIAN (LEVEL 11) =1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 378 456 p.a Sekhukhune District Office Relevant NQF level 7 or equivalent qualifications. At least 5 years experience and proven skills in the management of a veterinary public health component. Thorough knowledge of the meat safety Act. Animal diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and experience in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive experience on disease control programmers. Knowledge of international trade and legislation. Computer proficiency skills will be tested. Valid code B driver's license.
<u>DUTIES</u>	:	Manage animal disease control in the municipalities. Management of Veterinary Services personnel and resources in the municipalities. Formulation and implementation of disease control strategies and policies in the municipalities. Monitor and Evaluate disease control strategies in the municipalities. Manage animal identification in the municipalities. Liaison with other role players.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Makhafola KC and Ms Mphahlele RS, Tel 015 632 4145 Private Bag X01, CHUENESPOORT, 0745..
<u>POST 29/131</u>	:	<u>DEPUTY MANAGER: RISK MANAGEMENT (LEVEL 09) = 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 – 232 590 p.a. Head Office Relevant NQF level 6 or equivalent qualifications. Practical experience in risk management / auditing or internal auditing. Knowledge of relevant legislation applicable to risk management. Knowledge of Risk management processes and techniques. Good presentation and communication skills. A valid driver's license. Computer proficiency skills will be tested.

DUTIES : Provide input for preparation and implementation of a risk management strategy. Monitor and review the implementation of risk management processes. Promote a risk management culture and capacity in the department. Assist in developing risk control strategies. Conduct workshops on identification, analysis and measurement of risk with management. Conduct education and awareness campaigns on risk management strategies. Report on the implementation of risk management action plan.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/132 : **DEPUTY MANAGER: ANTI- FRAUD AND CORRUPTION (LEVEL 09) =1 POST**

SALARY : R 192 540 p.a
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. Practical experience in fraud and anti corruption. Sound understanding of risk-based internal controls. Good investigation and interviewing skills. Knowledge of public service legislation. Good presentation and communication skills. A valid driver's license. Computer proficiency skills will be tested.

DUTIES : Investigate fraud and corruption related issues within the department. Implement the culture of zero tolerance to fraud and corruption. Conduct education and awareness campaigns on fraud and corruption. Monitor the implementation of the anti corruption strategy. Monitor the implementation of the fraud prevention plan.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/133 : **DEPUTY MANAGER: AGRICULTURAL VALUE CHAIN (LEVEL 09)= 1 POST**

SALARY : R 192 540 p.a
CENTRE : Mopani District
REQUIREMENTS : Relevant NQF 6 or equivalent qualifications. 2 years experience in Agricultural Economics field. Knowledge of operational frame work PFMA and MFMA, Public Service Act, Public Service Regulations. Multi – skilled: Program \Project management capacity, Administrative capacity, Development oriented, Business –wise, Innovative appetite, Independent lateral thinker, Analytical capacity, and Problem solving capacity. Valid code B driver's license. Knowledge of MS word, Excel, and PowerPoint. Computer proficiency will be tested.

DUTIES : Conducting situational analysis. Identification of gaps and opportunities. Implementation of strategies to exploit opportunities. Aggregating and mapping the municipality in terms of the value chain. Convert opportunities in terms of resources required, income generation potential and employment opportunities into reality. Promote MAFISA and Agri- BEE.

ENQUIRIES : Mr Zitha SS, Tel 015 812 3210
APPLICATIONS : Private Bag X577, Giyani, 0826,

POST 29/134 : **CONTROL ANIMAL HEALTH TECHNICIAN (LEVEL 09) =1 POST**

SALARY : R 192 540 p.a
CENTRE : Waterberg District (Lephalale Municipality)
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. Must have registered with the South African Veterinary Council as an Animal Health Technician. 3 years extensive experience in managing and controlling animal diseases at supervisory level. Knowledge of operational frame work of PFMA and MFMA acts. Independent lateral thinker, analytical and problem solving capacities. A valid driver's license is essential. Computer proficiency skills will be tested.

DUTIES : Managing disease control programmes as regards all types of livestock and game in the municipal area. Knowledge of movement control of livestock and game, particularly buffalos. Knowledge of breeding free-disease Buffalos. Implementation of vaccination programmes. Budget development and management. Liaise with municipal management and other municipal structures/institutions on veterinary activities. Supervise Animal Health staff division.

ENQUIRIES : Ms Marema M and Ms Serumula DD, Tel 014 717 1064/4949/2523
APPLICATIONS : Private Bag X1048 MODIMOLLE 0510

POST 29/136 : **DEPUTY MANAGER: SERVICE DELIVERY (LEVEL 09) =1POST**

SALARY : R 192 540 p.a
CENTRE : Head Office
REQUIREMENTS : Relevant NQF 6 or equivalent qualifications. 2-3 years relevant experience in Service Delivery Improvement Program. Knowledge and understanding of public service legislation, regulations and policies. Knowledge of monitoring and evaluation. Good verbal and written communication skills. Good facilitation / presentation skills. Ability to communicate with stakeholders at all levels. Computer literacy. Valid driver's license.

DUTIES : Assist in the development, implementation, monitoring and evaluation of procedure manuals related to Service Delivery. Assist in the development and monitoring of Service standards, Service Delivery Improvement Plans. Coordinate the publication of the Citizens Report. Handle service delivery complaints and customer care. Coordinate Batho-Pele programmes and other related events. Assist in coordinating service excellence awards. Compile statistics and reports on a monthly, quarterly and annual basis.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/137 : **DEPUTY MANAGER: HUMAN RESOURCE PROVISIONING (LEVEL 09)=1 POST**

SALARY : R192 540 p.a
CENTRE : Head Office
REQUIREMENTS : NQF 6 or equivalent qualifications. 2-3 years experience in Human Resource Services. Knowledge of Persal. Knowledge of enabling legislation (BCEA, Public Service Act, Public Service Regulation, Employment Equity Act, Labour Relations Act and PFMA). Valid Driver's license. Computer literate.

DUTIES : Manage the advertisement of posts. Facilitation of the selection and appointments. Support and advise the line managers and Districts with regard to Recruitment and selection processes. Compile reports on filling of the advertised posts. Development and review of human resource policies and systems. Manage the structuring/restructuring of MMS and SMS package. Upgraded posts from job evaluation.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/138 : **CONTROL LABORATORY TECHNICIAN (LEVEL 09) =1 POST**

SALARY : R192 540 p.a
CENTRE : Tompi Seleka Agric College
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. Knowledge of legislative framework (Public Service Act, PFMA, Treasury Regulation. 3 relevant experience in laboratory services. Computer literacy will be tested. Good human relations.

DUTIES : Prepare and control laboratory services budget. Manages laboratory services. Conduct soil analysis. Conduct plant analysis. Conduct animal analysis.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/139 : **LEGAL ADMINISTRATION OFFICER (LEVEL MR 5) =1 POST**

SALARY : OSD Range R 190 902 – 272 901
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 7 or equivalent qualifications. At least 2 years experience in the legal field, experience coupled with a thorough understanding of the Constitution and Administrative Law and other relevant legislation. Good communication skills. Ability to work under pressure. Research and planning skills. Well developed analytical skills and computer literacy. Computer proficiency skills will be tested.

DUTIES : Manage and co-ordinate litigation in the department. Draft contracts/agreements. Provide legal advice and opinions. Manage the development of the drafting of legislation. Support in Departmental Technical Committees. General Legal Administration work.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

POST 29/140 : **SENIOR AGRIC RESOURCE TECHNICIAN (LEVEL 08) =1 POST**

SALARY : R161 970 p.a
CENTRE : Sekhukhune District: Elias Motsoaledi
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. 1-2 years relevant experience in agricultural development. Practical experience in the use of MS excel, word and outlook. Good interpersonal relations. Valid code B driver's license is essential. Computer proficiency skills will be tested.

DUTIES : Coordinate and facilitate with municipality and district engineering staff members. Coordination of engineering services with local municipality. Provision of soil conservation services within the local municipality. Participate in multi-disciplinary teams and provide technical inputs in all applicable departmental projects. Perform survey, estimates and reports on damage caused by Natural disasters. Promote and support capacity building of clients and colleagues. Assess needs of farmers, communities through liaison with them. Mentoring of Land Care Technicians.

ENQUIRIES APPLICATIONS : Ms Makhafola KC and Ms Mphahlele RS, Tel 015 632 4145
Private Bag X01, CHUENESPOORT, 0745

POST 29/141 : **ANIMAL HEALTH TECHNICIAN (LEVEL 08) =6 POSTS**

SALARY : R161 970 p.a

<u>CENTRE</u>	:	Sekhukhune District - Marble Hall Municipality (1 post), Makhuduthamaga Municipality (1 post) and Fetakgomo Municipality (1 post), Mopani District - Ba- Phalaborwa (1post), Greater Tzaneen (1post) and Waterberg District - Mogalakwena Municipality (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications.1-3 years experience in Animal Health Field and must have registered with South African Veterinary Council. Knowledge on managing animal diseases. Knowledge of Animal Health policies. A knowledge of FMD control protocol. Practical experience in the use of MS excel , word and outlook. Valid Code B drivers licence. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Implement Disease control measures. Render a support service to the state Veterinarian with regard to animal disease control. Reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Makhafole KC and Ms Mphahlele RS Tel 015 632 4145 / Mr Zitha SS Tel 015 812 3210/ Ms Serumula DD Tel 014 717 1064/4949/2523
<u>APPLICATIONS</u>	:	Private Bag X01, CHUENESPOORT, 0745., Private Bag X577, Giyani, 0826, , Ms Marema M and: Private Bag X1048 MODIMOLLE 0510
<u>POST 29/142</u>	:	<u>VETERINARY TECHNOLOGIST (LEVEL 08) =2 POSTS</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Waterberg District – Lephalale
<u>REQUIREMENTS</u>	:	Relevant NQF level 7 or equivalent qualifications. Registration with the South African Veterinary Council as Veterinary Technologist.1-2 years experience as Veterinary Technologist. Valid driver's license. Proven interpersonal, negotiation and communication skills (verbal & written).Computer proficiency skills will be tested.
<u>DUTIES</u>	:	The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analyses, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic test readings. Review and verification of test results. Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.
<u>ENQUIRIES</u>	:	Ms Marema M and Ms Serumula DD Tel 014 717 1064/4949/2523
<u>APPLICATIONS</u>	:	Private Bag X1048 MODIMOLLE 0510,
<u>POST 29/143</u>	:	<u>STATE ACCOUNTANT: CONTRACT MANAGEMENT (LEVEL 08)</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications. Minimum of 3 years experience in supply chain management/ public finance. Knowledge of transversal systems (BAS and FINEST).Computer literacy in ms word, excel and PowerPoint. Understanding of public service finance prescripts. Good verbal and written communication skills. Computer proficiency skills will be tested. A valid driver's license.
<u>DUTIES</u>	:	Record expenditure on capital and current contracts. Maintain database of existing and expired contracts. Coordinate the drafting and signing of service level agreements. Record performance of suppliers. Liaise with provincial and national treasury.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/144</u>	:	<u>STATE ACCOUNTANT – FINANCIAL SYSTEMS (LEVEL 08)</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications.1-2 years experience in Systems Management. Knowledge of financial systems i.e. BAS, FINEST and PERSAL. Knowledge of Excel and PowerPoint. Valid driver's license. Knowledge of PFMA, Treasury Regulations and DORA. Presentation skills. Financial management skills. Communication skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Monitor the effective closure of books. Monitor the running of financial systems. Manage access to financial systems. Creation of User IDs for new users. Monitor the clearing of exceptions. Provide training to users. Assist in creation and maintenance of code structure. Logging of calls with SITA, BAS and FINEST helpdesk.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000

<u>POST 29/145</u>	:	<u>STATE ACCOUNTANT: BUDGET AND REVENUE (LEVEL 08)</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications.1-2 years experience in financial Management. Knowledge financial systems (Bas and Finest).Extensive computer literacy –MS Excel and Power Point. Report writing skill. Knowledge of financial management, analysis, evaluation and interpretation of reports. Knowledge of the PFMA and Treasury Regulations. Valid driver's license. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Co-ordinate budgetary inputs of the District programmes. Capturing of budget and administration of the district budget. Analyze the budget against the expenditure reports and highlight budget deviations. Monitor revenue budget and supervise the collection of revenue. Prepare early warning reports.
<u>ENQUIRIES</u>	:	Mr Gololo PL, Tel 015 632 9094/9096
<u>APPLICATIONS</u>	:	Private Bag X28,CHUENESPOORT,0745,
<u>POST 29/146</u>	:	<u>COMMUNICATION OFFICERS (LEVEL 08) = 1 POST</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications. At least 1-2 year experience or participation in internship programme. Computer literate in MS Word, MS Excel and MS PowerPoint. Excellent writing, photography, research and reporting skill. Ability to determine work priorities. Ability to work under pressure, independently and after normal working hours. Good communication skills (verbal and written).Knowledge of Journalistic ethics and relevant legislations. A valid code B driver's license and willing to travel. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Provide communication support. Carry out background research for stories and features for the Departmental Newsletters. Write articles and capture photographs for internal and external Newsletter and for distribution to the media. Coordinate and manage Events including departmental competitions. Disseminate departmental information to departmental employees and Stakeholders. Promote the corporate identity and image of the department. Branding and visual marketing of the departmental Events, products and services. Write and compile reports made during outreach activities. Prepare exhibits and participate at departmental and provincial shows. Assist in video capturing of departmental projects and programmes.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/147</u>	:	<u>ADMINISTRATIVE OFFICER (LEVEL 08) = 1 POST</u>
<u>SALARY</u>	:	R161 970 p.a
<u>CENTRE</u>	:	Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications.1-2 years experience in Supply Chain Management. Knowledge of legislative framework (PFMA, PPPFMA and Treasury Regulations etc).Knowledge of Finest System and BAS. Practical experience in the use of MS excel, Word and Outlook. Valid driver's licence. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Administer the college warehouse. Administer the stock flow e.g Tally and Bin cards. Administer stock taking exercises of the college. Administer stock precautionary levels, monthly stock, reconciliation counts and quarterly stock analysis. Administer fleet services. Ensure the college assets register is up to date. Ensure that control measures exist for the effective, efficient and economical use of all assets by the users. Supervision of staff.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/148</u>	:	<u>LIBRARIAN (LEVEL 08) = 1POST</u>
<u>SALARY</u>	:	R161 970 -190 791
<u>CENTRE</u>	:	Tompi Seleka Agric Training Centre
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualifications.1-2 years working experience. Willing to work extra hours and to travel. Having knowledge to Library systems and SABINET.
<u>DUTIES</u>	:	Acquisition of Library materials and books. Promotion of access to information. Provide library services to the college community and other stakeholders. Supervise the Library staff members. Compile the library work-plan and reports. Accessing electronic journals on SABINET. Shelving, shelve reading and weeding books.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/149</u>	:	<u>IT Specialist (LEVEL 08) = 1POST</u>
<u>SALARY</u>	:	R161 970 p.a

<u>CENTRE REQUIREMENTS</u>	:	Madzivhandila College of Agriculture
	:	Relevant NQF level 6 or equivalent qualifications.1-2 years relevant experience in ICT. Knowledge of Government Transversal systems. Knowledge of the Network Infrastructure Environment. Communication Skills. Valid Driver's license. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Provision of ICT technical support to clients in the department. Configuration of Computers. Connecting network and shared printers. Installation of necessary softwares to users in the Department. Updating antivirus softwares and patches on client computers. Configuration and repair of all Windows operating systems including Imaging and Ghosting of computers. Installation and troubleshooting of transversal systems (BAS, FINEST and PERSAL).Troubleshooting of network points and patch leads.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/150</u>	:	<u>PERSONAL ASSISTANT TO SENIOR MANAGER: INFRASTRUCTURE SUPPORT UNIT (LEVEL 07) = 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 130 425 -153 636
	:	Head Office
	:	Relevant NQF level 5 or equivalent.1 minimum year appropriate experience after qualification was obtained. Computer literate, with a working knowledge of MS Office, Excel, Word, Access/ Database management and PowerPoint. These skills will be tested. Work organization and prioritization skills. Ability to write reports, business correspondence, and procedure manuals. Ability to interpret directives, effectively present information and respond to questions from Internal, external clients and the general public. Ability to work under pressure and tight deadlines. Good communication and interpersonal skills. Good telephone etiquette and customer focus.
<u>DUTIES</u>	:	Provide overall secretarial support to the Senior Manager. Manage the diary of the Senior Manager and remind him/her of engagements, including telephone screening. Render Administrative Support to the Senior Manager on matters, including Budget monitoring, Asset management, Human Resources management. Arrange Branch meetings, booking venues and manage travel and accommodation arrangements of the Senior Manager. Compilation of information and reports on PowerPoint, Excel and Access spreadsheets. Render management of records and consolidation of branch monthly and quarterly reports including- Asset Register, HR, Files, Procurement, Budget. Develop and maintain an effective document tracking system for incoming and outgoing correspondence (i.e. filing system, registers, etc).Assist the Senior Manager to monitor and keep track of tasks and reports. Ensure that submissions comply with given format, task directives and instructions. Manage office supplies stock. Perform occasional tasks of a personal nature in support of the General Manager.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/151</u>	:	<u>CHIEF ADMINISTRATION CLERK (LEVEL 07) = 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 130 425 p.a
	:	Madzivhandila college of Agriculture
	:	Relevant NQF level 5 or equivalent qualification.1-2 years experience in the field of Human resources management. Good knowledge of Public services, Human resources processes and system. Knowledge of PERSAL system, Public Service Act and other employment legislations. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	The successful candidate will be responsible for all the Human resources practices. including recruitment, Condition of services, Leave matters. Administering the staff establishments. Training motivating Subordinates. Approval of transactions on persal. Administering Performance management System. Facilitate training of staff members. Handling of bursary matters.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000
<u>POST 29/152</u>	:	<u>ADMINISTRATIVE OFFICER (LEVEL 07) = 1POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 130 425 p.a
	:	Sekhukhune District,
	:	Relevant NQF 5 OR equivalent qualifications.1-2 years experience in Human Resources Development. Knowledge of legislative framework (Public Service Act and PFMA etc).Communication skills. Interpersonal relation skills. Report writing skills. Practical experience in the use of Ms Excel, Word and Outlook. Valid code B Drivers licence. Computer proficiency skills will be tested
<u>DUTIES</u>	:	Assist in the development of skills development. Assist in the development of workplace skills development plan. Co-ordinate and Monitor ABET Programme. Handle and report on internal skills development activities. Handling of Bursary matter. Assess and evaluate performance of subordinates in terms of PMS.

ENQUIRIES : Ms Makhafola KC and Ms Mphahlele RS, Tel 015 632 4145.
APPLICATIONS : Private Bag X01, CHUENESPOORT, 0745

POST 29/153 : **ADMINISTRATIVE OFFICER (LEVEL 07) = 1 POST**

SALARY : R130 425 – 153 636
CENTRE : Capricorn District: Blouberg Municipality
REQUIREMENTS : Relevant NQF 5 OR equivalent qualifications. 1-2 years experience in stores, budget, procurement, revenue, management. Practical experience in the use of MS excel, word and outlook. Knowledge of PFMA, Treasury regulations and other finance related acts. Computer proficiency skills will be tested.

DUTIES : Management of assets e.g. disposal of obsolete equipments, Stock taking of departmental equipments, keeping inventory records. Collection and banking of revenue. Administer budget of the municipality. Purchasing of equipments for the District. Administer procurement services at the municipality.

APPLICATIONS : Direct your application to Mr Gololo PL: Private Bag X28, CHUENESPOORT, 0745, Tel 015 632 9094/9096

POST 29/154 : **SURVEY TECHNICIAN (LEVEL 07) = 2POSTS**

SALARY : R 130 425 p.a
CENTRE : Sekhukhune District Office (1 post) and Vhembe District (1 post)
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. 1-2 years experience in Surveying. Knowledge on survey. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license. Computer proficiency skills will be tested.

DUTIES : Conduct Reconnaissance survey. Establish Control Points. Construct Farm Survey. Setting out farm structures. Coordinate Farm Structures. Calculate final Survey data. Draw engineering plans and diagrams. Conduct site meeting. Monitoring and Evaluation. Compile monthly, quarterly and annual reports.

APPLICATIONS : Direct your applications to Ms Makhafola KC and Ms Mphahlele RS at Private Bag X01, CHUENESPOORT, 0745. Tel 015 632 4145.

POST 29/155 : **AUXILIARY SERVICES OFFICER (LEVEL 07) = 1 POST**

SALARY : R 130 425 p.a
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 6 or equivalent qualifications. 1-2 years experience in communication, journalism, media or graphic environment. Ability to write articles, facilitate exhibition, multimedia (usage of Video and photo Camera), execute branding, ability to assist in event coordination, and design and layout promotional materials, newsletters, etc for the Department. Computer proficiency skills will be tested.

DUTIES : Assist in all communication and Media related activities. Participate and assist in all Communication projects. Assist in graphic related issues.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at 015 294 3000

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF THE PREMIER**

The Department of the Premier is progressive, strategic and innovative. Thus exposing yourself to us will afford you the opportunity to display your hard-earned skills in support of strategic guidance, strong leadership and good governance. The Department of the Premier is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply, and an indication in this regard will be appreciated.

- APPLICATIONS** : Applications must be forwarded to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered in a sealed envelope and placed in the PGWC Job Application box located at 4 Dorp Street, Foyer Entrance, Ground Floor, Cape Town
- FOR ATTENTION** : Judy Johnstone
- CLOSING DATE** : 30 July 2010
- NOTE** : Z83 forms (obtainable from any Government department) must: Be completed in full, Clearly reflect the reference number and/or name of the position, Be signed, Accompany a comprehensive CV and copies of ID, driver's licence and highest qualification. CVs will not be returned. Candidates will be required to display the requisite skills and competencies to be able to function effectively in these posts. To this end, all short-listed candidates will be required and must be available to undergo a competency assessment and security clearance. Appointments are subject to personnel suitability checks as prescribed by DPSA. Remuneration packages for salary level 11 and above are flexible and comprise a basic salary, 13th cheque, car allowance, medical assistance, pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs. Only short-listed applicants will receive further correspondence, thus if you have not heard from this Department within 3 months of the closing date, please regard your application as unsuccessful. No faxed, e-mailed or late applications will be accepted.

MANAGEMENT ECHELON

- POST 29/156** : **CHIEF AUDIT EXECUTIVE REF. SMS 020/10 D**
Corporate Governance
- SALARY** : Remuneration package: R790 953 per annum (Level 14)
- CENTRE** : Cape Town
- REQUIREMENTS** : B degree or appropriate three-year tertiary qualification, majoring in Accounting and Auditing • Certification as an Internal Auditor, together with a minimum of ten years' appropriate internal audit or relevant management experience • Advanced knowledge of and experience in internal audit practices (Strategic Planning and Management, Engagement Planning and Execution, as well as Reporting and Progress Monitoring) • Advanced interpretation of the International Standards for the Professional Practice of Internal Auditing, as well as Governance and Risk Management Principles • Analytical thinking • Client focus • Commitment to the development of others • Strategic communication competencies, including appropriate writing skills and interactive communication • Focus on teamwork
- DUTIES** : As the Chief Audit Executive for the Province, you will take full responsibility for Provincial internal audit services, in accordance with the International Standards for the Professional Practice of Internal Auditing, with the ultimate objective of adding value and improving provincial audit operations. You will ensure the effective evaluation of the adequacy, effectiveness and efficiency of Governance, Risk Management and Control processes in all provincial departments, including the provision of Governance, Performance and IT Audits. Key Focus Areas: The development and implementation of the Provincial Internal Audit Strategy and Methodology, as well as the Quality Assurance and Improvement Programme • The marketing of the internal audit activity and its role in Provincial Strategic Processes • Ensuring that the departmental Risk-based 3-year Rolling Strategic and 1-year Operational Internal Audit Plans are aligned to the key Business Strategic Goals of the Department and Province as a whole • Review and sign-off of final reports, ensuring the presentation of value add recommendations • Design of a strategy to ensure that strategic information obtained from clients are consolidated and utilised
- ENQUIRIES** : Ms H Robson, tel. (021) 483-6276

OTHER POSTS

- POST 29/157** : **STATE LEGAL ADVISOR REF. LS 010/10 D**
Chief Directorate: Legal Services
- SALARY** : (Commensurate with qualification and experience in terms of OSD):
Grade 1 (LP7): R393 918 per annum to R424 356 per annum
Grade 2 (LP8): R464 013 per annum to R653 499 per annum

<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	• LLB or equivalent degree, with admission as an Advocate or Attorney • Grade 1 (LP7): At least 5 years' appropriate post-qualification experience • Grade 2 (LP8): At least 9 years' appropriate post-qualification experience.
<u>DUTIES</u>	:	The main objective of this role is to formulate, draft, edit and certify provincial legislation, as well as comment on draft national legislation. They will (inter alia): • Consult with and advise Provincial Ministers and Heads of Departments • Appear before provincial/national parliamentary committees • Scrutinise and comment on policy documents.
<u>ENQUIRIES</u>	:	Ms A Vosloo, tel. (021) 483-4353.
<u>POST 29/158</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF. FMA 010/10 D</u> Directorate: Finance
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A recognised degree/diploma (or equivalent relevant NQF-aligned qualification) • 3-5 years' experience in Public Finance • Experience in financial management, the budget processes of the State and financial management practices • Outstanding planning, organising and people management skills • Computer literacy • Project management skills • The ability to make decisions and solve problems.
<u>DUTIES</u>	:	The main focus of this role will be the Department's budget, which the incumbent will co-ordinate and maintain, as well as monitor expenditure trends against voted funds and collection of own revenue. He/she will (inter alia): • Submit budget-related inputs for compilation of Annual Report I Render assistance with regard to the compilation of the departmental Annual Performance Plan.
<u>ENQUIRIES</u>	:	Mr P O'Brien, tel. (021) 483-4257.
<u>POST 29/159</u>	:	<u>INTERNAL AUDIT MANAGER 5 POSTS • DEPARTMENT OF HEALTH (2) • DEPARTMENT OF EDUCATION (1) • ECONOMIC CLUSTER (1) • GOVERNANCE AND ADMINISTRATION CLUSTER (1) REF. FMA 010/10 D</u> Internal Audit
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	3-year tertiary Internal Audit or related qualification • Minimum of 5 years' appropriate management experience in an Internal Audit environment • A valid driver's licence.
<u>DUTIES</u>	:	This role will mainly entail managing internal audits in compliance with approved Internal Audit Methodology, to evaluate the adequacy, effectiveness and efficiency of Governance, Risk Management and Control processes. They will (inter alia): • Develop and complete approved risk-based strategic and operational internal audit plans, including resource allocation • Be responsible for detailed planning and scoping of audit areas on the approved operation plan • Monitor and supervise the execution of work, mentor staff and assure project quality • Prepare and present final and quarterly reports.
<u>ENQUIRIES</u>	:	Ms B Cairncross, tel. (021) 483-6837.
<u>POST 29/160</u>	:	<u>SENIOR M & E OFFICER REF. PSM 001/10 D</u> Directorate: Provincial Monitoring
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A university degree in Science or Economics, with Mathematics or Statistics. A postgraduate qualification in Economics, Research Methodology, Statistics or Information Management will be an advantage • 2-6 years' experience within a monitoring and evaluation or information management environment • Experience in the application of statistical packages • Excellent computer literacy (Excel and PowerPoint) • Advanced report writing skills • Strong leadership skills • Knowledge of the latest advances in the relevant field.
<u>DUTIES</u>	:	This role will mainly formulate a provincial monitoring system, to report on the outcomes of policies, strategies, programmes and projects, databases, data warehousing and processing capacity. He/she will (inter alia): • Advise on core outcome indicators • Facilitate statistical analyses in the generation of Monitoring and Evaluation assessment reports.
<u>ENQUIRIES</u>	:	Ms Z Ishmail, tel. (021) 483-8709.
<u>POST 29/161</u>	:	<u>E-GOVERNMENT TEAM LEADER REF. CEI 003/10 D</u> Directorate: E-Government For Citizens
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	• NQF 6 or equivalent qualification • Minimum of 6 years' related experience • Policy development and implementation skills • Experience in working in collaborative environments, as well as with Content Management Systems and Change Management • Advanced ICT knowledge and skills • Team leadership skills Knowledge of modern public management.
<u>DUTIES</u>	:	The main objective of this role is to take the lead in providing, implementing and co-ordinating e-Government policies, strategies and support for front office projects. He/she will (inter alia): • Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals • Build meaningful relationships with stakeholders and develop teams to meet their requirements • Convene the PGWC e-Government Custodian Panel • Liaise among all parties • Develop and implement change management strategies and plans.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/162</u>		<u>TECHNOLOGY MANAGERS REF. CEI 004/10 D</u>
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	• NQF 6 or higher in IT or a related field • PMP (Project Management Professional) Certification or equivalent • Minimum of 6 years' experience in co-ordinating and/or supporting ICT business processes, as well as 5 years in IT Project Management • Understanding of complex database concepts and different database design techniques, as well as browser/client compatibility issues • Demonstrable work experience with more than one relational database management system • Significant knowledge of client/server and internet systems architectures.
<u>DUTIES</u>	:	The main objective here will be to manage all aspects of the development and implementation of e-Government front-office business and technology solutions, as well as relevant Ce-I IT standards, PGWC Enterprise Architecture and the provincial ICT policy and strategy. They will (inter alia) manage a team of professionals and service providers, as well as staff.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/163</u>		<u>PROGRAMME MANAGER: PGWC INTERNET PORTAL, CAPE GATEWAY REF. CEI 005/10 D</u>
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	• NQF 6 or equivalent qualification in the fields of Information Systems, Media Studies and Social Sciences • Minimum of 6 years' related experience • Working knowledge of social media, content management tools, Search Engine Optimisation techniques, information architecture design and usability • Advanced literacy in the relevant software • Knowledge of modern public management • Advanced project management skills.
<u>DUTIES</u>	:	The successful candidate will mainly manage the strategic and operational requirements of Cape Gateway. He/she will (inter alia): • Manage stakeholder relationships • Conduct research and develop best practices and strategies • Drive change management • Implement international content and technology best practices.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/164</u>		<u>MANAGING EDITOR REF. CEI 006/10 D</u>
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	• NQF 6 degree in Journalism, Media or Social Sciences • Minimum 6 years' proven experience in an online media environment and/or content management for a large-scale web portal • Demonstrable experience in innovation in an online environment, including content management tools, information architecture design, etc • Advanced literacy in relevant software for online media production.
<u>DUTIES</u>	:	e-Government content, content policy, strategy and management and usability and design support for e-Government front offices will be the focuses of this role. He/she will (inter alia): • Establish and manage an editorial team, as well as manage content projects and project teams • Implement interaction with portals through social media • Develop and implement quality assurance processes and standards.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/165</u>		<u>PROGRAMME MANAGER: PGWC CONTACT CENTRE REF. CEI 007/10 D</u>
<u>SALARY</u>	:	Remuneration package: R378 456 per annum (Level 11)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	NQF 6 or equivalent qualification • Minimum of 6 years' related experience • Knowledge of modern public management • Advanced knowledge of the Contact Centre industry, as well as of project management.

<u>DUTIES</u>	:	The key task here will be the management of the strategic and operational requirements of the PGWC Contact Centre, including the Call Centre, Walk-in Centre, E-mail Centre and Western Cape Presidential Hotline. He/she will (inter alia): • Take charge of policies and agreed service levels • Be responsible for a Client Relationship Management System • Establish and maintain a reporting, co-ordinating and training forum • Assess and address user requirements.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/166</u>	:	<u>PROGRAMME MANAGER: PGWC INTRANET PORTAL REF. CEI 008/10 D</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Remuneration package: R378 456 per annum (Level 11) Cape Town • NQF 6 or equivalent qualification in the fields of Information Systems, Media Studies and Social Sciences • Minimum of 6 years' related experience, especially in innovation in an online environment • Advanced literacy in relevant software for online media production • Knowledge of modern public management • Advanced project management skills.
<u>DUTIES</u>	:	The strategic and operational requirements of the PGWC Intranet Portal are the main focuses for this role. He/she will (inter alia): • Manage stakeholder relationships • Drive change management • Identify, establish and manage projects and project teams • Develop and implement strategies for the optimal management of content • Implement international content and technology best practices and processes.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/167</u>	:	<u>PROGRAMME MANAGER: CAPE>ACCESS REF. CEI 009/10 D</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Remuneration package: R378 456 per annum (Level 11) Cape Town • NQF 6, preferably in e-Government, Community Informatics, Knowledge Management, Social Science • Minimum 3 years' managerial experience in ICTs in the public arena • Knowledge of modern Public Management • Knowledge of ICT for Development (ICT4D) • Knowledge of project management and rural development.
<u>DUTIES</u>	:	This role will mainly manage the strategic and operational requirements of the cape>access programme, which will provide access to e-Government information and services in rural and under-resourced areas. He/she will (inter alia): • Establish relationships with all relevant stakeholders • Expand, develop, support and maintain the e-Community Forums • Take charge of training and skills development programmes • Take part in networking, advocacy and fundraising activities and research, develop and operationalise community development strategies. Substantial regional travel will be required.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/168</u>	:	<u>FORENSIC INVESTIGATORS (VARIOUS POSTS) REF. FIU 010/10 D</u> DIRECTORATE: FORENSIC INVESTIGATIONS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum (Level 9) Cape Town • Minimum 3-year degree in Commerce/Law/Auditing/ Forensics or equivalent qualification • Certified Fraud Examiner, designated by the Association of Certified Fraud Examiners, or completion within 1 year of commencement of service • 3-5 years' forensic experience • Valid driver's licence.
<u>DUTIES</u>	:	The focus of this role is to execute forensic-related services by assisting in effectively investigating, preventing and detecting fraud risks within and against PGWC. They will (inter alia): • Plan and execute investigations • Manage projects • Prepare reports on fraud prevention and detection.
<u>ENQUIRIES</u>	:	Mr C Thomopoulos, tel. (021) 480-2080.
<u>POST 29/169</u>	:	<u>ASSISTANT DIRECTOR REF. ES 001/10 D</u> Directorate: External Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum (Level 9) Cape Town Tertiary qualification in Political Sciences/Political Economy, International Relations or Law • 1-3 years' relevant experience.
<u>DUTIES</u>	:	The main objective of this role is to assist in the execution of international relations in the Province by providing general support to the Director and Deputy Directors and collaborating with Foreign Diplomatic Missions and International Organisations. He/she will (inter alia): • Contribute towards preparations in the conclusion of Memorandums of Understanding • Prepare briefing documents for Cabinet • Contribute to the finalisation of the annual performance plan.
<u>ENQUIRIES</u>	:	Mr M Canham, tel. (021) 483-4446.

POST 29/170 : **LANGUAGE EDITOR 2 POSTS REF. CEI 010/10 D**

SALARY : R192 540 per annum (Level 9)
CENTRE : Cape Town
REQUIREMENTS : • NQF 6 degree in Journalism or related field • Minimum of 3 years' experience in an online media environment • Experience in managing web teams • Excellent mid-level writing and research skills • Knowledge of modern public management.

DUTIES : Strategic editorial support and content development to the different channels in e-Government (including Search Engine Optimisation writing, blogs and multimedia) are the main focuses here. They will (inter alia): • Manage content research teams • Perform sub-editing functions • Research, develop, promote and implement the e-Government front office multilingual and plain language policy.

ENQUIRIES : Mr CE Wakeford, tel. (021) 483-3528.

POST 29/171 : **WEB DESIGNER REF. CEI 011/10 D**

SALARY : R192 540 per annum (Level 9)
CENTRE : Cape Town
REQUIREMENTS : • NQF 6 or higher qualification in Human-Computer Interaction, Interaction Design or a related field • Minimum of 3 years' demonstrable experience in Digital Design (a portfolio will be required of short-listed applicants) • Competency in CSS, Flash, HTML, Photoshop, Illustrator, Fireworks and relevant software packages • Experience in an online or portal environment.

DUTIES : The main objective of this role is to develop and implement highly usable digital designs for e-Government projects. He/she will (inter alia): • Work with usability specialists to conduct customer studies • Provide recommendations to improve search engine rankings • Review information architecture and creative designs for feasibility.

ENQUIRIES : Mr CE Wakeford, tel. (021) 483-3528.

POST 29/172 : **PRODUCTION MANAGER REF. CEI 012/10 D**

SALARY : R192 540 per annum (Level 9)
CENTRE : Cape Town
REQUIREMENTS : • Appropriate experience and/or a relevant NQF 6 degree and proven experience in online and multimedia production. Candidates who do not have the minimum advertised qualification, but who have the necessary competencies to successfully perform, may also apply • Experience in trafficking media in an online or portal environment • Advanced literacy in relevant software for online media production.

DUTIES : This role will mainly manage workflow and co-ordinate the Clearing House that supports e-Government content and content management. He/she will (inter alia): • Manage job request completion • Publish production/creative status reports • Route work through the content team • Troubleshoot day-to-day issues within a team environment.

ENQUIRIES : Mr CE Wakeford, tel. (021) 483-3528.

POST 29/173 : **COMMUNICATIONS OFFICER: PGWC CONTACT CENTRE 2 POSTS REF. CEI 013/10 D**

SALARY : R161 970 per annum (Level 8)
CENTRE : Cape Town
REQUIREMENTS : An appropriate NQF 6 qualification • Knowledge of Government processes and services • Research skills.

DUTIES : The main objective of this role is to render interactive e-Government front office services through the PGWC Walk-in Centre and PGWC E-mail Centre. They will (inter alia): • Respond to internal and external enquiries and undertake proactive research to process these enquiries • Maintain the Information Management System (hardcopy) • Research and source new content across all departments • Classify and catalogue material electronically (Information/Knowledge Management System).

ENQUIRIES : Mr CE Wakeford, tel. (021) 483-3528.

POST 29/174 : **COMMUNITY FORUM CO-ORDINATOR (2 POSTS) REF. CEI 014/10 D**

SALARY : R192 540 per annum (Level 9)
CENTRE : Cape Town: cape>access Regional Offices (Regional Bases Flexible)
REQUIREMENTS : •A Senior (or equivalent) Certificate plus 2-4 years' relevant experience (including working in the community) • Valid Code EB driver's licence (extensive traveling will be required) • Project management skills

<u>DUTIES</u>	:	Incumbents will mainly provide operational and management support to the cape>access Programme and co-ordinate the activities of the e-community forums and centres in disadvantaged and rural areas. They will (inter alia): • Provide training to e-forum and e-centre staff • Co-ordinate and support operations • Develop, implement and co-ordinate project plans • Control finances and the budget • Make presentations and write reports.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/175</u>	:	<u>ASSISTANT MANAGER: WALK-IN CENTRE AND E-MAIL CHANNELREF. CEI 015/10 D</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum (Level 9) Cape Town • Appropriate NQF 6 or equivalent qualification • Minimum of 3 years' management experience in a relevant environment • Knowledge of Government processes and services • Research skills • Knowledge of modern public management.
<u>DUTIES</u>	:	Interactive e-Government front office services through the PGWC Walk-in Centre and PGWCe-mail Centre is the main focus here. He/she will (inter alia): • Implement Contact Centre policies • Implement and oversee best practice and implementation plans, service delivery levels, a Client Relationship Management System and a training plan • Participate in a reporting, co-ordination and training forum.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/176</u>	:	<u>CONTENT RESEARCHER (3 POSTS) REF. CEI 016/10 D</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum (Level 8) Cape Town • NQF 6 qualification and demonstrable experience in content production. Candidates who do not have the minimum advertised tertiary requirement, but who have the necessary competencies to successfully perform in this post, may also apply and will be considered • 3 years' proven experience in online publishing or media production • Excellent online writing and research skills • Demonstrable experience in online content production • Advanced computer literacy in relevant software for online media production • Basic knowledge of HTML, XHTML and XML.
<u>DUTIES</u>	:	The main objective of this role is to provide strategic content (including Search Engine Optimisation writing, blogs and multimedia) and content co-ordination across e-Government front office channels. They will (inter alia): • Promote and monitor a portal on social media networks • Co-ordinate departmental and related information for all e-Government channels • Support audience research and analyses • Advise on and support multimedia content.
<u>ENQUIRIES</u>	:	Mr CE Wakeford, tel. (021) 483-3528.
<u>POST 29/177</u>	:	<u>CHIEF OD PRACTITIONER (PROCESS DESIGN AND IMPROVEMENT) REF. OD 001/10 D</u> Directorate: Process Design and Improvement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum (Level 9) Cape Town • An appropriate B-degree or equivalent qualification in Management Science or Public Administration with a minimum of 3 years' experience in Organisational Development OR a Senior Certificate with at least 6 years' public service experience, of which at least 3 years should have been in the OD field • A Certificate in Management Services/Organisation and Development • An Equate Job Analyst Certificate • A Code 8 driver's licence • Project management and process design skills • Facilitation and presentation skills • Good written and verbal communication skills • Computer literacy • Problem-solving skills.
<u>DUTIES</u>	:	In this role, the successful candidate will mainly provide continuous improvement consultancy services and will supervise the project team. He/she will (inter alia): • Improve service delivery through business process interventions • Co-ordinate and facilitate the Batho Pele programme • Co-ordinate and facilitate service delivery improvement initiatives • Assess the efficacy of service delivery improvement interventions • Acquire, adapt, design and/or develop specialised, scientifically validated process design, improvement and assessment methodologies and instruments • Function as Project Manager/Team Leader in terms of team members allocated as resources on the Project.
<u>ENQUIRIES</u>	:	Mr JJJ Boonzaaier, tel. (021) 466-9502.
<u>POST 29/178</u>	:	<u>NETWORK TECHNOLOGIST / TRAINEE (VARIOUS POSTS) REF. CEI 019/10 D</u> Chief Directorate: GITO Management Services
<u>SALARY CENTRE</u>	:	R130 425 - R192 540 per annum (Levels 7-9) (commensurate with qualification and experience) Cape Town

REQUIREMENTS : • A relevant B degree/diploma (or equivalent NQF qualification) as well as training and/or applicable courses, such as A+, N+, MCSE, CNE, CCNA, CCNP, CLP, etc • A minimum of 3 years' experience in network and desktop support (those with less than 3 years will be considered for the Trainee Network Technologist post) • A valid driver's licence • The ability to work outside of normal hours, in accordance with service delivery needs • Excellent communication skills • Good leadership skills and the ability to work in various teams.

DUTIES : The successful candidate will mainly develop and maintain Information Technology networks and manage contractors responsible for the development and maintenance of networks. He/she will (inter alia): • Ensure that backups are done according to schedule and verified regularly • Ensure the competency of subordinates through training • Give inputs on budgetary matters.

ENQUIRIES : Mr J Manasse, tel. (021) 483-3676.

POST 29/179 : **ANALYST DEVELOPER / TRAINEE (VARIOUS POSTS) REF. CEI 020/10 D**

SALARY : R130 425 - R192 540 per annum (Levels 7-9) (commensurate with qualification and experience)

CENTRE : Cape Town

REQUIREMENTS : • A relevant B degree/diploma (or equivalent NQF-aligned qualification, as well as training and/or applicable courses in systems analysis and/or development) • Knowledge of platforms such as Microsoft and Oracle PL/SQL • A minimum of 3 years' experience in systems development and/or analysis (those with less than 3 years will be considered for the Trainee Analyst Developer post) • A valid motor vehicle driver's licence, since traveling will be undertaken • The ability to work outside of normal hours, in accordance with service delivery needs • Good leadership and presentation skills.

DUTIES : The main objective of this post is the development, construction and implementation of program specifications and/or the analysis of systems for various departments. He/she will (inter alia): • Develop functional and technical specifications • Ensure technical and functional standards are observed • Perform general supervisory duties • Liaise with clients.

ENQUIRIES : Ms E de Bruyn, tel. (021) 483-3816.