



DATE OF ISSUE: 30 JULY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 30 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.

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The Department's mandate is to improve coordination across the three spheres of Government and to make sure that provinces and municipalities carry out their service delivery plans and development functions effectively. This mandate requires organisational and extraordinary leadership capabilities that will drive the co-operative government change. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: response3@pinpointone.co.za or fax to 086 697 3898 or post to PO Box 687 Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101
- CLOSING DATE** : 6 August 2010
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.

MANAGEMENT ECHELON

- POST 30/01** : **EXECUTIVE MANAGER: INSPECTORATE AND ANTI-CORRUPTION SPECIAL PROJECTS**
Governance And Intergovernmental Relations
Objective: To establish, lead/head and build an internationally respected Anti-Corruption Unit that supports local government and its entities. The main objective is to eradicate individual and group corruption, any corruptive linkages at local government level, taking into account other legislative framework such as Municipal Finance Management Act and Systems Act, and Section 195 of the Constitution, especially Section 1 and 2.
- SALARY** : An all-inclusive remuneration package of R 790 953 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Law or Policing will be an added advantage, including relevant experience on criminal investigations.) This is a senior management post. Candidates should therefore possess managerial skills. Short listed candidates, could be expected to complete management competency assessments. Required Management Competencies: Strategic capability and leadership, people management and empowerment, programme and project management, Service Delivery Innovation (SDI), client orientation and customer focus, financial management, communication, change management, knowledge management, problem solving and analysis. Additional core competencies: Policy formulation. Roles of the institutions of the justice/security sectors in administering relevant anti-corruption legislation.
- DUTIES** : The successful candidate will perform the following duties: Lead and manage the performance of the members of the Local Government Anti-Corruption Unit as a successful results orientated team. Develop a very comprehensive local government anti-corruption plan with other security agencies. Develop a focused strategy on Training and Development with the aim to promote ethics at local government level, i.e in all 283 municipalities and entities where they are established. Implement a monitoring tool or system of all corrupt cases in all municipalities and its entities
- ENQUIRIES** : Ms H Engelbrecht on Tel no. 012 334 0869
- NOTE** : The successful candidate will be expected to sign an annual performance agreement and declare his/her financial interests within one month of

appointment and thereafter on an annual basis. The candidate will be subjected to a TOP SECRET security clearance.

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an Equal Opportunity Affirmative Action Employer. In support of the Department's Equity Targets, applicants need to indicate race, gender and disability status on the application forms/CV's.

APPLICATIONS : Applications must be sent to the relevant addresses as indicated:
 National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001: Ms Moerane C/Motaung L (012 307 2540) or Mr Chauke MH (012 307 2643)
 Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300: Ms Mholo J (051 404 0268/051 404 0270)
 Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200: Mr Mwehle ZP (043 706 7923)
 Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001: Mr Masango SS (012 420 0174) or Ms Moeketsane L (012 4200179)
 Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: Ms Maphosa G (012 323 4818)
 Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: Ms Sanders M (021 550 6059)
 KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200: Mr Langer N or Rupram Y (033 355 7370)

CLOSING DATE

: 13 August 2010

NOTE

: An internal advertisement with regard to vacant posts in the Department of Correctional Services is attached hereto as Annexure A. The vacant posts will be advertised internally as well as through the DPSA Vacancy Circular in the Broad Public Service. All interested applicants who comply with the minimum set requirements of a specific post, irrespective of race/gender, may apply. Applicants in the DCS must use the internal application forms. All other applicants must complete a Z83 form. Only applications completed in the prescribed form will be considered. Applicants are requested to attach certified copies of their driver's licence where applicable, certified copies of qualifications and ID. Faxed applications will be disregarded. One application form per advertised post must be completed by an applicant and CV's must be aligned to reflect one's degree of compliance to the prescribed requirements or duties. Applicants must note that further checks will only be conducted with shortlisted candidates, and that appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification, and criminal records. Kindly note that applicants are responsible to provide their own accommodation should they be appointed. Please note that this advertisement includes posts which will be filled under the Public Services Act as well as posts to be filled under the Correctional Services Act. In order to be considered for the posts under Correctional Services Act, an applicant must have successfully completed the Basic Training course or Learnership in Correctional Science as prescribed by the Department of Correctional Services. Where an appointment entails a movement between acts, applicants must note that their salaries and benefits will be adjusted according to the relevant act. The Department reserves the right to fill any post and may withdraw a post at anytime. It will be highly appreciated if the contents of this circular can be brought to the attention of all personnel and the fact that the closing date for all applications is at 15:45 on the 13/08/2010. Application must be accompanied by a Z83 form/internal application form, certified copies of ID, driver's licence, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.

OTHER POSTS**POST 30/02**: **DEPUTY DIRECTOR: NATIONAL RECORDS**

Directorate: Information Management

SALARY

: R378 456 - R448 803 per annum

CENTRE

: National Head Office

REQUIREMENTS

: Grade 12 and recognized three year degree/diploma including records management. Relevant training presented by the National Archives and Records

Service. Four (4) years experience in the field of paper-based records management at middle management level. Experience in the field of electronic records management. Extensive experience as a manager. Valid driver's licence. Must be computer literate. Good communication, planning, time management, presentation, analytical thinking and interpersonal relations skills. Knowledge of performance management, project management, change management and financial management. Basic understanding of business systems analysis and process mapping.

DUTIES : Manage records management systems. Acquire and manage electronic documents and records management system. Promote a systematic disposal of records. Provide training in Records Management. Engage external stakeholders like SITA, National Archives of South Africa and others. Manage PAIA compliance within DCS. Draft PAIA manual and make it accessible into other languages. Publish and distribute PAIA. Draft Section 15 list of records automatically available. Facilitate the appointment of Deputy Information Officers. Provide training in PAIA. Manage the compilation and utilization of records management policy and procedures. Manage the development and implementation of records management strategy. Manage DCS file plan. Monitor the level of compliance with broader records management practice. Encourage team participation and constant consultation throughout the Department of Correctional Services (DCS). Arrange work sessions with registry and archives personnel. Prepare budget proposals. Monitor expenditure in accordance with PFMA.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/03 : **DEPUTY DIRECTOR: MANAGEMENT ADMINISTRATION**
Directorate: Management Secretariat

SALARY : R378 456 - R448 803 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma or equivalent qualification. Management of government protocol, policies and legislative framework. At least three years relevant experience. Driver's licence. Must be Computer literate. Must have good Communication, internal and external networking, excellent planning and organizing, problem-solving, report writing and strategic planning skills. Ability to work under pressure, ability to work in a team and independently, political sensitivity and diplomacy.

DUTIES : He/she is responsible for the administration of Management Board. The candidate prepares meetings chaired by the Commissioner. He/she must prepare agendas for meetings chaired by the Commissioner. He/she must take minutes at the meetings chaired by the Commissioner. He/she must make arrangements for attendees of meetings chaired by the Commissioner. Preparations of incoming/outgoing mail. Filing of correspondence. He/she must distribute correspondence in the office of the Commissioner. Sending and receiving of faxes. Controlling of use of the photocopier and shared equipment. Determining duty rosters/leave arrangements. Allocation of staff to specific duties. Disciplinary action against offending officials. The candidate will be accountable for expenditure in terms of the section.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/04 : **DEPUTY DIRECTOR: EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY**
Directorate: Human Resource Support

SALARY : R378 456 - R448 803 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Human Resource Management, or a Diploma in Correctional Services Management plus traceable management experience. Knowledge of COID Act (Workman Compensation Act). DPSA circulars with regard to employee occupational health and safety. Project management principles. Technical report writing. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of relevant policies/acts and regulations. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation policies, disciplinary procedure and code, are essential. Excellent verbal and written communication

skills and strong leadership qualities. Negotiation skills and the ability to organize. Valid driver's licence.

DUTIES : Manage the Employee Occupational Health and Safety policy development within DCS. Monitor and implement support processes. Conduct Employee Occupational Health and Safety research. Manage Occupational injuries and diseases and ill health retirement. Manage Human Resources and finances.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/05 : **DEPUTY DIRECTOR: PROJECT ADMINISTRATION**
Facility Planning And Development

SALARY : R378 456 - R448 803 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in communication and marketing or a relevant qualification. An additional recognized qualification in project management will be an added advantage. Sound relevant experience with a proven track record in project management. Above average computer literate and competency in using project management software. Valid driver's licence.

DUTIES : The incumbent will be responsible coordinating, driving and managing all communication Support Projects or campaigns to progressively meet client needs through the following: Competency in use of various basic computer programmes and in particular project management software. Developing and implementing appropriate policies, procedures, strategies and monitoring and evaluation tools for the management of projects and/or national events of the department. Serving as a gateway to accessing comprehensive communication support to all departmental projects or campaigns including assessing communication capacity to determine in/outourcing of services. Facilitating the approval of project requests by communication management and its commitment of resources. Coordinating and managing cross cutting campaigns/projects by leading project teams from communications in support of client branches or regions while also building project management capacity of team members. Facilitating advance planning, implementation, reports and evaluation of projects and campaigns and to promote this culture across all communication campaigns/projects. Developing and managing communications Project Information and Management System (PIMS) as part of knowledge management. Assisting in strategic management of communication resources by providing financial human resources and logistics advisories to communications management.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/06 : **DEPUTY DIRECTOR: CLUSTER LIAISON**
Directorate: Cluster And Parliamentary Liaison

SALARY : R378 456 - R448 803 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma. Knowledge and experience of least 3 years in cluster government system of integrated governance and the system's processes. Analytical skills. Report writing and presentation skills. Knowledge of functions and responsibilities of clusters. Networking skills. Coordination skills/project management skills. Valid driver's licence.

DUTIES : Coordinate the directorate's activities with regard to its meaningful participation in cluster (JCPS, Social, etc) work. Develop systems to process cluster reports and to provide management with useful summary reports. Facilitate the Directorate's participation in cluster task teams. Facilitate preparations of DCS reports to the cluster.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/07 : **DEPUTY DIRECTOR: OWN RESOURCES**
Building And Maintenance

SALARY : R378 456 - R448 803 per annum
CENTRE : National Head Office

<u>REQUIREMENTS</u>	:	Grade 12 and NQF 6 technical qualification (technical or architecture). Knowledge of Manage Information system (MIS). Exposure to National building regulations. Valid driver's licence. Top secret security clearance. Verbal communication skills to make presentations. Conduct research. Problem solving, organizing and decision making skills. Conceptualization. Knowledge of project management. Must be computer literate. Knowledge of Manpower Training Act and CAD programme.
<u>DUTIES</u>	:	Develop and maintain policies related to quantity surveying and architecture. Contract and building law applicable to the quantity surveying profession. Quantity surveying aspects of the building and construction environment. Policy design and development. Maintain fixed assets. Upgrade plan for structures. Building and Civil works. Process procurement. Undertake feasibility studies. Maintain technology. Manage programs. Organize and manage work activities of the Sub-Directorate. Compile report on and manage budgets and estimations, in accordance with the PFMA.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/08</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS</u> Directorate: International Relations
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and a relevant recognized degree. At least three years experience in the international relations sphere at middle management level. Policy development experience. Managerial experience. Public speaking and presentation. Ability to liaise on with external governments and organizations. Communication (especially with foreign dignitaries). Understanding of South African foreign policy. Time management. Conflict management. Project management and applied strategic thinking. Computer literate. Report writing. Networking/liaison with stakeholders. Valid driver's licence.
<u>DUTIES</u>	:	International Relations Policy Formulation. Understanding of SA's foreign policy. Good understanding of Africa's political environment and SA's role therein. Understanding strategic planning processes. Ensure adherence to DCS delegations of authority. Promote cooperation with penological institutions. Coordinate Departments liaison function with international organizations. Liaise with foreign embassies. Advise on international travels. Compile briefing documents and report back documents. Work closely with Department of International Relations and Cooperation. Organize meetings and conferences. Provide inputs to the annual budget. Compile memorandums for senior officials. Develop MOV's with identified countries. Be willing to travel extensively internationally.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/09</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT</u> Directorate: Service Delivery Improvement
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Public Administration/Management. At least 3 years of management experience. Valid driver's licence. Communication skills (verbal and written). Financial management. Managerial skills. Project management. Change management skills. Extensive computer literacy (word, excel, power point). Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Strategic and operational management. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to make and implement decisions.
<u>DUTIES</u>	:	Monitor the implementation of all policies and procedures in respect of Service Delivery Improvement processes (Service Delivery Charter, Batho Pele Coordination, Batho Pele Impact Assessment, Public Service Week, Africa Public Service Day. Monitor the implementation of Service Delivery Improvement Plans. Facilitate and plan National Corrections Excellence Awards processes. Ensure compliance with the Public Finance Management Act with specific reference to

		Section 45. Marketing and research. Identify best practice models for service delivery improvement for National roll-out. Logistical administration.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/10</u>	:	<u>DEPUTY DIRECTOR: PROJECT MANAGEMENT</u> Directorate: Project Management
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or equivalent and extensive experience in Project Management. Relevant middle management experience. Valid driver's licence. Must have Project Management, Strategic Planning, Evaluation, Data Analysis, Communication, Quality Assurance, Facilitation and Problem Solving Skills. Financial management. Managerial skills. Project management. Change management skills. Extensive computer literacy (word, excel, power point). Ability to prioritise and manage multiple tasks. Knowledge management in evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service Delivery Improvement.
<u>DUTIES</u>	:	Coordinating and support the initiation, conducting and management of key projects. Undertake research on strategic project areas of the department. Monitor and evaluate key Departmental projects. Identify key Departmental projects and track progress. Conduct research and select appropriate IT infrastructure for the management of projects in the Department. Provide support and facilitates the management of projects. Develop progress reports with regard to implementation of projects integration. Management of Logistical, Personnel and Financial Administration.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/11</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING</u>
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	Gauteng Regional Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Commercial, Economic or Political Sciences coupled with appropriate experience at middle-management level. The following will serve as recommendations: Knowledge of the Public Finance Management Act, the budgetary procedures and financial systems of the State. Knowledge of the internal process of the Department. Good analytical, communication and interpersonal skills. A code 08 driver's license
<u>DUTIES</u>	:	The successful candidate will advise the Departmental Accountant/Financial Manager on financial accounting, financial systems, internal accounting and financial planning Budget Management).
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/12</u>	:	<u>DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE</u>
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/North West Region (Rustenburg) KwaZulu/Natal Region (Ncome) Western Cape Region (Voorberg)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized degree/diploma in Accounting or Financial Management with proven management experience. Proven knowledge of the Public Finance Management Act and Treasury Regulations, relating to Financial Management and Accounting. Procurement and Public Finance Administration on management level. Sound communication skills. Strong leadership qualities. Valid driver's licence.
<u>DUTIES</u>	:	Extensive knowledge of, exposure to and experience in the financial and procurement management environment assist the Area Commissioner to execute his duties in terms of the Public Finance Management Act (PFMA). This includes performing the duties of Chief Financial Officer by ensuring optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations. Perform budget

control and ensure enforcement of financial discipline for logistics and procurement management.

ENQUIRIES : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Ms Sanders M (021 550 6059): Western Cape Region

POST 30/13 : **DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES**

SALARY CENTRE : R378 456 - R448 803 per annum
Gauteng Region (Leeuwkop, Modderbee)
Limpopo/Mpumalanga/North West Region (Thohoyandou)
KwaZulu/Natal Region (Kokstad, Pietermaritzburg, Empangeni) (3 POSTS)
Free State/Northern Cape Region (Upington)
Eastern Cape Region (St Albans)

REQUIREMENTS : Grade 12 and recognized three-year degree/diploma in Human Resource Management, or a Diploma in Correctional Services Management plus traceable management experience. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation policies, disciplinary procedure and code, are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and the ability to organize are required. Valid driver's licence.

DUTIES : The candidate must have extensive knowledge and experience in the field of human resource to ensure that personnel are administered, utilized and developed according to policy directives. Be responsible for performance management, manage special personnel enhancement and support programmes in the management area. Administer legal and employee relations to top management.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
Mr N Langer (033 355 7370) KwaZulu/Natal Region
Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
Mr Mwehle ZP (043 706 7923): Eastern Cape Region

POST 30/14 : **DEPUTY DIRECTOR: REGIONAL COORDINATOR: INFORMATION TECHNOLOGY**

SALARY CENTRE : R378 456 - R448 803 per annum
Free State/Northern Cape Region (Regional Office: Bloemfontein)
KwaZulu/Natal Region (Regional Office)
Gauteng Region (Regional Office)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma and relevant experience. Managerial skills. Analytical ability. Good communication skills (verbal, writing and listening) and ability to plan/organize. Valid driver's licence.

DUTIES : Knowledge and coordination of policies. Provide first line help desk and desk top support. Provide technical advice and support to IT users. Management of computer hardware (printers included). Manage and perform software and hardware rollout projects. Manage and perform the installation/integration of software. Manage and perform the configuration and setting up of computing and network equipment. Monitor performance of network connections. Quality assessment of services rendered by IT staff. Rendering of customer assistance. Ensure that backups on sites are performed and restored. Management of data security. Planning of activities. Management of finance. Management of personnel.

ENQUIRIES : Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/15 : **DEPUTY DIRECTOR: REGIONAL COORDINATOR: FACILITIES**

SALARY CENTRE : R378 456 - R448 803 per annum
Gauteng Region (Regional Office)

REQUIREMENTS : Grade 12 and a relevant recognized degree/diploma in building related disciplines with traceable management experience. Dynamism and professionalism. Able to plan and organize events properly. Sound

		communication skills. Must be computer literate. Thorough knowledge of project management. Valid driver's licence.
<u>DUTIES</u>	:	Manage the co-ordination of policy relating to building and maintenance projects. The communication of policy matters to the relevant role-players. Planning of buildings. Maintenance of projects and buildings. Water purifications plants and laundry services. Draw up strategies to improve identified sub standard service building in the region. Evaluate of service levels. Development/maintenance of building works standards in the region. Assessment of building and maintenance requirements qualities, undertaking of preliminary feasibility studies of proposed sites for building projects. Liaison with coordinators. Logistics on the acquisition of material. The development of human resources for building works. Identification of building services labour requirement per correctional centre. Management of occupational safety. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Manage the procurement of rented office accommodation. Manage finances and personnel.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/16</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	Western Cape Region (Pollsmoor)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Manage human resources. Follow-up on correspondences. Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administrate finance and primary measurements. Administrate performance of merit assessments. Manage leave and absence.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/17</u>	:	<u>DEPUTY DIRECTOR: COORDINATOR: COMMUNICATIONS</u>
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in communications science or relevant qualification and relevant experience. Knowledge of Zulu as one of the languages. Knowledge and perspectives of incidents in correctional centres. Valid driver's licence. Dynamism, professionalism, ability to plan and organize. Good communication skills. Must be computer literate.
<u>DUTIES</u>	:	Assist in the development and implementation of regional communication plan (Public Relations, Media Production and Media Services). Keep each unit informed of the regional plan. Development and implementation of a specific regional communication plan. Manage and facilitate incident reporting in the region. Financial management of the communication section taking into consideration allocated funds (economizing and commercializing). Logistical management with regard to communication activities. Monitoring of external media. Implementation of the communication strategy. Adherence to the strategic communication objectives of the DCS in the region. Managing of expenditure within the allocated budget
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/18</u>	:	<u>DEPUTY DIRECTOR: MEDIA PRODUCTION</u> Directorate: Internal Communication
<u>SALARY</u>	:	R378 456 - R448 803 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and 3-year degree/diploma in Communication or related field (journalism, marketing, PR, graphic design, audio-visual, broadcasting) three to five years of managerial experience in media production or relevant field. Good communication, interpersonal and leadership skills. Good command of the major computer programmes such as Word, Powerpoint, Excel and working knowledge

- of layout programmes such as Indesign, Freehand, Photoshop. Knowledge of audio-visual programmes. Valid driver's license.
- DUTIES** : Assist with Strategic Management of the Directorate. Provide effective and efficient media production services to the department with the aim to portray a positive image of the department. Manage media production outputs. Manage the production of corporate publications and audio-visual materials. Network and liaise with internal and external stakeholders. Manage human resources in the sub-directorate. Manage financial resources and assets in the sub-directorate. Risk management.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/19** : **DEPUTY DIRECTOR: INFORMATION SECURITY**
Directorate: Security Standards
- SALARY** : R378 456 - R448 803 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in IT (information Security Management degree/diploma/or any relevant qualification in IT environment. Minimum experience of at least two years in Security and IT Management Environment or at least three years' experience in Public or Private IT= related agencies. Valid driver's licence. Willingness to travel around DCS Regions, Correctional Centres and Management Areas. Candidate must have completed or should complete security clearance course conducted by NIA within a period of two years of appointment date. Knowledge of Protection of Information Act (Act 84/1982). Knowledge of Promotion of Access to information Act (Act 2/2000). National Intelligence Strategic Act (Act 39/1994) and MISS and Electronic Communication Security (Act 68/2002) Sound knowledge of Criminal Procedure Act (Act 51/1977).Investigation, communication and presentation skills.
- DUTIES** : Render effective and efficient information Security Management services in DCS environment at national level. Implementation internal security policy of the Department. Record and conduct information security breach preliminary investigations. Conduct in depth assessments of the Department's Information Security which includes documents communication and IT security. Conduct risk assessments to identify early warning systems and advise the Directorate on new measures to be implemented. Liaise with the public and private institutions (COMSEC, SITA) with regard to IT security issues. Effectively and reliably manage, budget, resources allocated to the Sub-directorate as required by the prescripts.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- NOTE** : Candidates are requested to note that appointment to the above position is subject to positive pre-employment and security screening assessment outcomes.
- POST 30/20** : **ASSISTANT DIRECTOR: INFORMATION SECURITY**
Directorate: Security Standards
- SALARY** : R192 540 - R232 590 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Security Management/Criminal Justice and any equivalent qualification in a security environment (information Security Management degree/diploma). Sound security and risk management environment, IT Management Environment or Public or Private law enforcement agencies. Must be Computer literate. Valid driver's licence. Willingness to travel extensively (nationally) Completion of a security management course conducted by NIA within a period of two years of appointment. Ability to work under pressure. Organizational and problem solving skills through knowledge of Minimum Information Security Standards and other security- related legislation (e.g. policies and principles) through knowledge of Public Service Framework and implications thereof. Knowledge of physical security operations/plan and procedures. Knowledge of Departmental organisational culture.
- DUTIES** : Render effective and efficient Security Management Operational Support functions in DCS (Regions, Correctional Centres, Management Areas and

National Head Office). Implement internal security policy/plan and procedures of the Department. Monitor/evaluate and compile monthly reports with regards to compliance to security standards in terms of MISS in DCS facilities. Conduct security awareness campaign and workshops to all personnel of the Department. Conduct security threat and risk assessment in al DCS facilities. Manage and co-ordinate key control system and access control guidelines as required by MISS. Co-ordinate and monitor the installations and maintenance of information security equipment in the Department.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

NOTE : Candidates are requested to note that appointment to the above position is subject to positive pre-employment and security screening assessment outcomes.

POST 30/21 : **ASSISTANT DIRECTOR: WEB MANAGEMENT**
Directorate: Marketing And Promotion

SALARY : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year qualification with relevant experience in a supervisory position. Proven competency in a web management computer program (using an HTML editor (e.g. Dream weaver) will be a definite advantage). Proven knowledge of Mass Communication principles. Valid driver's licence. Excellent skills in planning websites, developing and maintaining website content, structuring, classifying and abstracting information, layout of web pages, writing, editing and proof-reading English (skills to do this in another official language will be an advantage).

DUTIES : The successful incumbent will be responsible for the continuous updating, maintenance, development and improvement of the department's portal. This includes: Identifying, selecting and acquiring information. Liaising with role-players involved in maintaining and updating the portal. Compiling content for the portal: writing, language and content editing, structuring information and continuously ensuring quality control. Responding to enquiries, requests and comments. Assisting with the development and updating of management policies and processes, and with the development of a content management system. Planning information architecture, navigation, layout and design of websites. Assisting with coordinating web-related projects and activities. Supervising operational activities of junior staff member(s).The successful incumbent will assist the Deputy Director with the management of human resources and outsourcing contracts and with planning for and successful operation of the unit. The successful candidate must be able to work independently and accurately, under pressure and with short deadlines.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/22 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**
Deputy Commissioner: Human Resource Management

SALARY : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma or relevant qualification and administrative support experience. Valid driver's licence. Must be computer literate. Administrative support, planning, organizing, and sound communication skills

DUTIES : Ensure smooth administration of documentation in relation to both document flow system in the office and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists. Develop administrative procedures for the branch and ensure compliance by members with return dates required on tasks allocated. Ensure the drafting of routine letters/memorandums. Develop standard format letters for receipt of correspondence and documentation proactively. Acknowledge correspondence indicating referral to relevant person/process the content of incoming and outgoing documentation. Thorough study of incoming documentation and advising the CDC/DC. Coordinate relevant documentation and ensure processing where relevant and indicate return dates and urgency/priority of content of document. Ensure compliance by Chief Directorates

with return dates. Ensure compliance within the office with return date. Ensure that the Deputy Commissioner's or Directorates comply with return dates. Ensure appropriate filing of documents. Manage and control inventory. Provide financial management support to the CDC/DC.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/23 : **ASSISTANT DIRECTOR: SECRETARY: MANAGEMENT BOARDS**
Directorate: Management Secretariat

SALARY CENTRE REQUIREMENTS : R192 540 - R232 590 per annum
National Head Office
Grade 12 and recognized three year degree/diploma or equivalent qualification. Knowledge of government Protocol, Policies and Legislative Framework. At least three years relevant experience. Must be Computer literate. Valid driver's licence. Good communication skills, internal and external networking, excellent planning and organizing, problem- solving, reporting, planning and organizing and strategic planning skills. Ability to work under pressure, ability to work in a team and independently, political sensitivity and diplomacy. Good typing and good listening skills

DUTIES : Booking of venues. Taking minutes for attendees during meetings. Making arrangements for the collection/delivery of attendees from the airport. Ensuring that audio visual equipment is in working order. Arranging/placement of refreshments. Make seating arrangement for delegates. Distributing agendas. Obtaining of minutes of previous meetings. Referring decisions to the CEO Management Services for implementation. Attachments of working/presentation papers to minutes. Ensuring meals are served on time. Ensuring that meals and refreshments are paid

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/24 : **ASSISTANT DIRECTOR: NATIONAL PERSONNEL CONTROLLER**
Directorate: Human Resource Administration And Utilization

SALARY CENTRE REQUIREMENTS : R192 540 - R232 590 per annum
National Head Office
Grade 12 and recognized three year degree/diploma with relevant experience in Human Resource environment. Proof of PERSAL course. Knowledge of legislations, regulations and procedures governing PERSAL. Interpersonal managerial and sound communication skills. Must be computer literate (Power point, Excel, Microsoft word). Analytical presentation and negotiation skills.

DUTIES : Manage and maintain PERSAL functionally. Identify salary range related training needs and conduct training to the users. Registration of users and allocation of salary range functions in relation to their jobs and levels. Accountable for the effective utilization of the PERSAL i.e. inspection and training manual. Management of risk/fraud associated with PERSAL. Management and maintenance of salary range information. Authorization of the suspense files transaction and verification with source documents. Evaluation and recommendation to the Regional PERSAL Controller, changes to the system in line with the SCC system. Manage and control PERSAL messages and bring important issues to the attention of the Regional PERSAL controller. Conduct inspection on salary range transactions. Customization and provisioning of management information. Advisory service to the clients. Management of access security on PERSAL.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/25 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY: AREA COMMISSIONER**

SALARY CENTRE : R192 540 - R232 590 per annum
Gauteng Region (Pretoria Area Commissioner, Johannesburg Area Commissioner) (2 POSTS)
Western Cape Region (Pollsmoor Area Commissioner)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma or relevant qualification and administrative support experience. Valid driver's licence. Must be computer

		literate. Administrative support, planning, organizing and sound communication skills
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both document flow system in the office and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists. Develop administrative procedures for the branch and compliance by members with return dates required on tasks allocated. Ensure the drafting of routine letters/memorandums. Develop standard format letters for receipt of correspondence and documentation proactively. Acknowledge correspondence indicating referral to relevant person/process the content of incoming and outgoing documentation. Thorough study of incoming documentation and advising the Area Commissioner. Coordinate relevant documentation and ensure processing as single entity where relevant and indication of return dates and urgency/priority of content of document. Ensure compliance by Directors and Head of Centres with return dates. Ensure compliance within the office with return dates. Ensure that the Area Commissioner comply with return dates. Ensure appropriate filing of documents. Manage and control inventory. Provide financial management support to the Area Commissioner.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/26</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Western Cape Region (Deputy Regional Commissioner) Gauteng Region (Deputy Regional Commissioner) KwaZulu/Natal Region (Regional Commissioner, Deputy Regional Commissioner) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with administrative support experience. Valid driver's licence. Environmental exposure. Must be computer literate. Administrative support. Negotiation and presentation skills.
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both document flow system in the Office of the Deputy Regional Commissioner and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content and appropriate route lists. Develop administrative procedures for the Deputy Regional Commissioner's office and compliance by members of the Regional office with return dates required on tasks allocated. Ensure the drafting of routine letters/memos, develop standard format letters for receipt of correspondence and documentation, proactively acknowledging correspondence and indicating referral to relevant person/process, typing of letters/memos on instruction of DRC or office staff. Process content of incoming and outgoing documentation, thorough studying of incoming documentation and advising the DRC, coordinating relevant documentation and ensuring processing as single entity where relevant, indication of return dates and urgency/priority of content of document. Ensure appropriate filing of documents, through return of documents to component of origin for filing, filing of documents required for current use in office, opening of new files in accordance with filing system, keeping computerized register of filing system and accessing documentation required by members of the office. Responsible for the financial and logistical management of the office including monthly budgeting and costing processes, allocation of funds and amendment of estimates and acquisition of office equipment. Provide financial management support to the DRC in relation to budgeting and expenditure.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/27</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY CHIEF FINANCIAL OFFICER</u> Chief Deputy Commissioner: Development And Care
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum National Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	Grade 12 and recognised three year degree/diploma or relevant qualification and administrative support experience. Computer literacy (in particular Windows, Microsoft Word, Microsoft Excel and Microsoft PowerPoint) is essential for this position. Valid driver's license. Administrative support, planning, organizing, and excellent verbal and writing skills. Excellent interpersonal skills. Strong leadership qualities, initiative and drive. Willingness to work outside normal working hours.
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both document flow system in the office and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists. Develop administrative procedures for the branch and compliance by members with return dates required on tasks allocated. Ensure the drafting of routine letters/memorandums. Develop standard format letters for receipt of correspondence and documentation proactively. Acknowledge correspondence indicating referral to relevant person/process the content of incoming and outgoing documentation. Thorough study of incoming documentation and advising the CFO. Coordinate relevant documentation and ensure processing as single entity where relevant and indication of return dates and urgency/priority of content of document. Ensure compliance by Chief Directorates with return dates. Ensure compliance within the office with return date. Ensure that the Deputy Commissioner's or Directorates comply with return dates. Ensure appropriate filing of documents. Manage and control inventory. Provide financial management support to the CFO and the Branch: Finance. Execute responsibilities of officials as stipulated in Section 45 of the PFMA.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/28</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL TRAINING</u> Directorate: Logistics
<u>SALARY</u>	:	R192 540 - R232 590 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Project Management and Training/related management. Must be computer literate. Four years experience in supply chain. Proven successful course presentation skills/higher education for a minimum period of one year will be a recommendation. The individual must be committed/self driven/hardworking. Drivers licence Code 08.
<u>DUTIES</u>	:	Management of human resources. Nomination and submission of appointments of trainers for operational training. Coordinate and evaluate operational training material. Assist with the alignment of operational training with Departmental policies with regard to the budget needs. Compile presentations on training with regard to operational training courses to top Management/Middle Management. Execution of monitoring visits to practice to evaluate logistic administration.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/29</u>	:	<u>ASSISTANT DIRECTOR: PROCUREMENT</u>
<u>SALARY</u>	:	R192 540 - R232 590 per annum
<u>CENTRE</u>	:	Free State/Northern Cape Region (Grootvlei, Upington) (2 POSTS)
<u>REQUIREMENTS</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized Bachelor's degree or equivalent qualification in Finance, Supply Chain or Public Management. Well conversant with legislation regulating Financial and Procurement Management Environment. Analytic and financial skills. Good interpersonal relations. Communication skills. Organizing, planning and problem solving Skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Assist end-users in drafting of specifications. Arrange for advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of Tenders. Liaise with GSSC on all procurement related matters. Process application for price increases. Monitor procurement of goods and services as well as payment of suppliers and service providers. Ensure compliance to all procurement related legislation. Supervise staff within the Procurement Unit. Contract Management.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region

<u>POST 30/30</u>	:	<u>ASSISTANT DIRECTOR: SUPERVISOR: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Free State/Northern Cape Region (Grootvlei) KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Must be computer literate. Valid driver's licence. Experience in Supply Chain Management related training will be an added advantage. Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework and White Paper on Corrections. Good knowledge of Public Service Regulations, HRD policies/procedures and Skills Development Act, Act 97 of 1998.
<u>DUTIES</u>	:	Compile and coordinate logistics training plan. Ensure infrastructure for operational training is available and maintained. Formulate development/maintenance of training material. Manage all training activities. Manage human resources. Coordinate and provide training information and advice to management. Estimate and manage training budget for logistics. Train in cooperation with regional offices and the directorate: Human Resource Development. Coordinate the activities of national and regional trainers. Responsible for the submission of statistics on operational training to management, monitoring and reporting. Evaluate logistical training.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Mr N Langer/Y Rupram (033 355 7370): KwaZulu/Natal Region
<u>POST 30/31</u>	:	<u>ASSISTANT DIRECTOR: JOB ANALYST</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Management Services (Organization and Work-study) or equivalent qualification. Relevant management experience. Experience as Work Study Practitioner, interviewing persons at all levels of the organization, job analysis and evaluation on all levels. Valid driver's licence. Must be computer literate. Training as Job Analyst and Organization and Work Study Practitioner. Knowledge of Equate system and Public Service Regulations. Presentation, analytical thinking, listening, reporting and sound communication skills.
<u>DUTIES</u>	:	Conduct job evaluation on vacant, newly created and mandatory posts. Identify mandatory jobs/posts to be evaluated. Receive and prioritize requests for other jobs/posts to be evaluated. Schedule interviews for posts to be evaluated. Capture information into JE software. Prepare and submit to JE panel. Make and present preliminary recommendations on the grading of posts. Forward submission to the approving authority. Liaise with work-study personnel on the content of the posts. Develop and continuously update database. Act as secretary to JE panel. Personnel management.
<u>ENQUIRIES</u>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 30/32</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMS</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Gauteng Region (Modderbee, Boksburg) (2 POSTS) Limpopo/Mpumalanga/North West Region (Rustenburg Area Commissioner, Rooigrond Area Commissioner) (2 POSTS) KwaZulu/Natal Region (Pietermaritzburg, Empangeni) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills and ability to plan/organize. Valid driver's licence
<u>DUTIES</u>	:	Management of EAP programmes in the management areas. The management of equity affairs in the management areas. Management of the sports policy of the management areas. The management of clubs/mess. Monitoring of the transformation process within the management areas. Personnel, financial and logistical administration.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region

<u>POST 30/33</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOP</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Western Cape Region (Drakenstein Med A) Limpopo/Mpumalanga/North West Region (Rustenburg)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in engineering/production management or other relevant trade qualification related to the wood and steel manufacturing industries. Sound experience within the related production environment. Valid drivers' licence. Knowledge and understanding of workshop manual, workshop cost and price policy, workshop costing system and its operations. Knowledge of White Paper on Corrections and all relevant legislation related to DCS production workshops. Knowledge and understanding of tender/contract development and evaluation, Occupational Health and Safety Act and PFMA.
<u>DUTIES</u>	:	Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel at the management area. Economic analysis of workshop performance. Research and development of new workshop project(s). Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection as prescribed. Monitor and evaluate the implementation and adherence to all applicable workshop policies, manuals and legislation. Compiling financial budgets and estimates. Understand and apply good human resources relations with subordinates and workshop personnel at the management area. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<u>POST 30/34</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Western Cape Region (Voorberg, Breede River) (2 POSTS) KwaZulu/Natal Region (Kokstad, Durban) (2 POSTS) Free State/Northern Cape Region (Goedemoed) Limpopo/Mpumalanga/North West Region (Barberton)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and experience in government financial systems. Computer literacy. Valid drivers' licence. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS.
<u>DUTIES</u>	:	Managing sub-ordinates. Implementation of procurement policy. Assist with management of the PAS system. Administration of tenders. Undertaking of procurement inspections.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<u>POST 30/35</u>	:	<u>ASSISTANT DIRECTOR: CLUSTER LIAISON</u> Directorate: Cluster And Parliamentary Liaison
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three-year degree/diploma or equivalent qualification with relevant experience in cluster management. Exposure to Government operations. Good writing and verbal communication skills. Valid driver's licence. Computer literacy.
<u>DUTIES</u>	:	Organize meetings for cluster representatives. Provide operational support on the coordination of cluster activities. Provide necessary support to DCS representatives. Manage requisites from the Department to external stakeholder and to different divisions within the Department. Give operational support to DD: Cluster Management. Interact with administrative staff in branches for report. Summarizes reports of statutory and non-statutory bodies. Manage the database of the Sub-directorate to monitor due dates.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

<u>POST 30/36</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Gauteng Region (Regional Office) Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Good communication and presentation skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management. Proven experience in a BAS environment.
<u>DUTIES</u>	:	Implementation of financial accounting policy in the region in accordance with current procedures. Planning and execution of financial accounting functions/inspections. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programs. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Human Resource Management. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of debts and control accounts.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 30/37</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE SUPPORT</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Gauteng Region (Johannesburg) Limpopo/Mpumalanga/North West Region (Rooigrond) Free State/Northern Cape Region (Kroonstad)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Presentation, computer literate, interpersonal, problem solving and good communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Management of performance management functions in the management area. Management of personnel awards and achievement bonuses. Management of personnel, finances and logistics.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/38</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum Western Cape Region (Malmesbury) KwaZulu/Natal Region (Empangeni, Kokstad) (2 POSTS) Free State/Northern Cape Region (Kimberley) Limpopo/Mpumalanga/North West Region (Thohoyandou, Klerksdorp) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Accounting/Financial Management, with proven management experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to financial management and accounting. Knowledge of Procurement Administration and Public Finance Administration on management level. Sound communication skills. Strong leadership qualities, initiative and drive. Valid driver's licence.
<u>DUTIES</u>	:	The Department requires services of a person with extensive knowledge and experience in the finance and procurement management environment. Exercise control in the management area. As Area Coordinator: Finance, the candidate must assist the Area Commissioner in execution of his/her duties in terms of the Public Finance Management Act, (PFMA). Ensure optimal utilization of resources, support with regard to management of budgets within the framework of relevant legal directives, regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region

Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

- POST 30/39** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING**
- SALARY** : R192 540 - R232 590 per annum
CENTRE : Gauteng Region (Regional Office)
REQUIREMENTS : Grade 12 and recognized three-year degree/diploma, in Human Resource Management, or a Diploma in Correctional Services Management plus traceable management expenses. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation policies, disciplinary procedure and code, are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and the ability to organize are required.
- DUTIES** : Manage and implement the policy of Human Resource Provisioning, such as representativity, gender equality, equal opportunity, job-functional descriptions and requirements, suitability of candidates and financing of posts. Manage recruitment objectives, by determining vacancies, referral of recruitment objectives, ensure the advertisement of vacant posts, and that posts applications are evaluated. Ensure that shortlist of suitable candidates are compiled and interviews are held. Ensure that appointment and placement of recommended candidates is conducted on time. Manage bursaries, by ensuring the advertisement of bursaries and that the applicant's profiles are evaluated and the successful applicants are awarded bursaries. Undertake short/medium/long term planning and ensure adherence of strategic objectives. Plan the objective and organize activities. Provide guidance to subordinates.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 30/40** : **ASSISTANT DIRECTOR: PERSAL MANAGER**
- SALARY** : R192 540 - R232 590 per annum
CENTRE : Gauteng Region (Regional Office)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma with relevant experience in Human Resource PERSAL environment. Proof of PERSAL course. Valid driver's license. Knowledge of legislations, regulations and procedures governing PERSAL. Interpersonal and managerial skills. Sound communication, presentation and negotiation skills. Must be computer literate.
- DUTIES** : Manage respective components from PERSAL point of view. Ensure that all users in the region are orientated, trained and maintain a high standard of PERSAL training. Register users under her/his control on PERSAL and Biometrics systems and allocate PERSAL functions to them according to their allocated tasks. Ensure that the prerequisites and procedures of PERSAL are well execute. She/he is responsible for the effective utilization of PERSAL functions and advice users on the operation of the system. Manage the interaction between users and their revisers. Execute control and audit measures by making use of PERASL exception report. Evaluate/recommend National Personnel Controllers changes to the system in terms of the SCC systems. Ensure that PERSAL is updated and complies with the National Minimum Information Requirements. Provide monthly and quarterly reports to the National PERSAL Management Directorate. Act as chairperson of the regional PERSAL forum. Represent the region in the National PERSAL Steering Committee.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 30/41** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
- SALARY** : R192 540 - R232 590 per annum
CENTRE : Gauteng Region (Johannesburg)
REQUIREMENTS : Grade 12 and an appropriate recognized three year degree/diploma in the relevant field with a traceable experience in Human Resource Development environment. Extensive training experience will serve as a recommendation. Code 8 driver's license is essential. Experience in the Correctional environment will be an added advantage. Good communication skills, training experience and ability to organize/plan. Management and computer skills

<u>DUTIES</u>	:	Facilitate and co-ordinate the development of Human Resources according to the needs of DCS in the management area. Ensure the implementation of Human Resource Development policies Responsible for training programmes, self development, training research and career planning. Manage training; identify personnel for attending courses, transport arrangement. Manage lecturers; examinations; in-service training programmes; develop activities and infrastructural requirements for Human Resource Development. Manage personnel and finance. Develop community service programs. Logistical administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Personnel development/counselling of staff. Financial administration. Budgeting of staff
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/42</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum
	:	Gauteng Region (Baviaanspoort, Regional Office, Krugersdorp) (3 POSTS)
	:	Western Cape Region (Brandvlei, Allandale, Overberg, Goodwood) (4 POSTS)
	:	Limpopo/Mpumalanga/North West Region (Witbank)
	:	Free State/Northern Cape Region (Groenpunt, Kroonstad) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Manage human resources. Follow-up on correspondences. Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administration of finance and primary measurements. Administration of performance of merit assessments. Manage leave.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/43</u>	:	<u>ASSISTANT DIRECTOR: DIVISION HEAD DEVELOPMENT</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum
<u>REQUIREMENTS</u>	:	Gauteng Region (Leeuwkop Max)
	:	Grade 12 and any post graduate studies in Education at a recognized institution. DCS orientation training, training in budgetary procedures. Five (5) years experience in education (supervisory level). Valid driver's licence. The incumbent must be dynamic and professional. Must have the ability to plan and organize. Must have sound communication skills. Must be computer literate and have thorough knowledge of programme management.
<u>DUTIES</u>	:	Coordinate the policy on the following aspects in the centre, e.g. educational programmes, psychology, social work, spiritual care and, agriculture and workshops for offenders. Introduce self development programmes for offenders. Quality assessment of development services. Ensure service level for development services. Plan activities. Manage the infrastructure for development services. Render advice to educate personnel on functional matters. Identify training requirements for education personnel. Budget funds for activities for the section at the centre. Manage expenditure within the allocated budget. Communicate financial requirements to the Co-ordinator Financial Accounting.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/44</u>	:	<u>ASSISTANT DIRECTOR: SUPERVISOR: FINANCIAL ACCOUNTING GAUTENG REGION</u>
<u>SALARY CENTRE</u>	:	R192 540 - R232 590 per annum
<u>REQUIREMENTS</u>	:	Gauteng Region (Regional Office)
	:	Grade 12 and recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial

Systems. Good communication and presentation skills. Valid driver's licence. Computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Proven experience in a BAS environment.

DUTIES : Implementation of financial accounting policy in the region in accordance with current procedures. Planning and execution of financial accounting functions/inspections. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Human Resource Management. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of debts and control accounts.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/45 : **ASSISTANT DIRECTOR: BUSINESS PLAN MANAGEMENT**
Directorate: Management Accounting

SALARY : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Finance plus at least 5 years experience in supervision post. Must be Computer Literate - MS office, Access Intra and Internet. Valid driver's Licence. Secret security clearance. The ability to access required management information. Be able to plan, organize and have leading and controlling skills. Must be an honest, trustworthy and innovative. Be able to apply research, analyse and write financial reports. Must be creative, observant and motivated. Have knowledge in PFMA- compilation of budgets, estimation, expenditure and reporting; Human Resource Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowance, etc; Personnel directives/circulars, Project management principles; DCS Strategic Plan; Access to Information Act, White Paper on Corrections, Protection of Information Act MISS Act (Minimum Information Security Standards), Relevant PERSAL Functions, Treasury Regulations, Code of Conduct, Relevant Supply Chain Management Policies related to requisition, transport, inventory control, procurement. Must have knowledge in DCS Financial Administrative Procedures (FAP). Valid driver's licence.

DUTIES : Assist with the provisioning of administration and support services. Assist with the compiling and maintenance of a costing guideline. Assist managers with the costing of new policies/projects. Provide advice to managers in terms of the costing of policies and projects. Assist with the compiling and submission of the in year monitoring report. Management responsibilities: Section 45 of Public Finance Management Act (PFMA) Act 1 of 1999 as amended indicate the responsibility of all officials in the Department. Must ensure that the system of financial management and internal control established for the Department is carried out within his/her area of responsibility. Is responsible for the effective, efficient and economical use of financial resources and transport and other resources within his/her area of responsibility.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/46 : **ASSISTANT DIRECTOR: INTERNAL AUDIT**
Directorate: Internal Audit

SALARY : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Internal Audit or related fields. Three years experience in Auditing. Member of IIA. Must have Valid driver's licence. Analytical and innovative skills, Project Management, Coaching and mentoring skills. Must be Computer literate. Knowledge of applicable Legislations, Policies and Regulations. Communication, report writing, interviewing, interpersonal, time management and problem solving skills. Technical knowledge Standards for Professional Practice of Internal Auditors (SPPIA)

- DUTIES** : Assist with the compilation of the Strategic Plan. Compile/develop the Operational plan for the team. Conduct preliminary survey. Prepare/review system description and Audit programme. Facilitate and coordinate the opening conference, review minutes of the opening conference and incorporate client in the Project plan. Ensure quality of working papers. Alignment of Audit Steps to Audit Working Paper. Ensure quality of Audit evidence. Review adequacy of Audit findings. Manage resources allocated to the project. Must be able to prepare the draft Audit report. The candidate will facilitate and coordinate exit conference. Evaluate Client Survey/Audit Feedback questionnaire and paper intervention plan. He/she will identify training and developmental needs and ensure interventions and evaluation of outcomes. Attend monthly financial meetings. Compile budget estimations.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/47** : **ASSISTANT DIRECTOR: MANAGEMENT ADMINISTRATION**
Directorate: Management Secretariat
- SALARY** : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma or equivalent qualification With the 2-3 years of experience in Administration. Experience in co-ordination and management of meetings. Driver's licence. Must be Computer literate. Knowledge and experience in procurement procedures. Knowledge of PFMA, understanding of Public Service Regulations, Good Organizational skills, good Financial Management skills, Personal Attributes, good interpersonal relations, integrity and honesty, Service delivery and client orientation, ability to follow processes accurately.
- DUTIES** : He/she must make track and make follow up on decisions taken at management meetings and ensure that issues are dealt with timeously. Consolidate report, presentations for meetings, distribute minutes of meetings. Compile/consolidate decision register. Manage staff in immediate span of control in line with DCS Policy.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/48** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**
Directorate: Management Secretariat
- SALARY** : R192 540 - R232 590 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Behavioural Sciences, plus 5 years experience as a supervisor. Administrative, communication and listening skills. Must be Computer Literate. Understanding of Public Service Regulations and all other legislation governing DCS, Good interpersonal relations, good telephone etiquette, planning and organizing skills.
- DUTIES** : Operate and ensure that office equipment, e.g. fax machines and photocopies are in good working order. Record the engagements of the Director. Management Secretariat. Utilize discretion to decide whether to accept/decline or refer to other employee's request for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the Director: Management Secretariat regarding engagements. Obtain inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Respond to enquiries received from internal and external stakeholders. Ensure the effective flow of information and documents to and from the office of the Director.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/49** : **ASSISTANT DIRECTOR: MANAGER BUDGET**
- SALARY** : R192 540 - R232 590 per annum
CENTRE : Free State/Northern Cape Region (Regional Office)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in financial management related field, preferably with cost and management accounting as a major subjects. Sound experience in budgeting. Computer literate in Word, Excel and

Power Point. Valid driver's licence is essential. Extensive knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of government transversal and financial management information systems as well as government budgeting process. Strong leadership qualities, initiative and drive, as well as verbal and written communication skills.

DUTIES : Analyze and report relevant and critical financial management information to management and external stakeholders. Assist management with the costing of short, medium and long term plans. Ensure that the departmental budget is aligned with the operational and strategic plans. Advise managers on the re-prioritization of funds to ensure that they are directed and utilized in the core business areas which will result in the best achievement of the departmental objectives. Ensure that the Department complies with the Public Financial Management Act, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium Term Expenditure Frame Work (MTEF) budget and the Estimates of National Expenditure (ENE). Consolidate inputs from Management Areas and compile the MTEF budget and Estimates of National Expenditure (ENE). Development, implement and maintain budget policies and procedures. Management of staff members and other resources allocated to the sub-directorate.

ENQUIRIES : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

POST 30/50 : **ASSISTANT DIRECTOR: INVENTORY MANAGEMENT (ASSET MANAGEMENT)**
Deputy Commissioner: Supply Chain Management
Directorate: Logistics

SALARY CENTRE REQUIREMENTS : R192 540 - R232 590 per annum
: National Head Office
: Grade 12 and recognized three year degree/diploma in Economic and Management Sciences with Financial Accounting or Logistics as a major subject. Five (5) years experience in Logistics Performing Asset Management functions at a Junior Management Level. Extensive knowledge of LOGIS and working knowledge of BAS. Computer literacy with emphasis to Microsoft Excel, Word and PowerPoint. Knowledge of Asset Management Framework and related Asset Management practices in the Public Service Environment. Excellent verbal and written communications skills. Ability to plan, manage projects and report to Senior Management. Extensive knowledge of the Public Finance Management Act and Treasury Regulations. Must have strong leadership qualities, initiative and drive. Willingness to work outside normal working hours.

DUTIES : Maintain an accurate Asset Register. Consolidate and analyse major and minor asset balancing and asset reconciliation monthly reports from regions. Report monthly on the performance of regions in Asset Management. Monitor and report the LOGIS Balance Score Card to the Senior Officials. Promote and obtain buy-in from all Stakeholders regarding compliance to Asset Management in the Department. Compile inputs to the annual financial statement with regard to Asset Management. Provide inputs in resolving the challenges with regards to Asset Management in the Department. Ensure that all officials involved in Asset Management are sufficiently trained. Execute responsibilities of officials as stipulated in Section 45 of the PFMA.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

NOTE : Test will be conducted to assess candidate's knowledge of LOGIS and computer literacy.

POST 30/51 : **ASSISTANT DIRECTOR: FINANCIAL PLANNING**

SALARY CENTRE REQUIREMENTS : R192 540 - R232 590 per annum
: Eastern Cape Region (Regional Office)
: Grade 12 and recognized three (3) year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems .Sound communication skills .Valid driver's licence. Must be computer literate. Dynamic in professional. Ability to plan and organize events properly. Knowledge of the Public Finance Management Acts, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

<u>DUTIES</u>	:	Implement financial management and accounting policy in the Region. Plan and execute management of accounting inspections. Undertake financial investigations. Manage the budget. Ensure financial data integrity on BAS. Manage all ledger and special functions account for the Management Area. Open, keep and control debts account. Submit applicable document in ensuring zero balances on the ledger for the month .Handle Z59 claims
<u>ENQUIRIES</u>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 30/52</u>	:	<u>SENIOR ADMINISTRATION OFFICER: DISCIPLINE ADMINISTRATION</u> Directorate: Employee Relations
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Labour/Labour Relations and equivalent relevant qualification. Sound knowledge of labour legislation and labour relations practices. Sound relevant experience in a supervisory capacity/junior management position in a Labour Relation/Human Resource Environment. Must be computer literate and well conversant in Microsoft Office package. Valid driver's licence. Integrity in execution of his/her duties. The incumbent must be able to proactively identify likely causes and solution to employee relations problems. Good negotiation, conflict management, strategic capability, good administrative, analytical thinking , communication and presentation skills.
<u>DUTIES</u>	:	Co-manage and administer the Employee Relation Management Information System as far as employee discipline is concerned. Act as custodian of the DCS's disciplinary code and procedure. Assist with the development of policy and procedures pertaining to employee discipline. Monitor compliance to the DCS's disciplinary code and procedure. Ensure strict adherence to time frames. Analyze and interpret data from regions and capture in a data base. Advice Top and Regional Management about problem areas and remedial actions. Liaise with Regional Management. Represent the Department in conciliation and arbitration hearings. Conduct training in the generic labour relations field. Manage human resource, financial and logistic.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/53</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: DISPOSAL MANAGEMENT</u> Directorate: Logistics
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma. Relevant experience in logistics. PAS Training. BAS training and Advanced MS Excel. Knowledge in PFMA chapter 5, Treasury Regulations, White Paper on Corrections (applicable sections), DCS Strategic Plan (applicable sections), Public Service Regulations, HRM Policies/Procedures, Supply Chain Manuals – Procurement, PASM chapter 12,14,17 and Labour legislation. Must be Computer literate (MS Office, Intranet and Internet). Valid driver's licence.
<u>DUTIES</u>	:	Ensure that all disposals are managed efficiently and effectively. Manage human resources. Manage/control a system for depreciation for all moveable assets with a value of more than R5 000.00 each according to the system of accrual accounting. Manage/control all reports of disposals. Manage/control the implementing of announced delegated powers. Manage/control decisions which were taken on logistical work sessions. Manage/control the disposals of vehicles. Control transfers/handing over/donations of inventories/stock. Manage and conduct investigations. Assist with the formulations, developments and maintenance of and advice on policy and procedures with regard to disposal management, and research of best technology. Monitor and evaluate disposal management. Evaluate asset taking reports. Assist and provide logistical information and advice to the Director: Logistics. Provide logistical information and advice to managers on the Supply Chain. Ensure that assets on disposal are sold against the book. Liaise with Regional Heads/other Departments/Directorates
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

<u>POST 30/54</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PRODUCTION WORKSHOP</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Gauteng Region (Johannesburg Female)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience of production workshop management. Sound experience of production workshop management. Valid driver's licence. The incumbent must be dynamic and professional. Must also be able to plan and organise events properly. Must have good communication skills. Must be computer literate. Must have a thorough knowledge of project management.
<u>DUTIES</u>	:	The coordination of policy. Quality assessment of production workshop services. The Development/maintenance of production workshops and service standards in the management area. The Management of production workshop labour. Management of the environment. Management of production workshop equipment. Management of occupational safety (OHS Act), personnel and finances.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/55</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Western Cape Region (Drakenstein, Allandale) (2 POSTS) KwaZulu/Natal Region (Regional Office) Free State/Northern Cape Region (Grootvlei, Groenpunt) (2 POSTS)
<u>EQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience in Human Resource/PERSAL environment. PERSAL training and valid drivers' licence will be essential. Analytical ability, environmental exposure, presentation, negotiation, evaluation and planning skills. Computer literate.
<u>DUTIES</u>	:	Management of PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the management area are properly trained and ensure continuous training as and when enhancements are affected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitoring the interaction between the users and supervisor. Authorization of the suspense file transactions and verification with source documents. Evaluation and recommendations to the PERSAL controller and monitor changes to the system in line with the SCC system. Maintenance of post establishment on PERSAL (including aspects such as employment out of adjustment). Human Resource Utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination). Service Benefits e.g. SALARY RANGE payment, allowance, medical assistance, remunerated overtime, rewards for performance, housing assistance and bursaries. The planning of activities and the management of personnel and finance.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/56</u>	:	<u>SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Western Cape Region (Breede River) Free State/Northern Cape Region (Colesburg) KwaZulu/Natal Region (Durban)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment in-puts. Manage Human Resources. Follow-up on correspondences. Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administer finance and primary measurements. Administer performance of merit assessments. Manage leave.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region

Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region

POST 30/57 : **SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE DEVELOPMENT**

SALARY CENTRE : R161 970 - R190 791 per annum
: Gauteng Region (Modderbee)
Free State/Northern Cape Region (Colesburg)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma or related qualifications, with relevant experience. Presentation, interpersonal, problem solving and sound communication skills. Must be computer literate. Valid driver's licence.

DUTIES : Manage performance management function in the Management Area. Manage personnel awards and achievement bonuses. Manage personnel, finances and logistics.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

POST 30/58 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

SALARY CENTRE : R161 970 - R190 791 per annum
: Western Cape Region (Voorberg, Breede Rivier, Allandale) (3 POSTS)
Free State/Northern Cape Region (Grootvlei, Kimberley, Upington) (3 POSTS)

REQUIREMENTS : Grade 12 and recognized degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Good communication and presentation skills. Valid drivers' licence. Must be computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Proven experience in a BAS environment.

DUTIES : Implement financial accounting policy in the region in accordance with current procedures. Planning and execution of financial accounting functions/inspection. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Human Resource Management. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of Debts and Control accounts.

ENQUIRIES : Ms Sanders M (021 550 6059): Western Cape Region
Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

POST 30/59 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

Chief Deputy Commissioner: Chief Financial Officer
Chief Deputy Commissioner: Development And Care
Chief Deputy Commissioner: Corporate Services
Chief Deputy Commissioner: Operations And Management Support

SALARY CENTRE : R161 970 - R190 791 per annum
: National Head Office

REQUIREMENTS : Grade 12 and recognized three-year degree/diploma in Accounting or Financial Management with three (3) years relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be Computer literate. Dynamic and professional. Ability to plan and organise events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, LOGIS and BAS. Proven experience in a BAS and LOGIS environment. Understanding of all government prescripts.

DUTIES : Facilitate financial meetings and other meetings deemed necessary by the CFO. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Ensure proper asset management. Ensure effective, efficient, transparent and economical utilization of resources. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Responsible for effective budget estimates, budget allocation, spending plan, IYM, ENE and MTEF submissions in the office of the CFO. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims. Processing of

		CFO's subsistence and travel claims. Executes the responsibility of official as stipulated in Section 45 of the Public Finance Management Act.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/60</u>	:	<u>SENIOR STATE ACCOUNTANT: ACCOUNTING SYSTEMS</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three-year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.
<u>DUTIES</u>	:	Executes the responsibility of official as stipulated in Section 45 of the Public Finance Management Act. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts for the management Area. Open, keep and control debt accounts. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/61</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized degree/diploma in Accounting or Financial Management with relevant management experience in government financial systems. Good communication and presentation skills. Valid drivers' licence. Must be computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Proven experience in a BAS environment.
<u>DUTIES</u>	:	Provide financial management information and advice to managers. Responsible for the submission of the monthly in year management, monitoring and reporting reports according to the National Treasury reporting requirements. Compilation and submission of the Adjustment Estimates, the MTEF, Budget Maintenance of the activity Delimitation of the Department. Provide financial training with regard to Financial Management Human Resource Management. Provide an administrative support function to the Directorate.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/62</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: MANAGER SUPPLY CHAIN</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Gauteng Region (Boksburg, Johannesburg) (2 POSTS) KwaZulu/Natal Region (Empangeni, Waterval X2, Durban) Free State/Northern Cape Region (Kimberley) (3 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government Procurement Processes. Good managerial and communication skills. Experience in the procurement field. Must be computer literate. Must have valid driver's licence.
<u>DUTIES</u>	:	Manage administration of procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage/ensure that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and submission of recommendation to the relevant bid adjudication

		committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/63</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: MOVABLE ASSETS MANAGER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 - R190 791 per annum Limpopo/Mpumalanga/North West Region (Regional Office) Grade 12 and recognized three year degree/diploma in Logistic. Relevant experience in the Logistical systems of the Department. Knowledge of supply chain management legislation and related prescripts. Knowledge of Government Procurement Processes. Good managerial and communication skills. Experience in the procurement field. Must be computer literate.
<u>DUTIES</u>	:	Implement Logistical Policy in the region. Assist with the management of the PAS system. Manage stock. Control logistic administration. Make recommendations on possible deviations from directives in the PASM. Reply to inquiries by the Auditor General. Prevent unnecessary purchases in the region. Manage movable assets. Ensure sound inventory control. Control stocktaking. Control record keeping of equipments. Undertake/manage logistical inspection. Advice brand head with regard to monitoring visits. Undertake logistical investigations. Planning activities. Manage logistical infrastructure and control finances. Manage and consolidate returns.
<u>ENQUIRIES</u>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<u>POST 30/64</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: TRANSPORT MANAGER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 - R190 791 per annum Limpopo/Mpumalanga/North West Region (Regional Office) Western Cape Region (Regional Office) Grade 12 and recognized three year degree/diploma in Logistic/Transport studies. Relevant experience in the Transport Systems in the Department . Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government Procurement Processes. Good managerial and communication skills. Experience in the procurement field. Must be computer literate. Must have valid driver's licence.
<u>DUTIES</u>	:	Implement National Transport Management Policy and Directives. Formulate Regional Transport Policy. Communicate feedback on Transport Policy to ASD Logistics for possible amendments. Undertake/manage transport inspections. Inspect transport administration at the region. Assist in the formulation of strategies to improve on the standard of transport administration in the region. Undertake transport investigation in the region. Manage transport. Evaluate the budget for new/additional vehicles. Ensure optimal use of all state vehicles. Ensure sound control over petrol cards and log books. Plan activities. Manage transport infrastructure. Manage finance/personnel.
<u>ENQUIRIES</u>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/65</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPERVISOR: PROCUREMENT ADMINISTRATION</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 - R190 791 per annum Gauteng Region (Boksburg) Free State/Northern Cape Region (Kimberley) Grade 12 and recognized three year degree/diploma and relevant experience. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of government procurement processes. Good managerial skills. Experience in the procurement field. Good communication skills. Computer literate. Must have valid driver's licence.
<u>DUTIES</u>	:	Manage the administration of the procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage that specifications and bid documents are in order prior to the

invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and the submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

POST 30/66 : **SENIOR ADMINISTRATION OFFICER: MANAGER: HUMAN RESOURCE DEVELOPMENT**

SALARY CENTRE : R161 970 - R190 791 per annum
Western Cape Region (West Coast)
Gauteng Region (Modderbee)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma or related qualifications, with relevant experience. Presentation, interpersonal, problem solving and sound communication skills. Must be computer literate. Valid driver's licence.

DUTIES : The incumbent will coordinate and manage the following: Formal Education, Skills Development, Arts and Culture, Recreation ABET (Effective medical care, hygienic standards in the Management Area).

ENQUIRIES : Ms Sanders M (021 550 6059): Western Cape Region
Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/67 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS**

SALARY CENTRE : R161 970 - R190 791 per annum
Gauteng Region (Boksburg)
Eastern Cape Region (East London)
Western Cape Region (Malmesbury)
Limpopo/Mpumalanga/North West Region (Bethal, Thohoyandou) (2 POSTS)

REQUIREMENTS : Grade 12 and recognized degree or diploma in Supply Chain Management with relevant experience. Successfully attended PAS training and BAS training. Computer literate and advanced MS Office. Valid driver's licence.

DUTIES : Implement logistical policies/procedures in the management area. Management of stock. Manage LOGIS/PAS system. Management of assets. Undertake logistical inspection/investigations. Manage logistical infrastructure. Manage and consolidate returns.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
Mr Mwehle ZP (043 706 7923): Eastern Cape Region
Ms Sanders M (021 550 6059): Western Cape Region
Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

POST 30/68 : **SENIOR STATE ACCOUNTANT: BUDGETS**

SALARY CENTRE : R161 970 - R190 791 per annum
KwaZulu/Natal Region (Regional Office)
Limpopo/Mpumalanga/North West Region (Regional Office)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma in the Commercial, Economic or Political Science. Sound experience in Government Financial Systems, plus one of the official languages. Valid driver's licence. Must be computer literate. Must be dynamic and professional. Be able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Sound communication skills (verbal and written). Project management and presentation skills.

DUTIES : Execute management accounting policy in the management area in accordance with current procedures. Plan and execute management accounting inspection. Undertake financial investigations. Advise on Budget related matters. Ensure budget data integrity on BAS. Evaluate expenditure trends. Ensure that MTEF planning is in place. Budget management. Human Resource Management. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.

ENQUIRIES : Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

<u>POST 30/69</u>	:	<u>SENIOR STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/North West Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Commercial or Economic Management Science. Experience in government financial systems. Strong communication skills in English. Computer literate in the windows based programmes (PowerPoint, Excel, Word etc). Dynamic and professional. Event planning, organizational, project management and business planning skills. Knowledge of the PFMA and treasury regulations. Proven knowledge of the BAS and PERSAL transversal systems and the Vulindlela Management Information System. Valid driver's licence.
<u>DUTIES</u>	:	Provide financial management information and advice to managers. Responsible for submission of monthly year monitoring and reporting according to the national treasury reporting requirements. Provide financial training with regard to the financial management information system. Human resource management. Provide administrative support to the Region. Inventory control. Execute responsibilities of officials as stipulated in Section 45 of the PFMA.
<u>ENQUIRIES</u>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<u>POST 30/70</u>	:	<u>SENIOR ADMINISTRATION OFFICER: EMPLOYEE RELATIONS</u>
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	Western Cape Region (West Coast: Malmesbury) Gauteng Region (Modderbee, Krugersdorp, Bavianspoort) (3 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Sound communication skills (Written and Verbal). Valid driver's licence. Must be computer literate three year degree/diploma in Labour Relations, and or relevant experience. Valid driver's license. Computer literate.
<u>DUTIES</u>	:	Management of labour unrest. Management of collective bargaining. Management of the grievances procedure/disciplinary system. The undertaking of labour relations research. Planning of activities. The management of personnel. Management of finance.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/71</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT</u> Directorate: Internal Audit
<u>SALARY</u>	:	R161 970 - R190 791 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three-year degree/diploma in Correctional Services Administration. Valid driver's licence. Must be computer literate. Be analytic and innovative. Knowledge of applicable Legislations, Policies and Regulations. The candidate must have good communication, Interpersonal and problem solving skills. Time and financial management skills.
<u>DUTIES</u>	:	Checking and controlling of duty register on a weekly basis. Checks leave applications. Assisting with compliance and the processing of performance assessment documents of Internal Audit members and sub-ordinates. Identify and nominate sub-ordinates for training/enhancement of skills. Acknowledge receipt of bi-monthly certification reports and update the Director's document. Compile memorandums/faxes and letters to relevant stakeholders on Audit reports and related matters. Exercise control over filling of Audit reports and related files. Create and update the National Office Audit Programme and Costing. Update Audit plan and the CIP presentation with the latest information obtained. Assist Auditors in regions on policy queries. Assist with the update of the Charters for the Directorate Internal Audit also to be used in the Audit Committee meeting.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/72</u>	:	<u>INTERNAL AUDITOR (4 POSTS)</u> Directorate: Internal Audit
<u>SALARY</u>	:	R161 970 - R190 791 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office Grade 12 and recognized three-year degree/diploma in Internal Audit or related fields. Member of IIA. Valid driver's licence. Must be computer literate. Analytical and innovative skills. Knowledge of IIA standards, applicable Legislations, Policies and Regulations. The candidate must be able to write reports. Must have good communication, Interviewing, interpersonal skills. Must be committed to his/her work and have knowledge of financial management. Conduct audit work, gather audit evidence.
<u>DUTIES</u>	:	Conduct audit work. Gather audit evidence. Gather information and supporting documents for preliminary survey. Compile systems description and flow charts. Conduct risk assessment adequacy based on the systems description. Confirmation of systems description and identify controls in place with the process owner. Compile an Audit Programme. Compile Notification and Engagement Letter as per request. Recording of minutes of entrance conference as per request. Must be able to make travelling and accommodation arrangements, claims for travelling and Subsistence Allowance. Time sheets, Leave forms and Internal Audit File (Completion of the Internal Audit file: manual and electronically). Extract audit reports from team mate. Identification of matters to be followed up from the previous audit reports. Compilation of implementation schedules and update follow up procedures.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/73</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: DISPOSAL MANAGEMENT</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 - R190 791 per annum National Head Office Grade 12 and recognized three year degree/diploma. Relevant experience in Logistics. PAS Training. BAS training and Advanced MS Excel. Knowledge in PFMA chapter 5, Treasury Regulations, White Paper on Corrections (applicable sections), DCS Strategic Plan (applicable sections), Public Service Regulations, HRM Policies/procedures, Supply Chain Manuals – Procurement, PASM chapter 12,14,17 and Labour legislation. Must be Computer literate (MS Office, Intranet and Internet). Valid driver's licence.
<u>DUTIES</u>	:	Ensure that all disposals are managed efficiently and effectively. Manage human resources. Manage/control a system for depreciation for all moveable assets with a value of more than R5 000.00 each according to the system of accrual accounting. Manage/control all reports of disposals. Manage/control the implementing of announced delegated powers. Manage/control decisions which were taken on logistical work sessions. Manage/control the disposals of vehicles. Control transfers/handing over/donations of inventories/stock. Manage and conduct investigations. Assist with the formulations of development of maintenance of and advice on policy and procedures with regard to disposal management, and research of best technology. Monitor and evaluate disposal management. Evaluate asset taking reports. Assist and provide logistical information and advice to the Director: Logistics. Provide logistical information and advice to managers on the Supply Chain. Ensure that assets on disposal are sold against the book. Liaise with Regional Heads/other Departments/directorates.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/74</u>	:	<u>DRIVER/MESSENGER</u> Directorate: Management Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 - R190 791 per annum National Head Office Grade 12 and relevant experience. Valid driver's licence. Must have Driving and Computer skills. Knowledge of exclusive identification. Training in the telephone etiquette, in image projection in protocol and First Aid Training.
<u>DUTIES</u>	:	The candidate must drive his/her vehicle. Accompany the Commissioner on official trips. Arrange for parking when attending events. Take care of the luggage. Opening and closing door. Take the vehicle for service/repairs. Maintaining the log book for the vehicle and handing in log sheets to Finance.

Check for the vehicle road worthiness. Cleaning of vehicle. Keep and maintain accurate records of all official trips. Submit claims for miscellaneous payments. Daily collection and delivery of incoming and outgoing mail. Collect and deliver various articles from and to other Government Departments, local, public and private entities. Distribution of correspondence in the office of the Commissioner. Running errands for the office of the Commissioner. Rendering assistance to the Chief Deputy Commissioner with arrangements for light meals, beverages and family affairs.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/75 : **SENIOR ADMINISTRATION OFFICER: MANAGEMENT ADMINISTRATION**
Directorate: Management Secretariat

SALARY : R161 970 - R190 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma or equivalent qualification with 1-2 years of experience in Administration. Experience in coordination and management of meetings. Valid driver's licence. Must be Computer literate. Must have good communication and co-ordination skills, Knowledge and experience in procurement procedures. Knowledge of PFMA, understanding of Public Service Regulation, good organizational skills, Good Financial Management skills, PERSAL. Attributes, good interpersonal relations, integrity and honesty, Service delivery and client orientation. Ability to follow processes accurately.

DUTIES : The rendering of efficient and effective administrative support to the Assistant Director: Management Secretariat on the Administration of all the meetings chaired by the National Commissioner of Correctional Services. The execution of general administrative functions in relation to meetings chaired by the Commissioner. The maintaining of a proper filing system. The handling of all correspondence such as mail, telephone, faxes. Oversee all procurement and provisioning issues in the unit. Facilitate payment of service providers. Providing logistical support to MCC and EMC meetings. Provide administration support in relation to document preparation, notice of meetings and agenda preparations.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/76 : **SENIOR ADMINISTRATION OFFICER: CONSUMER CLERK**
Directorate: Management Secretariat

SALARY : R161 970 – R190 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and recognized three year degree/diploma or equivalent qualification. Knowledge of government Protocol, Policies and Legislative Framework. At least three years relevant experience. Must be Computer literate. Valid driver's licence. Good communication skills, internal and external networking, excellent planning and organizing, problem- solving, reporting, planning and organizing and strategic planning skills. Ability to work under pressure, ability to work in a team and independently, political sensitivity and diplomacy. Good typing and good listening skills.

DUTIES : Register of the duties of Regional office personnel in the Z168 register. Register overtime worked by personnel in G122 registers. Capture of personal particulars of personnel in the component of PERSAL. Exercising of remuneration in respect of personnel of the component. The registering of leave of personnel of the component. Requisitioning of supplies required by functionaries of the components. Maintenance of applicable PAS forms/registers. Arrange transport for the component. Update budget and expenditure records of the organization component. Assistance of activity managers with the estimations of expenditure.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/77 : **CLERK: APPOINTMENTS**

SALARY : R105 645 – R122 658 per annum
CENTRE : Gauteng Region (Regional Office)
Limpopo/Mpumalanga/North West Region (Regional Office)
KwaZulu/Natal Region (Regional Office)

<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience. Administrative, record keeping, good interpersonal and communication skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Execution of administrative functions in the following areas: Registering of vacant posts for advertisements. Ensure that all appointment memo's are submitted to the National Office. Administer contract employment and interdepartmental transfers. Compile and submit monthly statistics. Proper filing of documents.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/78</u>	:	<u>NETWORK CONTROLLER</u> Directorate: GITO
<u>SALARY CENTRE</u>	:	R130 425 - R153 635 per annum National Head Office Free State/Northern Cape Region (Grootvlei, Kimberley) Western Cape Region (Overberg)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three-year degree/diploma in Information Technology and relevant experience. MCSR 200/MCSA, A+ Certificate. Experience in installations (PC, server, switches, etc). Extensive knowledge of network and administration support. Team player. Ability to handle work pressure, work extra hours. Good verbal communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Maintain links to clients/users to resolve queries. Assist in planning and monitoring utilization and capacity for current and proposed installation, including changes, by performing defined tasks. Assist in investigation, diagnosing and resolving incidents/problems as directed. Respond to instructions or follow agreed plans to install/remove items of hardware and software (typically those requiring greatest expertise in installation), find the necessary items and check that these are as described in the instructions or plans. Update service desk on all activities on calls. Call escalation via the service desk system to 3 rd party service providers. Support all in-house programs, software and hardware. Agree to the timing of the with those affected, e.g. users, operations management and SLA's. Conduct tests of the hardware and/or software affected using supplied test procedures and diagnostic tools. Correct malfunctions, calling on other experience colleagues and external resources if required. Provide basic advice and guidance on individual project proposals and plans. Make useful contributions to technical "brainstorming" sessions
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/79</u>	:	<u>SECRETARY</u> Deputy Commissioner: Human Resource Development Directorate: Procurement Administration Directorate: Functional And Management Training Directorate: Training Standards Directorate: Supervision (Parolees And Probation) Directorate: Policy And External Training Directorate: Community Liaison Chief Financial Officer Directorate: Managemnt Accounting Directorate: Security Standards
<u>SALARY CENTRE</u>	:	R105 645 – R122 658 per annum National Head Office Gauteng Region (Regional Office [Regional Commissioner, Deputy Regional Commissioner]) (2 Posts) Western Cape Region (Regional Commissioner) Limpopo/Mpumalanga/North West Region (Regional Office [Deputy Regional Commissioner]) KwaZulu/Natal Region (Regional Office: Finance) Limpopo/Mpumalanga/North West Region (Regional Office [Head Finance]) Eastern Cape Region (Regional Commissioner)

<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Director, Deputy Commissioner, RC, DRC.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/80</u>	:	<u>CLERK: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE</u>
<u>SALARY</u>	:	R130 425 - R153 635 per annum
<u>CENTRE</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime. Understanding of the Performance Management Development System (PMDS) currently being used by the Department will be added advantage.
<u>DUTIES</u>	:	Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses and meetings. Ensuring submission of travel claims for the Deputy Director. Assist with consolidation of merit lists.
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/81</u>	:	<u>CLERK: EDUCATION AND TRAINING</u>
<u>SALARY</u>	:	R130 425 - R153 635 per annum
<u>CENTRE</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses and meetings. Ensuring submission of travel claims for the Deputy Director. Assist with consolidation of returns.
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/82</u>	:	<u>CLERK: CONFERENCE CENTRE</u> Directorate: Management Secretariat
<u>SALARY</u>	:	R130 425 – R153 635 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or equivalent qualification. Knowledge of government Protocol, Policies and Legislative Framework. At least

three years relevant experience. Must be Computer literate. Valid driver's licence. Good communication skills, internal and external networking, excellent planning and organizing, problem- solving, reporting, planning and organizing and strategic planning skills. Ability to work under pressure, Ability to work in a team and independently, Must be political sensitivity and diplomacy. Good typing and good listening skills.

DUTIES : Booking of venues. Take minutes for attendees during meetings. Conveying of messages. Make arrangements for the collection delivery of attendees from the airport. Taking specific dietary requirements into account when ordering meals for attendees of meetings. Ensure that audio visual equipment is in working order. Arrange/placement of refreshments. Placement of handout. Make seating arrangement for delegates. Make photocopies, distributing minutes, agendas, notices and ad hoc presentation documents. Act as temporary secretary to visiting Regional Commissioner. Act as Consumer Clerk for the acquisition of consumable and equipment for the boards (budgeting, obtaining quotations, submitting requisitions and inventory control.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/83 : **MESSENGER/DRIVER**
CDC: Chief Financial Officer

SALARY : R87 978 - R103 635 per annum
CENTRE : National Head Office

REQUIREMENTS : Grade 12 and valid driver's licence. Relevant experience. Excellent communication skills (verbal and written). Understanding of Public Services Regulations. Good interpersonal relations. Preferential Procurement Policy Framework (PPPFM). Time Management. Advanced driving training will be an added advantage.

DUTIES : To ensure safe transportation of mail, tools, equipment and officials. Collect and deliver various articles from and to other Government Departments, local, public and private entities. Collect, deliver and escort delegates from or to the airport. Keep and maintain accurate trip records of all officials trips on a daily and monthly basis. Collect newspapers for the Deputy Director-General, Chief Director's and Directors in the Brach. Distributes memorandums and other documents to the Deputy Director-General, Chief Director's and Directors.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/84 : **MESSENGER/DRIVER (2 POSTS)**
Directorate: Management Secretariat

SALARY : R87 978 - R103 635 per annum
CENTRE : National Head Office

REQUIREMENTS : Grade 12 and relevant experience. Valid driver's licence. Must have Driving and Computer skills. Knowledge of exclusive identification. Training in the telephone etiquette, in image projection in protocol and First Aid Training.

DUTIES : The candidate must drive his/her vehicle. Accompany the Chief Deputy Commissioner on official trips. Arrange for parking when attending events. Take care of the luggage. Opening and closing door. Take the vehicle for service/repairs. Maintaining the log book for the vehicle and handing in log sheets to Finance. Check for the vehicle road worthiness. Cleaning of vehicle. Keep and maintain accurate records of all official trips. Submit claims for miscellaneous payments. Daily collection and delivery of incoming and outgoing mail. Collect and deliver various articles from and to other Government Departments, local, public and private entities. Distribution of correspondence in the office of the Chief Deputy Commissioner. Running errands for the office of the Chief Deputy Commissioner. Rendering assistance to the Chief Deputy Commissioner with arrangements for light meals, beverages and family affairs.

ENQUIRIES : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office

POST 30/85 : **MESSENGER/DRIVER**
Commissioners Office

SALARY : R87 978 - R103 635 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office Grade 12. Valid driver's licence. Good communication skills. Knowledge and identification of explosives. Good telephone etiquette. Advanced driving training and previous exposure to protocol training will be an added advantage. Basic VIP training. Preparedness to work under pressure, overtime and abnormal hours..
<u>DUTIES</u>	:	Safety and security of the National Commissioner. Compilation and updating logbook of the Commissioner. Completion of monthly kilometre claims of the National Commissioner. Coordination of kilometre claims of SMS members under supervision of Commissioner for submission to CFO as required. Subsistence and travelling allowances claims of Commissioner. Make bookings and arrangement for air travel of Commissioner. Responsible for logistical, personnel and financial administration. Other tasks assigned by the National Commissioner on day to day basis.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/86</u>	:	<u>MESSENGER/DRIVER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R87 978 - R103 635 per annum KwaZulu/Natal Region (Regional Commissioner's Office)
<u>DUTIES</u>	:	Grade 12. Valid driver's licence. Good communication skills. Knowledge and identification of explosives. Good telephone etiquette. Advanced driving training and previous exposure to protocol training will be an added advantage. Basic VIP training. Preparedness to work under pressure, overtime and abnormal hours Safety and security of the Regional Commissioner. Compilation and updating logbook of the Regional Commissioner. Completion of monthly kilometre claims of the Regional Commissioner. Coordination of kilometre claims of SMS members under supervision of Regional Commissioner for submission. Subsistence and Travelling Allowances claims of Regional Commissioner. Make bookings and arrangement for air travel of Regional Commissioner. Responsible for logistical, personnel and financial administration. Other tasks assigned by the Regional Commissioner on day to day basis
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region

POST UNDER CORRECTIONAL SERVICES ACT

OTHER POSTS

<u>POST 30/87</u>	:	<u>DEPUTY DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	CB6 (R439 698 - R608 643 per annum) Gauteng Region: (Johannesburg Med B)
<u>DUTIES</u>	:	Grade 12 and recognized three year degree/diploma with at least (7) seven years combined relevant experience on supervisory and Junior Management levels. Valid driver's licence. Analytical ability. Good communication skills. Personnel Management. Supervision of the work undertaken by the personnel clerks, act as labour relations officer for the prison identity. Supervise the work undertaken by the registration clerk, act as information officer for the prison. Logistical administration. Determining of duty register/leave arrangements. Allocation of staff to specific duties, financial administration, budgeting of funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the centre. Supervise of utility staff.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<u>POST 30/88</u>	:	<u>HEAD COMMUNITY CORRECTIONS</u> Gauteng Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	CB6 (R439 698 - R608 643 per annum) Gauteng Region (Baviaanspoort)
<u>DUTIES</u>	:	Grade 12 and recognized three year degree/diploma with at least (7) seven years combined relevant experience on supervisory and Junior Management levels. Valid driver's licence. Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in

Case Review Team for Community Corrections. Management of programs. Identification of Community Service Programs. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/89 : **HEAD OF CORRECTIONAL CENTRE**

SALARY CENTRE : CB6 (R439 698 - R608 643 per annum)
: Western Cape Region (Drakenstein Med A)
: KwaZulu/Natal Region (Ebongweni, Qalabusha, Durban Med A) (3 POSTS)
: Limpopo/Mpumalanga/North West Region (Witbank)

REQUIREMENTS : Grade 12 and recognized three-year degree/diploma and at least (7) seven years combined relevant experience on supervisory and Junior Management levels. Good communication skills. Valid driver's license is essential.

DUTIES : The management of operational support, corrections, staff support, human resource and budget programs. Work with the prediction of future criminal offending behaviour. Implementation of policies.

ENQUIRIES : Ms Sanders M (021 550 6059): Western Cape Region
: Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
: Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

POST 30/90 : **DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE**

SALARY CENTRE : NCB4 (R390 663 - R556 995 per annum)
: Gauteng Region (Baviaanspoort)
: KwaZulu/Natal Region (Waterval, Pietermaritzburg, Empangeni, Ncome) (4 POSTS)
: Free State/Northern Cape Region (Goedemoed)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma or at least (7) seven years combined relevant experience on supervisory and Junior Management levels. Equivalent qualification in Social Science. Traceable relevant Management experience. Strategic capability. Ability to motivate and train others. Negotiation, leadership, networking, analytical, communication and interpersonal relations skills. Valid driver's licence.

DUTIES : The incumbent will co-ordinate and manage the following offender: Formal education. Skills development. Art and Culture, recreation. ABET, effective medical care. Spiritual care, nutritional and hygienic standards in the management area.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
: Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
: Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

POST 30/91 : **DEPUTY DIRECTOR: COORDINATOR: CARE**

SALARY CENTRE : NCB4 (R390 663 - R556 995 per annum)
: Gauteng Region (Regional Office)
: Western Cape Region (Regional Office)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Corrections Management or Criminology/Penology and at least (7) seven years combined relevant experience on supervisory and Junior Management levels. Valid drivers' license. Communication, negotiation, presentation and evaluation skills. Security experience (minimum 5 years in security environment). Must be Computer literate. Valid driver's licence.

DUTIES : Coordinate the policy in the following policy aspects: Self development programs for inmates and implementation of education policy. Quality assessment of development services. Monitor performance in education programmes. Draw up strategies. Evaluate services level standards. Ensure service level standards for development by undertaking research, evaluating results and investigating complaints/representations. Render advice to interest parties. Plan and organize activities by undertaking of short, medium and long term planning. Render advice to area commissioners. Ensure adherence to the strategic objectives. Manage infrastructure for development. Identify requirements for infrastructural

		improvements. Communicate to improve infrastructural requirements. Investigate requirements.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/92</u>	:	<u>DEPUTY DIRECTOR: SECURITY OPERATIONS</u> Security Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	NCB4 (R390 663 - R556 995 per annum)
	:	National Head Office
	:	Grade 12 and recognized three (3) year degree/diploma in Security Management/Social Sciences/Correctional Services Management. Three (3) to five (5) years Management experience in Security. Valid driver's licence. Security clearance. (Highly confidential)
<u>DUTIES</u>	:	Policy formulation with regard to security operations in DCS. Policy implementation. Liaison with practice Management, Provinces and other stakeholders. Training. Finances and Logistics. Personnel Management. Development and supporting of strategic and Operational Plan of the Directorate.
<u>ENQUIRIES</u>	:	Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
<u>POST 30/93</u>	:	<u>DEPUTY DIRECTOR: MANAGER SPIRITUAL CARE (CHAPLAIN)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	NCB4 (R390 663 - R556 995 per annum)
	:	KwaZulu/Natal Region (Kokstad)
	:	Grade 12 and recognized three year degree/diploma in theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. Sound management experience as a minister of religion/faith. Knowledge of Correctional Ministry. Knowledge of different religions and practices. Knowledge of strategic and operational planning and policy implementation. Good communication, interpersonal and leadership skills. Computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Managing and co-ordination of spiritual care services. Implementation, monitoring and evaluation of policies and procedures. Empowerment of spiritual care personnel. Development and presentation of needs based spiritual care programmes. Marketing of spiritual care services and establishment of partnerships with internal and external stakeholders. Provision and facilitation of supportive service to personnel. Sound financial management in terms of the PFMA. Management of spiritual care infrastructure. Implementation of the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services.
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/94</u>	:	<u>DEPUTY DIRECTOR: SECURITY EVALUATION</u> Security Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	NCB4 (R390 663 - R556 995 per annum)
	:	National Head Office
	:	Grade 12 and recognized three year degree/diploma. Relevant experience in assessment and evaluation. Must be computer literate. Valid driver's licence. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Formulation, development, maintenance and monitoring of national standards, policy and policy procedure with regard to security evaluation systems and processes. Develop and maintain a database of all security related assessment reports. Develop and maintain security evaluation tools. Perform security analysis and inform management of risks and trends. Evaluate different security assessment reports. Monitor/evaluate uniform and correct implementation of security policies and procedures. Identification and determination of security risks. Develop training material regarding security information and statistical processes and procedures. Assist Regions with training and orientation. Liaise with role-players and Regions on security evaluation reports and incident reporting. Liaise with external role-players regarding sharing of information. Management of Human Resources, logistical resources and finances of sub directorate according to approved departmental and government policies, procedures and regulations.

- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/95** : **DEPUTY DIRECTOR: HEAD OF COLLEGE (ZONDERWATER)**
Directorate: Core Curriculum
- SALARY CENTRE REQUIREMENTS** : NCB4 (R390 663 - R556 995 per annum)
: National Head Office (Zonderwater College)
: Grade 12 and recognized three year degree/diploma and experience in the field of human resource development or education training and development. Valid driver's license. Sound experience in middle management. Knowledge of skills development and related policies, legislation, strategies and programmes. Knowledge of DCS policies, legislation and strategy. Understanding of basic accounting systems, policies and legislation of government. Ability to develop training or learning programmes. Must be computer literate. Facilitation, project management, communication, marketing, report writing, database management, generic management, analytical and negotiation skills. Envisaged for this key position is a person who has personal attributes such as assertiveness, decisiveness, customer service orientation, tolerance, initiative, honesty and integrity.
- DUTIES** : Manage the provision of basic training in line with Correction and Science Learnership to newly appointed officials. Give the strategic direction at the college to all divisions in line with HRD policies. Ensure management of human, financial and physical resources. Liaise with the different stakeholders.
- ENQUIRIES** : Ms Moerane C/Motaung L (012 307 2540)/Mr Chauke MH (012 307 2643): Head Office
- POST 30/96** : **DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS**
- SALARY CENTRE** : NCB4 (R390 663 - R556 995 per annum)
: Gauteng Region (Baviaanspoort)
: Limpopo/Mpumalanga/North West Region (Klerksdorp, Polokwane) (2 POSTS)
: Free State Region (Upington)
- REQUIREMENTS** : Grade 12 and recognized three year degree/diploma. Relevant experience of offender administration. Valid drivers' licence. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.
- DUTIES** : Processing of documentation to/from correctional centres and community corrections. Management of classified information. Controlling the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Management of policy documentation of DCS; establish/maintain library of DCS policy documents and directives and update policy documents and directives according to amendments received. Promotion of security awareness. Investigation of incidents. Management of the emergency support unit. Logistical, personnel and financial administration.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
- POST 30/97** : **DEPUTY DIRECTOR: INSPECTORATE**
- SALARY CENTRE REQUIREMENTS** : NCB4 (R390 663 - R556 995 per annum)
: Western Cape Region (Regional Office)
: Grade 12 and recognized three-year degree or diploma with traceable experience in correctional services or public service environment. Good verbal and written communication skills. Decision making and problem solving skills. Coordination and analytical skills. Good interpersonal relations. Sound knowledge of Public Service and policies. Objectivity. Must be computer literate. Valid drivers' licence.
- DUTIES** : Control and co-ordinate inspection services. Plan and compile the annual inspection programme. Evaluate and identify critical/risk areas that must form part of the inspection programme. Determine compliance with relevant legislation, policies and procedures through conducting inspections. Establish the causes for non-compliance and make recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit

reports on inspection findings to enable management to make informed decisions. Assist institutions that are being inspected with the correct interpretation of policy. Determine whether the theoretical policy framework is reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Render guidance to sub-ordinates on the conducting of inspections. Assist with the proper management of finances and other resources allocated to the inspectorate section.

- ENQUIRIES** : Ms Sanders M (021 550 6059): Western Cape Region
- POST 30/98** : **HEAD CORRECTIONAL CENTRE**
- SALARY CENTRE** : CB5 (R232 344 - R384 036 per annum)
: Gauteng Region (Boksburg)
: Eastern Cape Region (Fort Beaufort)
: KwaZulu/Natal Region (Newcastle, Kokstad Medium, Durban Med C) (3 POSTS)
: Western Cape Region (Breede River (Dwarsrivier), Van Rynsdorp, Pollsmoor Female) (3 POSTS)
- REQUIREMENTS** : Grade 12 and recognized three year degree/diploma with at least (5) five years relevant experience on supervisory level. Sound communication skills (Written and Verbal). Valid driver's licence. Must be computer literate.
- DUTIES** : Manage Operational Support, Corrections, Development and Care, Staff Support, Human Resource and Budget Programs. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
: Mr Mwehle ZP (043 706 7923): Eastern Cape Region
: Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
: Ms Sanders M (021 550 6059): Western Cape Region
- POST 30/99** : **CASE MANAGEMENT ADMINISTRATION**
- SALARY CENTRE REQUIREMENTS** : CB5 (R232 344 - R384 036 per annum)
: Eastern Cape Region (St Albans, Mthatha, St Albans, Port Elizabeth) (4 POSTS)
: Grade 12 and recognized three (3) year degree or diploma with at least (5) five years relevant experience on supervisory level. Valid driver's licence. Ability to plan/organize.
- DUTIES** : Admission and release of prisoners. Control of prisoner's movement. Administration of prisoner's cash. Maintenance of prisoner's records Administration of fine/bail payments. Administration of prison labour maintenance of safe custody by personnel.
- ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region
- POST 30/100** : **CENTRE COORDINATOR: CORRECTIONS**
- SALARY CENTRE** : CB5 (R232 344 - R384 036 per annum)
: Eastern Cape Region (Middledrift, Mthatha, Kirkwood, St Albans Maximum) (4 POSTS)
: KwaZulu/Natal Region (Durban Med A)
- REQUIREMENTS** : Grade 12 and recognized three year degree/diploma and at least (5) five years relevant experience on supervisory level and Offender Administration. Valid driver's licence. Top secret security classification. Good communication skills and ability to plan/organize. Sound communication skills.
- DUTIES** : Management of classified information. Controlling the use of and access to 14series files. Ensure that only vetted personnel are allowed access to security files. Management of policy documentation of DCS; establish/maintain library of DCS policy documents and directives, update policy documents and directives, update policy documents and directives according to amendments received. Promotion of security awareness. Investigation of incidents. Management of the Emergency Support Unit. Logistical. Personnel and Financial administration.
- ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region
: Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
- POST 30/101** : **CENTRE COORDINATOR: OPERATIONAL SUPPORT**
- SALARY CENTRE** : CB5 (R232 344 - R384 036 per annum)
: Eastern Cape Region (Middledrift)

<u>REQUIREMENTS</u>	:	Western Cape Region (Goodwood) Grade 12 and recognized three (3) year degree or diploma, coupled with at least (5) five years relevant experience on supervisory level. Valid driver's licence. Dynamism, Professionalism and ability to plan/organize. Sound communication skills.
<u>DUTIES</u>	:	Execution of control regarding the functions which include safe custody, physical care, treatment and community integration of offenders. Execution of control regarding the establishment and rendering of security in the Management Areas. Advise Area Manager regarding policy directives.
<u>ENQUIRIES</u>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region Ms Sanders M (021 550 6017): Western Cape Region
<u>POST 30/102</u>	:	<u>CASE MANAGEMENT COMMITTEE</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	CB5 (R232 344 - R384 036 per annum) Eastern Cape Region (St Albans) Grade 12 and recognized three year degree/diploma with at least (5) five years relevant experience on supervisory level. Ability to plan and organize. Sound communication skills. Must be computer literate. Case Management Committee and/or Case Management Administration experience.
<u>DUTIES</u>	:	Assess offenders in terms of risks, security classification and allocation for labour activities. Manage Offender Rehabilitation Path (ORP) which include the compilation of the offenders' sentence plans implementation and monitoring thereof. Manage activities of case assessment teams and case intervention teams. Ensure the implementation of sentence plans. Submit reports to head of the Correctional Centre/Correctional Supervision and Parole Board for consideration of the possible placement of an offender on parole/correctional supervision. Manage disciplinary procedures for offenders. Manage transfer of offenders to and from other correctional centre. Manage financial and logistical activities.
<u>ENQUIRIES</u>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 30/103</u>	:	<u>ASSISTANT DIRECTOR: INSPECTORATE</u>
<u>SALARY CENTRE</u>	:	NCB3 (R200 421 - R303 159 per annum) Limpopo/Mpumalanga/North West (Regional Office) (3 POSTS) Free State/Northern Cape Region (Regional Office) (2 POSTS) KwaZulu/Natal Region (Regional Office) (3 POSTS)
<u>REQUIREMENTS</u>	:	Recognized three year degree or diploma and relevant experience in correctional services or public service environment. Good verbal and written communication skills. Decision making and problem solving skills. Coordination and analytical skills. Good interpersonal relations. Sound knowledge of Public Service and policies. Objectivity. Computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of critical/risk areas that must form part of the inspection programme. Determine compliance with relevant legislation, policies and procedures through conducting inspections. Establish the causes for non-compliance and make recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being inspected with the correct interpretation of policy. Determine whether the theoretical policy framework is reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspectorate section.
<u>ENQUIRIES</u>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/104</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: CORRECTIONS</u>
<u>SALARY CENTRE</u>	:	NCB3 (R200 421 - R303 159 per annum) Limpopo/Mpumalanga/North West Region (Rustenburg Area Commissioner) Eastern Cape Region (Kirkwood) Western Cape Region (Overberg)

<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience of offender administration. Analytical ability. Sound communication skills (verbal and written). Ability to plan and organize. Must be computer literate. Valid driver's licence
<u>DUTIES</u>	:	Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over movement of offenders in the correctional centre. Effective utilization of available offender accommodation. Manage correctional programmes. Manage personnel, logistics and financial management administration.
<u>ENQUIRIES</u>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Mr Mwehle ZP (043 706 7923): Eastern Cape Region Ms Sanders M (021 550 6017): Western Cape Region
<u>POST 30/105</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY</u>
<u>SALARY CENTRE</u>	:	NCB3 (R200 421 - R303 159 per annum) Gauteng Region (Leeuwkop Max) Free State/Northern Cape Region (Goedemoed, Grootvlei) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and experience of offender administration. Valid drivers' licence. Analytical ability, good communication skills and ability to plan/organize. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Implementation of the policy to relevant role-players. Supervision of access control to correctional centres grounds. Supervise of the manning of watch towers. Supervise of escort of inmates to courts, doctors, hospital etc. Quality assessment of security services. Improve standards of physical security in the management area. Ensure security in the storage of information/documents and warrants. Management of security in the management area. Management of emergency support team. Management of infrastructure for security service. Communication with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/106</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: STAFF SUPPORT</u>
<u>SALARY CENTRE</u>	:	CB4 (R194 – R341 214 per annum) Western Cape Region (Drakenstein Med A, Riebeeck West, Caledon, Buffeljagsrivier) (4 POSTS) KwaZulu/Natal Region (Waterval Med B)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and at least five (5) years relevant experience on production level. Valid driver's licence. Top secret security classification. Analytical ability. Good communication skills. Professionalism and ability to plan/organize. Sound communication skills.
<u>DUTIES</u>	:	Personnel Management: Supervision of the work undertaken by the personnel clerk, Act as labour relations officer for the identity. Supervise the work undertaken by the registration clerk. Act as information officer for the prison Logistical Responsible for the equipment used by the component. Personnel Determining of duty register/leave arrangements Allocation of staff to specific duties, Financial administration, budgeting of funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the prison. Supervise of utility staff.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/107</u>	:	<u>CASE MANAGEMENT COMMITTEE</u>
<u>SALARY CENTRE</u>	:	CB4 (R194 – R341 214 per annum) Gauteng Region (Boksburg Med A, Leeuwkop Med A, Modderbee) (3 POSTS) Free State/Northern Cape Region (Douglas) Eastern Cape Region (East London Med B)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with at least five (5) years relevant experience on production level. Valid driver's licence. Ability to plan/organize. Sound communication skills.

<u>DUTIES</u>	:	Admission and release of prisoners. Control of prisoner's movement. Administration of prisoner's cash. Maintenance of prisoner's records. Administration of fine/bail payments. Administration of prison labour. Maintenance of safe custody by personnel.
<u>ENQUIRIES</u>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 30/108</u>	:	<u>HEAD OF CORRECTIONAL CENTRE</u>
<u>SALARY CENTRE</u>	:	CB4 (R194 583 - R341 214 per annum) Western Cape Region (Prince Albert) Eastern Cape Region (Bizana X2, Flagstaff X2, Queenstown) (5 POSTS) Kwazulu/Natal Region (Ixopo, Ingwavuma, Maphumulo, Melmoth) (4 POSTS) Free State/Northern Cape Region (Barkley-West, Richmond) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with at least five (5) years relevant experience on production level. Sound communication skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	The management of operational support. Management of corrections. Management of staff support. Management of human resource and management of budget programmes. Work with the prediction of future criminal offending behaviour. Formulate policies.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Mwehle ZP (043 706 7923): Eastern Cape Region Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<u>POST 30/109</u>	:	<u>HEAD OF COMMUNITY CORRECTIONS</u>
<u>SALARY CENTRE</u>	:	CB4 (R194 583 - R341 214 per annum) Western Cape Region (West Coast)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with at least five (5) years relevant experience on production level. Sound communication skills (Written and Verbal). Valid driver's licence. Must be computer literate three year degree/diploma or Correctional Services Admin Part III with relevant management experience. Valid driver's licence
<u>DUTIES</u>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identification of community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 30/110</u>	:	<u>UNIT MANAGER</u>
<u>SALARY CENTRE</u>	:	CB4 (R194 583 - R341 214 per annum) Western Cape Region (Overberg Med Correctional Centre) KwaZulu/Natal Region (Empangeni Medium, Qalakabusha, Pietermaritzburg Med A) (3 POSTS) Gauteng Region (Johannesburg Med A)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with at least five (5) years relevant experience on production level. Sound communication skills (Written and Verbal). Valid driver's licence. Must be computer literate three year degree/diploma. Must be computer literate. Valid driver's licence is essential. Knowledge of the Public Finance Management Act and Treasury Regulations.
<u>DUTIES</u>	:	The implementation of unit management within the unit. Ensure the training of staff pertaining to unit management principles. Implementation of procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other role-players. Management of Prisoner Development Staff (PDS). Implementation of a structured day program for the unit which includes the roistering of programs in conjunction with the PDS. Implementation of the three meals system as part of the structured day program. Ensure that case files are opened for all offenders and that sentence plans are

compiled in conjunction with the CMC. Structured day programs must make provision for the content of sentence plans. Compilation of case notes and the recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management and Management of financial, personnel and logistical related matters.

ENQUIRIES : Ms Sanders M (021 550 6059): Western Cape Region
Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/111 : **SECURITY MANAGER: CENTRE COORDINATOR: OPERATIONAL SUPPORT**

SALARY CENTRE : CB4 (R194 583 - R341 214 per annum)
KwaZulu/Natal Region (Stanger)
Eastern Cape Region (Fort Beaufort, Grahamstown, East London Med C) (3 POSTS)
Western Cape Region (Uniondale)

REQUIREMENTS : Grade 12 and recognized three year degree/diploma and at least five (5) years relevant experience on production level. Fire fighting and first aid skills. Sound knowledge of medical, social work, education, psychological and religious activities in the correctional centre environment. Sound interpersonal and negotiations skills. Strategic planning ability. Valid driver's licence.

DUTIES : Manage security. Manage development services and care assistance to inmates furthering their studies. Manage care services. Manage the assessment of offenders by social workers. Manage health services. Counsel agitated/suicidal offenders. Supervise routine examination of offenders, patients and treat minor ailments to scope routine examination. Personnel, logistical and financial administration.

ENQUIRIES : Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
Mr Mwehle ZP (043 706 7923): Eastern Cape Region
Ms Sanders M (021 550 6059): Western Cape Region

POST 30/112 : **SECURITY MANAGER: DIVISION HEAD: SECURITY**

SALARY CENTRE REQUIREMENTS : CB4 (R194 583 - R341 214 per annum)
Gauteng Region (Johannesburg Med B)
Grade 12 and recognized three year degree/diploma with at least five (5) years relevant experience on production level. Valid driver's licence. Sound Communication as well as interpersonal skills. Ability to plan and organize. Ability to work independently.

DUTIES : Managing of security matters. Responsible for the maintenance of existing security matters and the upgrading thereof. Managing of finance. Implementation of departmental policy. Advice management regarding security matters. Keep personnel up to date regarding security matters.

ENQUIRIES : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

POST 30/113 : **SENIOR ADMINISTRATION OFFICER: CASE MANAGEMENT ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : NCB2 (R168 612 - R232 344 per annum)
Eastern Cape Region (East London)
Grade 12 and recognized three year degree/diploma and/or relevant experience. Ability to plan and organize. Sound communication skills.

DUTIES : Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate prison labour. Maintain safe custody by personnel. Manage inmates privileges.

ENQUIRIES : Mr Mwehle ZP (043 706 7923): Eastern Cape Region

POST 30/114 : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATION ASSISTANT: SECURITY**

SALARY : NCB2 (R168 612 - R232 344 per annum)

<u>CENTRE</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or with relevant experience. Experience in security work at correctional centre/unit level. Clerical and administration experience. Planning and organizing skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Undertake correspondence with regards to the distribution, receiving, control and return dates of all correspondence. Technical presentation, Proof reading and final preparation of documents. Arrange meetings, venues, equipment, preparing agenda, taking minutes, distributing finalized minutes, diarizing decisions taken and follow up with sections in the region. Consolidation of security plans/returns and reports.
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/115</u>	:	<u>SENIOR ADMINISTRATION OFFICER: COORDINATOR AFTERCARE (SOCIAL RE-INTEGRATION)</u> Kwazulu/Natal Region
<u>SALARY</u>	:	NCB2 (R168 612 - R232 344 per annum)
<u>CENTRE</u>	:	KwaZulu/Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with relevant experience. Computer literacy. Knowledge of Community Corrections Policies. Experience at Community Corrections level. Valid driver's licence
<u>DUTIES</u>	:	Handling of correspondence (distribution, receiving, control and return dates of all correspondence). Technical presentation, Proof reading and final preparation of documents. Arrange meetings, venues, equipment, preparing agenda, taking minutes, distributing finalized minutes, diarizing decisions taken and follow up with Community Corrections Offices in the region. Consolidation of Community Corrections returns.
<u>ENQUIRIES</u>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<u>POST 30/116</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SECRETARY OF PAROLE BOARD</u>
<u>SALARY</u>	:	NCB2 (R168 612 - R232 344 per annum)
<u>CENTRE</u>	:	Western Cape Region (Voorberg) Limpopo/Mpumalanga/North West Region (Barberton, Rooigrond) (2 POSTS) Free State/Northern Cape Region (Kroonstad, Upington, Grootvlei, Goedemoed) (4 POSTS) Gauteng Region (Johannesburg) (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma . Good communication and writing skills. Analytical thinking abilities. Valid driver's licence .Ability to plan/organize and be computer literate
<u>DUTIES</u>	:	Scheduling of meetings of the board, i.e. Communicate meeting times, dates and venue of the meeting. Verification of information provided. Ensure that information provided on offenders is correct. Ensure that all relevant documentation is attached for submissions referred to the Board. Take minutes of session of the board, minute constitution of each meeting, absenteeism, discussions and reasons for decisions in minutes. Offenders to be informed of the decision of the Board. Dealing with representations. Ensure that representations by prisoners are referred to the relevant case management committee with request for all applicable documentation by the clerk of the board. Maintenance of safe custody. Searching of venues, prisoners, for contraband/dangerous objects. Ensure that gang activities do not take place in venues. Ensure prisoner do not wander around uncontrolled. Exercise control over the issuing of instruments and equipment to students. Ensure that instruments and equipments are not taken by prisoners to the cells
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 30/117 : **DEPUTY DIRECTOR: INTERNATIONAL MATÉRIEL DEFENCE RELATIONS, LEVEL 11**

The post is advertised in the DOD and broader Public Service.

SALARY CENTRE : R378 456 per annum (inclusive package)
: Defence Matériel Division, Chief Directorate Defence Acquisitions Management, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : An appropriate B Eng/B Tech/B Sc/B Comm or B Mil (NQF Level 6/7) Degree/Diploma in the field of Logistics and/or Security. A Masters Degree in Engineering/Project/Technology Management, Strategic/Security Studies and/or Business/Public Administration is recommended. (NQF Level 8) Attendance of the Executive National Security Programme will be advantageous. Extensive Defence acquisition execution and management (local and international) and logistic life cycle management experience and middle management experience. **Special essential requirements (skills needed)**: Thorough knowledge of Microsoft office software packages, analytical and innovative thinking ability as well as problem solving skills, knowledge management, people management and empowerment, quality management and continuous improvement; relevant regional, continental and global organisations, military/defence, national and departmental interests, strategies and policies, international agreements, military logistics.

DUTIES : Conduct research and analysis of factors which may impact on International Defence Material Relations; analysis of all governance impacting on military acquisition and procurement; analysis of Governmental strategies on international trade and foreign relations; analysis on macro and micro economic trends that impact defence related acquisition activities; analysis of Governmental strategies and relevant related Government Departments – including the Department of Trade and Industry (the dti),- Science & Technology (DST), Foreign Affairs (DFA),- Public Enterprises (DPE) and all other relevant departments/Parastatals and South African defence related industries; analysis of status & progress of existing and future defence related acquisition contracts (international and local), the defence related industry's international focus & export requirements, stakeholders requirements & preference profile mapping; clarification of the expectations from the Minister of Defence in terms of the role of the C Def Mat in Industrial Participation & Foreign Acquisition Liaison; support the planning of international Defense Materiel Relations programme; collate

relevant information which may impact on Foreign Acquisition liaison planning and executing including: relevant DOD policy, relevant Government representatives' international visits & other liaison schedules, visiting schedules of relevant representatives of current and potential international suppliers, information from all stakeholders which may impact on the planning of the role and the participation of C Def Mat stakeholders in Industrial Participation; execute all staff support functions to International Defence Materiel relations aligned with the mandate and role of the C Def Mat in this regard; manage, co-ordinate and execute all staff support required for C Def Mat staff's overseas visitors programme and visiting delegations; co-ordinate, prepare and document all meetings between C Def Mat stakeholders involved in International Defence Materiel Relations; maintain registry for all documents related to International Defence Materiel Relations; draft communications within mandate and as delegated; obtain documentation authorities as mandated and delegated; prepare appropriate computer based briefing materiel and other presentation material; maintain and update a decision register; liaison between all relevant stakeholders in and on behalf of the Mat GRC as related to International Defence Materiel Relations, consider and respond within delegation to requests for information; attend applicable national and international symposia and conventions.

ENQUIRIES : Ms A. Khan, (012) 355-5137 or (012) 355 5571
APPLICATIONS : Department of Defence & Military Veterans, Defence Matériel Division, Private Bag X910, Pretoria, 0001.
CLOSING DATE : 27 August 2010 (Applications received after the closing date and faxed copies will not be considered).
NOTE : Competency testing will be considered to verify skill levels of short-listed candidates to be done by an accredited institution. Must be able to obtain secret security clearance within one year.

POST 30/118 : **ASSISTANT DIRECTOR EVALUATION**
The post is advertised in the DOD and broader Public Service.

SALARY : R192 540 per annum
CENTRE : HR Division, Directorate Transformation Management, Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : NQF Level 5 – 6. The completion of courses in Social Research Methods, Statistical Analysis, and Monitoring and Evaluation is essential. Transformation and Policy Writers course preferable. Practical experience in the monitoring and evaluation of organizational structures will be an advantage. Experience in the conducting of qualitative and quantitative research as well as the facilitation of small groups will be advantageous to the applicant. Special requirements (skills needed): Managerial skills-communication (written and verbal) skills-, interpersonal relation skills-, problem solving skills-, and computer literate (MS Word, MS Excel and MS Powerpoint). Code 08 driver's license essential.

DUTIES : Assist in the Development of a Transformation Monitoring and Evaluation measurement tool. Consult with Research and Evaluation specialists in the development of a measurement tool. Conduct qualitative research in the DOD. Compile an annual, regional plan for units to be evaluated. Visit DOD units in allocated regions and execute evaluations. Capture data collected from Services and Divisions on the SPSS data base. Assist the Deputy Director Evaluation in the compilation of an Evaluation annual report. Monitor all DOD policies to ensure that there is compliance to Transformation and Equity aspects. Advise commanders and managers on transformation and Equity. Give guidelines to allocated units on remedial action plans.

ENQUIRIES : Ms H. Fourie, (012) 355-6392. or
SSgt J.M. Ntobeng, (012) 355 5314
APPLICATIONS : Department of Defence & Military Veterans, Directorate Transformation Management, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 27 August 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Must be able to travel extensively.

POST 30/119 : **ASSISTANT DIRECTOR INSPECTIONS (2 X POSTS) (USAGE 024/025)**
The post is advertised in the DOD, broader Public Service and Media

SALARY : R192 540 per annum

CENTRE REQUIREMENTS : Directorate Conventional Arms Control Inspections and Audits, Pretoria
: An applicable Degree/Diploma (NQF Level 6) preferable. Experience in arms control matters and Investigative background will be an advantage. Special requirements (skills needed): Knowledge of reporting procedures and research/computer etc. Problem solving-, research-, forensic auditing-, analytical thinking-, Financial-, communication- and creativity skills.

DUTIES : Analyse inspection requests. Provide guidance to the Armaments Related Industry. Plan and conduct inspections. Compile inspections reports. Assist the law enforcement community in investigations. Supervisory duties.

ENQUIRIES APPLICATIONS : Ms V. du Toit, (012) 355-5077
: Department of Defence & Military Veterans, Directorate Conventional Arms Control Inspection and Audits, Private Bag X910, Pretoria, 0001.

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

POST 30/120 : **ASSISTANT DIRECTOR AUDITS (2 X POSTS) (USAGE 020/021)**
: The post is advertised in the DOD, broader Public Service and Media

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Directorate Conventional Arms Control Inspections and Audits, Pretoria
: An applicable Degree/Diploma (NQF Level 6) preferable. Experience in arms control matters and an investigative background will be an advantage. Special requirements (skills needed): Knowledge of reporting writing and research. Computer literate. Problem solving-, research-, forensic auditing-, analytical thinking-, financial-, communication- and creativity skills.

DUTIES : Analyse audit requests. Provide guidance to the Armaments Related Industry. Plan audits. Conduct audit reports. Assist the law enforcement community in investigations.

ENQUIRIES APPLICATIONS : Ms V. du Toit, (012) 355-5077
: Department of Defence & Military Veterans, Directorate Conventional Arms Control Inspection and Audits, Private Bag X910, Pretoria, 0001.

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

POST 30/121 : **SENIOR ADMINISTRATION CLERK GR III (USAGE 019)**
: The post is advertised in the DOD and broader Public Service

SALARY CENTRE REQUIREMENTS : R105 645 per annum
: Directorate Conventional Arms Control Inspections and Audits, Armscor Building, Pretoria.

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/skills needed: Good organiser-, communicator-, effective-, efficiency-, organise-, problem solving- and analytical thinking skills.

DUTIES : Deliver and collect documentation. Update statistics. Write reports and programmes based on processed information. Check documentation for completeness and correctness. File incoming and outgoing documentation. Ensure dispatch service. Maintain filing system. Update incoming and outgoing registers. Compile Agenda's. Take minutes during meetings. Take messages.

ENQUIRIES APPLICATIONS : Ms V.T. Gxumisa, (012) 355-5078
: Department of Defence, Directorate Conventional Arms Control Inspections and Audits, Private Bag X910, Pretoria, 0001.

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

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

APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 13 August 2010

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

OTHER POST

POST 30/122 : **TELKOM OPERATOR**
 Directorate: Finance

SALARY : Commencing salary: R87 978 per annum (Excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : Qualification: Grade 12 or equivalent qualification. Experience: At least one year (1 year) applicable experience. Skills and competencies: Computer literacy (MS Office). Excellent verbal communication skills. Written communication skills. Good interpersonal relations.

DUTIES : Operator for the main switchboard of GCIS. Handle extremely high incoming calls. Transmit outgoing calls and make transfers. Take messages and convey. Update departmental telephone directory. Test switchboard consoles and assist technicians. Any other administrative duties as assigned by manager.

ENQUIRIES : Mr Moabi Maine tel: (012) 314 2824, Mr Frik Nieman (012) 314 2104

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 : 10 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 POSTS

POST 30/123 : **ASSISTANT MANAGER: ASSET MANAGEMENT**

SALARY : R192 540 – R226 800 per annum

CENTRE : Pretoria

REQUIREMENTS : Recognized three-year Bachelor's Degree plus three years articles or Equivalent and three years appropriate proven experience in the field of Fixed Asset equivalent and three years appropriate proven experience in the field of Fixed Asset Management Supervisory/ management experience will be an distinct advantage Excellent knowledge of applicable legislation. Knowledge and relevant experience in any asset management related software packages such as Accpac or Norming will be an added advantage Computer literacy that include a good working knowledge of Microsoft Office products. Strong leadership and managerial skills. Effective business analysis skills. Excellent communication skills, both verbal and written. High level people management skills. Ability to identify gaps in operational effectiveness and implement measures to address them. Strong project management skills. Ethical business conduct.

DUTIES : The successful candidate will be responsible for the GEPF's Asset management, which inter alia include but are not limited to: Ensure that prescribed asset policy and procedures are correctly applied. Ensure preparation and review of monthly reconciliations. Assist with year-end preparations and disclosure notes Liaise with Internal and external auditors Maintain and update asset register with all changes Perform annual verification of assets. Dispose of redundant, obsolete and unserviceable assets according to Disposal Committee approvals. Report losses of assets to Lost Control Officer.

POST 30/124 : **CLIENT LIAISON RESEARCHER**

SALARY : R161 970.00 per annum

CENTRE : Pretoria

REQUIREMENTS : A 3 year Diploma/ Degree in Commerce or three years experience in Client care, research, project administration or data verification environment Valid driver's license a must. Strong Client care /Customer service background Computer literacy that includes a good working knowledge of MS Office (MS Word, and Excel). Ability to work independently and with minimum supervision and be in a position to exercise initiative Ethical business conduct. Customer care ethics Reliable, capable of being entrusted with sensitive information The ability to work well under pressure and to make decisions Effective communication skills, both verbal and written Effective planning and organizing skills Strategic thinking Report writing skills Analytical and problem solving skills Liaison and networking skills Interpersonal sensitivity

DUTIES : The successful candidate will be responsible for the following but is not limited to: Identify gaps and training needs for regional offices on Special Pensions Acquire additional information required by the different sections within Special Pensions Administration. Trace unclaimed beneficiaries Support communication on conducting workshops / road shows on Special Pensions On request verify authenticity of information provided by applicants. Conduct research as per request from Special Pensions Administration and produce report. Assist Researcher: Appeals Panel in dealing with the influx of enquiries within the section Able to devise effective and efficient research methods Coordinate ad hoc Special Pensions projects

DEPARTMENT OF HUMAN SETTLEMENTS

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

FOR ATTENTION : Human Communications

CLOSING DATE : 6 August 2010

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

OTHER POSTS

POST 30/125 : **DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING REF: DOHS/90/2010**

SALARY : R652 572 all inclusive package

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in a possession of a recognised 3 year degree with extensive work experience at a middle management level. Certificates / formal courses in Monitoring and Evaluation and Strategic Management will serve as further job requirements. Advanced technical competencies: Business performance measurement (strategic planning, analytical assessments and reporting). Good experience of performance monitoring and evaluation, research methodologies, policy development and analysis. Good knowledge of Microsoft Office suite and Statistical Package for Social Sciences (SPSS). Proven experience in generating performance reports. Knowledge and understanding of the relevant Public Service Legislative Framework. Broad knowledge of Government development objectives, advanced performance measurement, problem solving and analytical skills. Negotiation, presentation, facilitation, organisational, coordination and communication skills (verbal and written). Innovative, strategic capability and interpersonal skills. Extensive computer knowledge and experience, ability to work under pressure and meet deadlines.

DUTIES : Monitor Organisational performance in line with the governments overall objectives and performance measures. Manage the submission of Organisational performance, verification and evaluation reports. Present Branch performance review findings at the Branch performance review sessions as and when required. Manage the implementation and review of the Organisational performance monitoring policy and framework. Manage the provision of performance monitoring technical support and guidance to the Department. Facilitate capacity building sessions on Organisational performance monitoring and evaluation; Manage Directorate's resources.

ENQUIRIES : Mr D Moerane (012) 421 1363

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

POST 30/126 : **SENIOR RESEARCHER (DIRECTORATE: HOUSING SERVICE DELIVERY RESEARCH & SUPPORT REF: DOHS/91/2010)**

SALARY : R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : A Master's Degree in one of the following areas: Town planning, Environmental Science or Sustainable Development, and at least three year's practical research experience are the minimum requirements for this post. The candidate must possess advanced research and analytical skills, as well as excellent writing and project management experience. The ability to investigate and interpret issues and trends pertinent to the mandate of the Department of Human Settlements are essential. The ideal candidate will have extensive knowledge in the areas of

housing legislation and policies, the operation of public housing institutions, intergovernmental relations, as well as a sound understanding of literature pertaining to the development of sustainable human settlements. The candidate must be able to conceptualize new research themes and projects and establish and maintain research networks. He/She must be able to maintain sound interpersonal relations and have the ability to communicate clearly with colleagues and various stakeholders. Problem solving and decision-making skills, innovation and initiative are critical. In addition, candidates must possess a valid driver's license (Code 8), be computer literate with sufficient skills and knowledge of Microsoft Office applications. Applicants must also be willing to travel when necessary and be able to work under pressure.

DUTIES : The primary responsibilities of the successful candidate will be to analyze housing policies and programmes, and to conduct research into the improvement of housing programme implementation. This will involve assisting in the establishment of centers of excellence for housing research; providing support for the establishment of a publication dedicated to applied housing research; assessing the social aspects of housing programmes; the development of a Departmental research strategy; the provision of oversight and advice on research undertaken within, or commissioned by, the Department; and the dissemination of research outputs. The candidate will undertake all aspects of the research process, including conceptualization of projects, research design, interpretation of information and data, report writing and quality assurance. The identification of trends in international and domestic housing and human settlements policy. The candidate will liaise with internal and external researchers, academics, government housing agencies and Departments, and research institutions.

ENQUIRIES : Mr D Pienaar, Telephone: (012) 444 5085.

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

POST 30/127 : **ASSISTANT DIRECTOR: ORGANISATIONAL PLANNING REF:DOHS/98/2010**
This Advert is not restricted to employees working in the Public Service

SALARY : R192 540 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification PLUS sufficient experience in the field of strategic planning. A certificate in strategic management will be an added advantage. The following will serve as recommendations: Proven planning and technical ability. Well developed interpersonal, communication and problem solving skills. Well developed co-ordination, project management and strategic planning skills. Knowledge and/or experience of the housing environment. Innovation and creativity. Intermediate computer skills.

DUTIES : Provide planning technical support to Branches or sub programmes in setting, reviewing and defining planning indicators and targets and in ensuring all outputs are linked to such indicators and targets. Align departmental planning processes with overall Government planning cycle. Coordinate Departmental and Branch strategic and performance planning and review sessions. Update the Departmental Strategic Planning policy, framework and tools. Consolidate information for the development of the Departmental Strategic and Performance plans. Align operational plans with the Departmental planning portal. Liaise with relevant sections on the printing and distribution of the Departmental strategic and performance plans. Collate Departmental planning information for presentation to oversight committees of parliament.

ENQUIRIES : Mr M Lelosa Tel: (012) 421-1686

APPLICATIONS : National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Ms N Boqo

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

POST 30/128 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF: DOHS/97/2010**
This Advert is not restricted to employees working in the Public Service.

- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a senior certificate or equivalent qualification, augmented by relevant experience in office assistant and secretarial duties. A diploma in office management/administration or a secretarial qualification will be an added advantage, strong computer as well as typing skills; good interpersonal relations skills; good communication (verbal and written) skills; excellent planning and organising skills; basic financial management skills; good telephone etiquette; in addition to the above, the candidate must be prepared to travel.
- DUTIES** : The successful candidate will be required to manage all calls by screening incoming and outgoing calls and ensuring efficient flow of information within the Chief Directorate; maintenance of the Chief Directorate filing system; organising workshops and meetings; preparation of agendas, minutes and compilation of reports, recording and safe-keeping of incoming and outgoing mail; packaging of submissions and memoranda; tracking of submissions and documents; performance of word-processing and/or typing functions; completion of transport and subsistence claims as well as assisting in the co-ordination of budgetary/financial issues; management of assets and ordering of stationery and equipment; diary management.
- ENQUIRIES** : Mr D Moerane (012) 421- 1363.
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

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.doi.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.

OTHER POSTS

POST 30/129 : **STATE LAW ADVISER: LP-8 (4 POSTS) REFERENCE: 10/194/LD**

SALARY : R 464 013 – R 653 499 (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : South African Law Reform Commission, Pretoria

REQUIREMENTS : An LLB degree or four year recognized legal qualification; At least nine (9) years appropriate post qualification litigation/advisory experience; Admittance as an Advocate or Attorney; Experience in legal research or other appropriate experience. Skills and Competencies: Legal research and legislative drafting; Excellent written and verbal communication; Creative legal thinking and problem solving; Exposure to project management; Resilience and prepared to deal with administration; Computer literacy; Ability to work independently and under pressure, yet function as part of a team when required. DUTIES: Plan and conduct research, including comparative legal research into Court Rules, Prepare research papers and make representation to the Rules Board and its committees with regards to proposed amendments to Court Rules and introduction of new Rules; Draft rules and Court memoranda; Participate in projects to reform the Civil Justice System rules; Render administrative support services to the Rules Board and its committees; Process approved amendments and new rules; Perform any other related duties as requested.

ENQUIRIES : Mr S Radebe ☎ (012) 357-8240

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 30/130 : **FAMILY ADVOCATE REFERENCE: 27/10/LMP**

CENTRE : Family Advocate: Polokwane

SALARY : R393 918 – R424 356 per annum per annum (LP -5) salary will be in accordance to the level of experience. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : LLB Degree or four year recognized legal qualification; Admitted as an advocate; At least five years appropriate post qualification, litigation experience; A valid code EB driver's license. Skills And Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Legal research and

drafting; Dispute resolution and problem solving skills; Leaderships and organizational skills; Good interpersonal relations; Case flow management.

DUTIES : Execute mandate, perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to senior Family Advocate/ principal Family Advocate; Endorse settlement agreement/ commenting thereon; Institute enquiries to ascertain the best interest of the minor child, by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Promote access to Family Advocate services and create public awareness; Attend all relevant circuit courts within the province.

ENQUIRIES : Adv Leshaba L. or Mr. Makgopa MD ☎(015) 291 1730

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

CLOSING DATE : 10 August 2010

POST 30/131 : **COURT MANAGER (3 POSTS) REFERENCE:28/10/LMP**

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

CENTRE : Magistrate Sekhukhune (1), Magistrate Seshego (1) And Magistrate Thohoyandou (1).

REQUIREMENTS : three (3) year qualification in administration and/ or national diploma service management (NQF level 5) plus the module on case flow management or relevant equivalent qualification; three years managerial or supervisory experience; a valid license; the following will serve as strong recommendations: knowledge and experience in office and district administration, knowledge of financial management and the PFMA. Skills And Competencies: strong leadership and management capabilities; strategic capabilities ; Communication skills; computer literacy.

DUTIES : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication elated to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders; Manage service level agreements;

ENQUIRIES : Mr. Masemola TD ☎(015) 287 2026 or
Mr. Maakamedi TP ☎(015) 287 2034

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

CLOSING DATE : 10 August 2010

POST 30/132 : **ASSISTANT DIRECTOR: GUARDIANS FUND REF: 10/225/MAS (2POSTS)**
Division: Guardians And Fund

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

CENTRE : Master Of The High Court: Bloemfontein And Pietermaritzburg

REQUIREMENTS : Three year Bachelor's degree/National Diploma or equivalent qualification in Finance (Accountancy); Three years' relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations and Departmental Financial Instructions (DFI); Experience in government Finance will be a recommendation; A valid driver's license. Skills and Competencies: Supervisory skills; Planning and organizing (including time management); Strong leadership qualities; Ability to interpret and apply policies; Computer literacy (MS Office);

Good Communication skills with the ability to motivate and direct people; Honest, reliable, responsible, accountable, efficient and believe in transparency; Team work orientated and willing to work under pressure;

DUTIES : Verify and decide on applications received; Check and verify applications for payments and deposits, daily payments and bank details/address; Check date and details on cheque numbers; Administer and manage Guardians Fund; Compile reconciliation statement; Report on fraud cases and interpret losses; Manage and supervise Guardians Fund staff; Represent Master's office in its relationship with stakeholders; Attend to stale checks; Check and verify Guardians Fund, banking and financial registers and reports; Compile statistics by recording work done on a daily, weekly as monthly basis.

ENQUIRIES APPLICATIONS : Ms M Moreki ☎ (012) 315 1781

Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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

NOTE : Separate applications must made for each province applying for:

POST 30/133 : **ASSISTANT DIRECTOR: VICTIM SUPPORT REFERENCE: 10/233/CS**
Division: Victim Support

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Degree in Public Administration; or Business Administration; At least three (3) years appropriate experience; Knowledge of Governments 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; A valid drivers license. Skills and competencies: Research analytical skills; Good interpersonal skills; Dispute resolution; Report writing and problem solving; Project management skills; Computer Literate (MS Office); Good communication (written and verbal) skills

DUTIES : Provide administrative and strategic support regarding all administrative issues to the Deputy Director: Victim Support; The management of the Sub-Directorates budget and expenditure monitoring and reporting; Manage the projects in the Sub-Directorate through project management principles; Draft and submit regular progress report to the Deputy Director; Conduct research to determine the social needs of victim survivor or their relatives.

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

Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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 30/134 : **ASSISTANT STATE ATTORNEY (LP-3 – LP-4) REF: 10/229/SA**

CENTRE : State Attorney, Mthatha

SALARY : R 152 685 – R 437 184 (Salary will be determined in accordance with experience as per OSD). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : An LLB or 4 year recognize legal qualification; Admission as an attorney; At least 2 years appropriate post qualification legal/ litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. SKILLS ANDCOMPETENCIES: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; communication skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES : Guide and train candidate State Attorney's; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Land Claims Constitutional, Tax and Tax Tribunals; Attend to liquidation and insolvency queries; Draft and / or settle all types of contracts of behalf of the various client departments; Render Legal opinions and advice; All forms of arbitration, including inter – departmental arbitrations; Register trusts and companies; Collect debts

ENQUIRIES APPLICATIONS : Mr N Mabula ☎ 012 357 8747

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

CLOSING DATE : 16 August 2010

POST 30/135 : **ESTATE CONTROLLER (EC3 – EC4) REFERENCE:10/227/MAS**

SALARY : R130 203 – R242 253 per annum. (Salary will be determined in accordance with experience as per OSD).The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master Of The High Court: Pretoria

: An LLB or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience; The following will serve as a recommendation: A valid drivers' license. Skills and competencies: Dispute resolution; Computer literacy (MS Office); Good communication skills (verbal and written); Attention to detail; Problem solving; Customer focus.

DUTIES : Administration of deceased and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in terms of administration of estates; Deal with members of the public and all other parties; Prepare court reports as well as monthly management reports; Prepare all monthly management reports in the prescribed formats

ENQUIRIES APPLICATIONS : Ms M Moreki 012 315 1781

: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: 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 30/136 : **SENIOR HUMAN RESOURCES OFFICER: CONDUCT REFERENCE: 29/10/LMP**

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

CENTRE REQUIREMENTS : Regional Office: Limpopo (Polokwane)

: A Bachelor's degree or equivalent qualification with one year appropriate experience; Knowledge of PERSAL will serve as an added advantage; Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act and Code of Conduct for the Public Services; A valid code EB drivers' license; Skills And Competencies: Computer literacy (MS Office);Good communication skills (verbal and written); Good Interpersonal Relations; Accuracy and attention to detail.

DUTIES : Prepare memoranda for the appointment of Investigating and Presiding Officers; Assist Investigating Officers during disciplinary Investigations; Represent the Human Resource component during disciplinary hearings; Record hearing proceedings; Assist with the drafting of charge sheets; Compile memoranda with recommendations to the Regional Head, Director- General and Minister; Control and supervise personnel and check work related functions on PERSAL; Handle matters relating to abscondment and suspension of officials; Respond to verbal and written enquiries and provide expert advice and guidance with regard to Conduct matters; Update register and statistics; Perform investigations to determine whether officials are gainfully employed.

ENQUIRIES APPLICATIONS : Ms. Malepe DD. ☎(015) 287 2029.

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

CLOSING DATE : 16 August 2010

- POST 30/137** : **ASSISTANT MASTER (MR3- MR5) REFERENCE: 10/224/MAS**
- SALARY** : R130 203 – R470 970 per annum. (Salary will be determined in accordance with experience as per OSD). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master: Durban
- REQUIREMENTS** : LLB degree or four-year recognized legal qualification; At least 2 years appropriate post-qualification legal experience; Knowledge of and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Admission as an Attorney or Advocate; The following will serve as recommendation: Experience in the functional field and services provided by the Masters of the High Court; A valid driver's license. Skills and Competencies: Estate Duties: Trusts; Legal research and drafting; Administration of Estates; Planning and organizing (including Time Management); Leadership skills; Strategic and conceptual orientation; Communication skill; Ability to work under pressure and independently.
- DUTIES** : Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office).The post incumbent would report to the Deputy Master of the High Court; Direct and take full responsibility for all service delivery processes and operations of the office within the established policy framework including financial matter e.g. budgeting; Provide leadership, direction and training to the legal professional team at the office; Represent the office in its relationship with internal and external stakeholders.
- ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 315 1351
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.
- CLOSING DATE** : 16 August 2010
- POST 30/138** : **STATE ACCOUNTANT REFERENCE: 10/VA67/NW**
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office – North West
- REQUIREMENTS** : Bachelor's degree/national diploma in commerce or equivalent qualification; One year experience in Finance; Knowledge of financial prescripts used in the Department; Sound knowledge of JYP, BAS, PFMA DFI and Treasury Regulations; A valid drivers licence. Skills and competencies: Basic accounting skills; Good communication skills (verbal and written); Computer literacy (MS Office); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail
- DUTIES** : Provide support and Financial Advice to line Managers; Participate in Budgeting Process for the Region Manage asset; Procurement and Budget for the region; Participate in the internal and external audits; Reconcile expenditure reports with other modules; Provide training to personnel on financial management; Compile management reports.
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- CLOSING DATE** : 16 August 2010
- POST 30/139** : **CHIEF ADMINISTRATION CLERK REFERENCE:10/VA61/NW**
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mankwe Magistrate Court
- REQUIREMENTS** : A Bachelor's degree/ National Diploma or equivalent qualification with two years experience in General Administration/or Matric plus ten years relevant experience; Experience in the courts environment and supervisory experience will be an advantage; Sound Financial Management systems; Sound knowledge of human resources management; Supply Chain Management and Transport will be an advantage; A valid driver's licence will be added advantage. Skills and competencies: Good communication skills (verbal and written); Computer

- literacy (MS Suit) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Knowledge of PFMA, DFI, BAS , JYP and JDAS; Accuracy and attention to detail.
- DUTIES** : General supervision of Administrative clerks; Control of cash hall (monies in trust, criminal, civil sections and general services); Management of SCM and Transport; Render efficient and effective support to the courts; Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Management and maintenance of documents, prescripts and records related to the functions of the department; Facilitate training and development of personnel; Attend to formal disciplinary matters; Management of performance in the office; and Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
16 AUGUST 2010
- POST 30/140** : **STATE ACCOUNTANT (PERSAL) REFERENCE: 10/VA64/NW**
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office – North West
Bachelor's degree/national diploma in commerce or equivalent qualification; At least one year relevance experience; PERSAL experience of at least two (02) years; Successful completion of PERSAL courses; Knowledge of financial prescripts used in the Department; Sound knowledge of JYP, BAS, PFMA DFI and Treasury Regulations; A valid drivers licence. Skills and competencies: Basic accounting skills; Good communication skills (verbal and written); Computer literacy (MS Office); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
- DUTIES** : Responsible for the capturing, approval and authorization of all PERSAL transactions; Draft audit responses; Draft memoranda and attend to all salary related enquiries both internally and externally; Ensure adherence to all applicable prescripts and regulations; Ensure pay sheets are distributed timely and returned as per National Treasury Regulations; Ensure service terminations are effected promptly; Provide training to subordinates; Supervise and control the remuneration sections; Supervise the filing of salary related documentation.
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
16 AUGUST 2010
- POST 30/141** : **LEGAL ADMINISTRATION OFFICER: RESTORATIVE JUSTICE(MR-3-MR5) REFERENCE: 10/221/CS**
(one year contract) (re-advertisement)
- SALARY** : R 130 203 – R 470 970 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
An LLB Degree or equivalent four year legal qualification; At least 2 years appropriate post qualification legal experience; Sound and knowledge of the South African legal system; Knowledge 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; 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; Deal with requests for legal opinions; Respond to parliamentary questions; Handle ad hoc

tasks in line with instructions; Act as a Secretariat of Restorative Justice Task Team.

ENQUIRIES APPLICATIONS : Ms C Patrick ☎: (012) 315 1151

: 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 30/142 : **HUMAN RESOURCES OFFICER (APPOINTMENTS & RECRUITMENT) REFERENCE: 30/10/LMP**

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

REQUIREMENTS : Grade 12 or equivalent recognized qualification; relevant experience; A valid driver's license; Knowledge of PERSAL system. SKILLS AND COMPETENCIES: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail.

DUTIES : Compiling and updating employee statistics on a monthly basis; Performing secretarial functions during short listings and interviews; Verifying the appointment credentials of the shortlisted candidates; Writing committee memorandums for approval in terms of the departmental delegations; Writing appointment memorandums (Temporary & Permanent) for the approval to the Regional Head; Implementing all transactions on the PERSAL system relating to appointments of permanent and contracts employees, acting appointments and translations; Process probations on the PERSAL system; Perform any other related office duties required for the efficient functioning of the section.

ENQUIRIES APPLICATIONS : Mr. Masemola TD ☎(015) 287 2026 or Mr. Maakamedi TP ☎(015) 287 2034

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

CLOSING DATE : 16 August 2010

POST 30/143 : **COURT INTERPRETER REFERENCE:10/VA66/NW**

CENTRE SALARY : Mmabatho High Court
: R 87 978 – R103 635 annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

DUTIES : Interpret in criminal court, civil court, labour court and quasi 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; Make arrangements for foreign language interpreters in consultation with the prosecution.

ENQUIRIES APPLICATIONS : Mr. Lazarus Moetanalo at ☎ (018) 397 7064

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745

CLOSING DATE : 16 AUGUST 2010

POST 30/144 : **TYPIST REFERENCE: 10/VA60/NW**

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

CENTRE : Atamelang Magistrate Court

- REQUIREMENTS** : Grade 12 or equivalent qualification, preferably with typing as a passed subject; An appropriate word processing course successfully completed; One year appropriate experience including experience in MS Access; Excel and PowerPoint; Minimum typing speed of 35 wpm; A reading ability in other languages would be advantageous; Short listed candidates will be subjected to a typing test. Skills and competencies: Computer literacy (MS Word, MS Excel & PowerPoint); Good communication skills (verbal and written); Administrative and organizational skills; Ability to work under pressure; Ability to liaise with team members and members of the public; Good filing skills; Ability to work independently; Accuracy and attention to detail.
- DUTIES** : Type reports; Handle general correspondence; Answer telephone and take messages; Undertake other administrative duties as and when required; Capture available data from source documents as required by the management; File documents as required; Improve and maintain the quality typed work; Maintain electronic data files; Comply with information security policy;
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ (018) 397 7064
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
16 AUGUST 2010
- POST 30/145** : **ADMINISTRATION CLERK / COURT CLERK: DCRS REF: 10/VA62/NW**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be require to sign a performance agreement.
- CENTRE REQUIREMENTS** : Moretele Magistrate Court
: A Grade 12 or equivalent qualification; At least one year appropriate experience in a court environment with regard to court recording, case flow and general administration. Skills And Competencies: Communication (Written and Verbal); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Document management and filling\
- 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); Manage digital recording of court proceedings ensure integrity of records; Provide any administrative support as required by the relevant Court Manager or Supervisor; Operate and provide support to court systems, e.g. e-scheduler, Video Remands, document scanning, etc
- ENQUIRIES APPLICATIONS** : Mr. L Moetanalo at ☎ 018 397 7064
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745
16 AUGUST 2010
- POST 30/146** : **ADMINISTRATION CLERK / COURT CLERK: DCRS REF: 10/VA65/NW**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Madikwe Magistrate Court
: A Grade 12 or equivalent qualification; At least one year appropriate experience in a court environment with regard to court recording, case flow and general administration. SKILLS AND COMPETENCIES: Communication (Written and Verbal); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Document management and filling;
- 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); Manage digital recording of court proceedings ensure integrity of records; Provide any administrative support as required by the relevant Court Manager or Supervisor;

Operate and provide support to court systems, e.g. e-scheduler; Video Remands, document scanning, etc

ENQUIRIES APPLICATIONS : Mr. L Moetanalo at ☎ 018 397 7064

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745

CLOSING DATE : 16 AUGUST 2010

POST 30/147 : **ACCOUNTING CLERK REFERENCE: 31/10/LMP**

CENTRE SALARY : Regional Office: Limpopo (Polokwane)
: R 73 584 – R 84 134 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience. Skills And Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work under pressure; Attention to detail; Knowledge of PFMA, Treasury Regulations and DFI will be an added advantage.

DUTIES : Compile payment advises; Capturing payments on BAS; Request payment & document control reports; Request register of payment reports; Request expenditure report; Monitor outstanding BAS transaction; Compile Journal; Any other related duties.

ENQUIRIES APPLICATIONS : Mr. Maakamedi TP ☎(015) 287 2034

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

CLOSING DATE : 16 August 2010

POST 30/148 : **FAMILY COUNSELLOR REF NO: NC/76/10**

CENTRE SALARY : Family Advocate Kimberley
: Salary will be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : Bachelors Degree in Social Work; Registration with SA Council for Social Service Professions (Letter from SACSSP i.r.o current registration is a requirement); Three years experience in Social Work; Knowledge and experience in application of Mediation in Certain Divorce Matters Act and Family Law related legislation, including Mediation, Maintenance Act, Domestic Violence Act, and Children Act; Court experience in Expert Evidence; Knowledge of Public Service Act and Regulations; Communication in one of the African language will be an added advantage; Short-listed candidates will be subjected to security vetting process; A valid code EB driver's license and be willing to undertake extensive travelling; The candidate must be willing to be based at Colesberg Service Point and to travel extensively in the Northern Cape; Computer literacy (MS Word); Good communication (written and verbal) skills; Attention to detail.

DUTIES : Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Act as intermediary in Sexual Offences cases; Draft, amend and assist parties in parenting plans and parental rights and responsibility agreements.

ENQUIRIES APPLICATIONS : Adv. M. Mafojane ☎ (053) 833 1062/63

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

CLOSING DATE : 13 August 2010

DEPARTMENT OF MINERAL RESOURCES

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

OTHER POSTS

- POST 30/149** : **ASSISTANT DIRECTOR (MIS): OCCUPATIONAL HEALTH**
- SALARY** : R192 540 per annum, Level: 9
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : A three year tertiary qualification in occupational health or occupational hygiene with extensive mining industry experience PLUS the following key competencies: ☐ Knowledge of: • Information Management • Mine health and Safety Sector • Public Service legislation, policies and procedures • Strategic Planning processes • Software applications and system hardware requirements • Internet and website applications • Statistics ☐ Skills: • Report writing • Ability to analyse data • Problem solving • Numeracy • Management skills ☐ Communication: • Communication skills (verbal and writing) • Presentation and facilitation skills
- DUTIES** : KRA's: Oversee/ monitor the submission of mine health data and the capturing thereof • Follow up on exception reports and irregular data • Generation of reports • Identify and report mine health trends • Assist and advice with submission and interpretation of information • Manage the implementation of system changes • Assist with development of policies and procedures Supervise and develop staff
- ENQUIRIES** : Mr. NP Matumba ☎ 012-4443516
- NOTE** : Must be in possession of a valid driver's licence and willing to travel frequently
- POST 30/150** : **MINERAL LAWS ADMINISTRATIVE OFFICER: MINERAL PETROLEUM TITLES REGISTRATION OFFICE**
- SALARY** : R130 425 per annum, Level: 7
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year degree or National Diploma in Law coupled with experience in recoding of Deeds, Rights, Permits and Permissions. PLUS the following key competencies: ☐ Knowledge of: • The relevant legislative framework including the Mineral Petroleum Resources Development Act, 2002 and the Mining Titles Registration Act, 2003 • Mineral and Petroleum Titles Registration Office records and filing system in general • New and old survey system Deeds registration system ☐ Skills: • Ability to examine permits, permissions and rights To make meaningful recommendations to management • Computer Skills ☐ Communication: • sound report writing skills ☐ Creativity: • Analytical thinking • Ability to solve problems • Able to work under pressure
- DUTIES** : Examine rights, permits and permissions granted and issued under the Mineral Petroleum Resources Development Act, 2002 • Examine transfers, cessions, bonds for registration in terms of the Mining Titles Registration Amendment Act, 2003 and Mining Titles Registration Regulations, 2004 • Ensure compliance in terms of the Mineral Petroleum Resources Development Act, 28 of 2002, Transfer Duty Act 40, of 1949, Companies Act 61 of 1973 • Advise Conveyancers', Notaries and Surveyors where difficulties are experienced with

the drafting, examination and registrations of rights, permits, permission, deeds and documents. • Conduct research for applications for township establishment and issue clearance certificates where land was encumbered by rights issued in Resources Development Act, 2002 • Keep and maintain records, including capturing registration information and its spatial data on the National Mining Promotion System • Provide a deeds information service to the public.

ENQUIRIES : Mr G Cutshwa ☎ 012- 4443963

POST 30/151 : **MINERAL ECONOMIST**

SALARY : R161 970 per annum Level: 8

CENTRE : Head Office: Pretoria

REQUIREMENTS : A recognised three year degree or National Diploma in Geology, Metallurgy, Metallurgical / Chemical / Mining Engineering or Commerce with Economics with relevant experience in the minerals and mining industry, PLUS the following key competencies: ☐ Knowledge: • Knowledge and expertise with respect to South Africa's mineral / mining industry especially in the field of mineral and metal commodities as well as acquaintance with diversified mining and minerals terrains worldwide. Knowledge of the precious and/or ferrous metals industry will be an added advantage • Knowledge of Minerals / Mining acts and policies and other related policies • Computer applications, e.g. spreadsheets, databases, presentation, word processing and internet software ☐ Skills: • Analytical, research and presentation, as well as good time management capabilities ☐ Communication: • Sound verbal and written communication capabilities ☐ Creativity: • Ability to compile, analyse and interpret data • Ability to work under pressure is essential. Recommendation: Candidates with a valid driver's license will have an added advantage

DUTIES : KRA's: Collect, process and evaluate local and international mineral-related economic information on the precious and/or ferrous metals and other related commodities regarding their availability, exploitation, marketing and utilization • Work closely with the Statistics Sub-directorate to verify the validity and accuracy of data received from mines • Monitor and record daily mineral and metal prices • Become acquainted with the world supply and demand patterns of South Africa's mineral production • Compile and update directories and reports detailing producers of commodities and associated information • Assist seniors with data collection for project work and respond to queries from the general public • Attend to ad hoc tasks on request

ENQUIRIES : Mr AS Conradie ☎ 012 444 3705

POST 30/152 : **ENVIRONMENTAL OFFICER**

SALARY : R130 425 per annum, Level: 7

CENTRE : Mpumalanga (Witbank)

REQUIREMENTS : A Degree/National Diploma in Environmental science couple with relevant experience, valid driver's licence PLUS the following key competencies: ☐ Knowledge of: • Integrated environmental management relative to prospecting and mining work programmes • Environmental regulations • Mining methods, processes, waste generation and disposal MPRDA 28 of 2004 and other related legislations ☐ Skills: • negotiating and research • Writing skills ☐ Communication • Communications skills and Co- Ordination ☐ Creativity: • Creative thinking and analytical ability • Initiative – develop systems and control measurements ☐ Ability: Ability to work under extreme pressure

DUTIES : Evaluate environmental management program, Environmental impact Assessment, scoping, risk report, closure plan and other technical and environmental reports. Conduct mine environmental compliance monitoring, auditing, performance assessment and closure inspections to promote environmental management in the mining industry. Evaluate financial provisions, Handle and address complaints, enquiries and requests related to Mine Environmental Management.

ENQUIRIES : Mr. Bethuel Matodzi ☎ 013-656144

POST 30/153 : **MINERAL LAWS ADMINISTRATION OFFICER**

SALARY : R130 425 per annum, Level: 7

CENTRE : Kimberley (Northern Cape)

<u>REQUIREMENTS</u>	:	A recognised Law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law coupled with appropriate experience. PLUS the following key competencies: ☐ Knowledge of • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) • Public Finance Management Act (Act 1 of 1999) • Mineral and Petroleum Titles Registration (Act 24 of 1994) • Other previous and current statutes relevant to mining ☐ Skills: • Ability to interpret the mineral and mining agreements • Legislation and policies and render necessary advise • Ability to draft and compile submissions to the Minister/ DG/ DDG and other Departmental officials. • Ability to mediate in and resolve conflict situations. • Computer literacy. ☐ Communication: • Excellent verbal and written communications skills. • Diplomacy and professional conduct. ☐ Creativity: • Dynamic individual and team player. Recommended: A valid driver's licence will be an added advantage
<u>DUTIES</u>	:	KRA's: Provide helpdesk assistance, process and evaluate applications for prospecting and mining rights, mining permits and other rights in terms of the MPRDA • Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. • Render advise and assistance to clients and provide information • Conduct site inspections on illegal mining operations, attend meetings and workshops to deliver presentations to stakeholders on mining and related matters • Compile and prepare permits for granting by the Regional Manager and prepare and compile contracts for execution.
<u>ENQUIRIES</u>	:	Mr Pieter Swart ☎ 053 807 1700
<u>POST 30/154</u>	:	<u>ADMINISTRATIVE OFFICER: (INVENTORY AND DISTRIBUTION)</u>
<u>SALARY</u>	:	R130 425 per annum, Level: 7
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Logistics or Purchase Management, Supply Chain Management or equivalent qualification in related field coupled with extensive relevant administrative experience. PLUS the following key competences: ☐ Knowledge of: • LOGIS and BAS Warehousing Experience • SCM Framework • Public Finance Management Act • Preferential Procurement Policy Framework • Treasury Regulations ☐ Skills: • Computer Literacy • Good verbal and Written Communications Supervisory Skills • Ability to communicate at all levels • Financial Skills • Report writing ☐ Communication: • Telephone etiquette • Liaising with End-users and external clients • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem solving • Record keeping • Ability to work under pressure
<u>DUTIES</u>	:	KRA's: Oversee the receipts and issues of stores • Ensuring efficient and effective process for Inventory and Distribution • Oversee and maintain 0-9 file • Monitor and report on the inventory level and replenishment of stores. • Follow up on discrepancies in stock levels, deliveries, etc. • Compile report and report to management • Attend to all enquiries from clients (Internal and external clients) Execute and oversee periodic warehousing and inventory functions Ensuring efficient process for Inventory and Distribution • Train, develop and supervise staff
<u>ENQUIRIES</u>	:	Ms S Bopape ☎ 012 444 3022
<u>POST 30/155</u>	:	<u>ADMINISTRATION CLERK: INVENTORY</u>
<u>SALARY</u>	:	R73 584 per annum, Level : 4
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification with appropriate relevant experience in warehouse and/or dispatching PLUS the following key competencies: ☐ Knowledge of: • LOGIS PI • Supply Chain Management (SCM) • Public Finance Management Act (PFMA) • Treasury Regulations (TR) ☐ Skills: • Computer Literacy • Good Verbal and Written Communication • Ability to communicate at all levels • financial skills • Report writing ☐ Communication : • Telephone etiquette • liaising with end Users • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure

- DUTIES** : KRA's: Receive goods from distribution (Transito) into the departmental store • Retrieve goods from the departmental store • Dispatch goods • Ensure that bincards are updated accordingly • Ensure safekeeping of warehouse • Ensure that items are issued out of store within approved turnaround time • Maintain departmental store • Attend to enquiries
- ENQUIRIES** : Ms S Bopape ☎ 012 444 3022
- POST 30/156** : **MESSENGER**
- SALARY CENTRE REQUIREMENTS** : R 62 094 per annum, Level: 3
: Durban
: Grade 10 or equivalent qualification coupled with relevant experience and code B driver's license PLUS the following: ☑ Knowledge of: • Ability to operate Photostat machine • Ability to utilize fax machine • Distribution of mail ☑ Skills: • Be able to drive the GG's vehicle • Be able to read and write ☑ 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: Delivery of documents and submissions to Head Office • Delivery and collection of incoming and outgoing mail • General Administrative duties, which include re-production of official documents Binding and preparing of file covers to open new files • Assist in collecting of mailbags of registered mails from post office.
- NOTE** : Successful candidate should be prepared to work under pressure, and long hours when a need arise.
- ENQUIRIES** : Msawenkosi Mbele ☎ 031-335 9600

NATIONAL PROSECUTING AUTHORITY

- APPLICATAIONS** : Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: RESPONSE HANDLING Recruit Number XXXX National Prosecuting Authority of South Africa Private Bag x 752 PRETORIA 0001 E – Mail addresses and fax numbers are provided for each post respectively.
- CLOSING DATE** : For Application: 13 August 2010. Applications Will Not Be Accepted After The Closing Date.
- NOTE** : Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e-mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. GENERAL: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries: Directed to the specific NPA Business Unit NOTE: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be

terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

- POST 30/157** : **COURT PREPARATION OFFICER**
- SALARY** : R105 645 per annum (level 6)
CENTRE : CPP Modimolle (Thabamopo) and CPP Middelburg (Middelburg)
REQUIREMENTS : Grade 12. Legal degree and or relevant experience would be an added advantage. Knowledge of the Criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem solving skills. Ability to work well with children.
- DUTIES** : Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatisation by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Court Preparation in respect of court preparation. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES** : Mike Mabunda 012 351 6700
APPLICATIONS : Applications: Email: Recruit1778@npa.gov.za or Fax: 012 843-3835Ref: Recruit1778
- POST 30/158** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: GENERAL**
- SALARY** : R 105 645.00 per annum (Level 6)
CENTRE : DPP: Pretoria x 2
REQUIREMENTS : Grade 12, plus at least 2-3 years experience in general office administration. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of Ms Word, PowerPoint, Outlook and Excel. Good written and verbal communication skills. Knowledge of Public Service will be a strong advantage. Able to act independently. Strong organizational skills, ability to think strategically and innovatively. Good knowledge of public Service will be advantage. Ability to lead and guide a team for sub-section in the office.
- DUTIES** : Provide high quality administrative support services to the office of the Director of Public Prosecutions. Attend to queries and make follow up on matters. Ability to lead and guide junior staff member. Draft correspondence to the members of the public, other organizations and state departments. Ensure that proper document/ file tracking system is in place. Ensure that registers are properly maintained at all times.
- ENQUIRIES** : Mike Mabunda 012 351 6700
APPLICATIONS : Applications: Email: Recruit1779@npa.gov.za or Fax: 012 843-3836 Ref: Recruit1779
- POST 30/159** : **SENIOR ADMINISTRATIVE ASSISTANT: GENERAL**
- SALARY** : R87 978 per annum (level 5)
CENTRE : CPP Vaal (Nigel), CPP Modimolle (Thabamopo), DPP PretoriaX2
REQUIREMENTS : Grade 12, plus 1-2 years relevant administration experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer literacy Ms Packages, including Ms Word, Power Point, Excel and Outlook. Experience in performing general administrative functions. Good planning and organizing skills. Typing at 45 words per minutes. Ability to work under pressure, independently and as part of a team.
- DUTIES** : Provide high quality administrative support services to the office of the Director of Public Prosecutions. Provide high quality typing service for the unit. Provide support and administrative advice to all component of the office. Management of correspondence, design and keep a well organised administrative system for the office. Draft correspondence to the members of the public, other organization and state departments. Ensure that proper document/ file tracking system is in place. Ensure that registers are properly maintained at all times. Liaise and communicate with a range of stakeholders. Liaise with corporate services with regard to administrative functions, e.g. Logistics, finance and human resources. Good office practice.

ENQUIRIES : Mike Mabunda 012 351 6700
APPLICATIONS : Email: Recruit1780@npa.gov.za Fax: 012 843-3837 Ref: Recruit 1780

POST 30/160 : **PERSONAL ASSISTANT**

SALARY : R130 425 per annum (Level 7)
CENTRE : DPP: Pretoria, CPP Middelburg, DPP: Grahamstown
REQUIREMENTS : Grade 12, plus secretary Diploma or equivalent qualification, 3-5years experience in rendering a support service to the Director of Public Prosecutions with excellent typing skills. Must be a computer literature with excellent knowledge of Ms Word, Power point, Excel and Outlook. Good communication skills. Good interpersonal skills and above average planning and organizing skills. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure adhering to strict timeframe. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the Public sector.

DUTIES : Provides a secretarial/ reception support service to the DPP/ Chief Prosecutor. Receive telephone calls in an environment where, in addition to the calls for the DPP/ Chief Prosecutor, discretion is required to decide whom the call should be forwarded to finalize enquiries. Perform advanced typing work. Operate and ensure that the office equipment, eg fax machines and photocopiers are in good working order. Records the engagements of the DPP/Chief Prosecutor. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Co-ordinate with and sensitize/advise the DPP/Chief Prosecutor regarding engagements. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the DPP/ Chief Prosecutor. Ensure the safekeeping of all documentation in the office of the DPP/ Chief Prosecutor line with relevant legislation and policies. Obtain inputs. Collate and compile reports, eg progress reports, monthly reports and management reports. Scrutinize routine submissions/reports and make notes and / or recommendations for the DPP/Chief Prosecutor. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the DPP/Chief Prosecutor and the unit where is required. Collect, and compile all the necessary documents for the DPP/ Chief Prosecutor to inform him or her on the contents. Record minutes/decisions and communicate to relevant role-players. Ensure that travel arrangements are well co-ordinate. Handle the procurement for standard items, leave register and telephone accounts for the unit. Obtain the necessary signatures on documents, such as procurement advices and monthly salary reports. Follow up on progress made. Prepare briefing notes for the DPP/Chief Prosecutor as required. Co-ordinate logistical arrangements for meetings when required.

ENQUIRIES : Mike Mabunda 012 351 6700
APPLICATIONS : Email: Recruit1781@npa.gov.za or Fax: 012 843-3838 Ref: Recruit1781

POST 30/161 : **ADMINISTRATIVE ASSISTANT: DOCUMENT**

SALARY : R73 584 per annum (level 4)
CENTRE : DPP: Pretoria
REQUIREMENTS : Grade 12, plus 1- year general administration experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer literacy Ms Packages, including Ms Word, Power Point, Excel and Outlook. Ability to maintain high level of professionalism, confidentiality and reliability. Good planning and organizing skills. Ability to work under pressure, independently and as part of a team. Good office practice.

DUTIES : Perform a variety of administrative duties such as opening of mail and distribution thereof to relevant offices. The drawing and distribution of files, maintenance of files, distribution of circulars, receiving of incoming documentations, filling of correspondances, keeping register up to date (franked mail register, remittance register etc.) Dealing with personnel files for appointments, transfer, and resignations. Maintenance of various registers in accordance with the file plan and Electronic document Management. Manage the following office equipments fax machines and photocopy machines within the office of the Director of Public

Prosecution. Manage physical protection of paper based records and files. Relieve switchboard operator when necessary.

ENQUIRIES APPLICATIONS : Mike Mabunda 012 351 6700
 : Email: Recruit1782@npa.gov.za Fax: 012 843-3839 Ref: Recruit 1782

POST 30/162 : **ASSISTANT LIBRARIAN**

SALARY : R130 425.00 per annum (level 7)
CENTRE : DPP: Kimberly
REQUIREMENTS : B. bibl or equivalent National Diploma. 3-5 year's relevant experience in legal/law library environment. Proven excellent working knowledge of Sirsi Dynix Library System. Strong cataloguing and classification skills. Sound knowledge of other library databases e.g. Sabinet, Jutastat, Lexisnexis, Westlaw ect. Reporting writing skills. Ability to work independently with minimum supervision. Ability to work under pressure. Good communication and administration skills. Computer literacy (Ms Word, Excel, Power Point). Ability to supervise subordinates. Project management skills. Valid driver's license. Please note that all candidates will be required to undergo a Cataloguing and Classification Skills test

DUTIES : Develop and execute library technical services. Facilitate collection development. Liaise with internal and external service provider. Procure library material. Journal and serial management. Catalogue. Catalogue and classify library material. Quality control library catalogue. Act as a back up in information services. Supervise subordinates. Provide assistance to senior librarian. Binding of law reports.

ENQUIRIES APPLICATIONS : Phumelele Sali 053 807 4521
 : Email: Recruit1783@npa.gov.za Fax: 012 843-3840 Ref: Recruit 1783

POST 30/163 : **MESSENGER**

SALARY : R73 584 per annum (level 4)
CENTRE : DPP: Kimberly
REQUIREMENTS : Grade 12, or equivalent qualification. Knowledge of and experience in Registry and messenger procedures. Code 8 driver's license.

DUTIES : Collect and deliver mail and parcels from the Post Office. Collect and deliver mail and parcels from other destination. Collect and deliver parcels internally in the NPA (primary functions). Open mail and parcels. Register mail and parcels. Serving of subpoenas and summons to various police stations in Kimberley region. Transportation of personnel to and from various destinations.

ENQUIRIES APPLICATIONS : Phumelele Sali 053 807 4521
 : Email: Recruit1788@npa.gov.za Fax: 012 843-3845 Ref: Recruit 1788

POST 30/164 : **ADMINISTRATIVE ASSISTANT: GENERAL**

SALARY : R73 584 per annum (level 4)
CENTRE : NPS: Head Office
REQUIREMENTS : Grade 12 plus relevant administrative experience. Knowledge of public service legislation. Ability to organize and prioritize work. Computer literacy in Ms Packages.

DUTIES : Provide support service to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administration support to the legal staff, logistical and human resources. Good office practice.

ENQUIRIES APPLICATIONS : Gija Maswanganyi 012 845 6944
 : Email: Recruit1789@npa.gov.za Fax: 012 843-3846 Ref: Recruit 1789

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private BagX115, Pretoria, 0001 or e-mail to recruit.odg@treasury.gov.za. Applications can also be faxed to (012) 315 5999
- CLOSING DATE** : 10 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 30/165** : **BUSINESS SUPPORT MANAGER REFERENCE NUMBER: S085/2010**
 Division: Corporate Services
 Purpose of the Job: To provide management and administrative support service to the Chief Directorate: Legal Services in the Office of the Director-General.

- SALARY** : R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** :
 - A relevant 3 years degree / national diploma from accredited educational institution or a minimum of 8 years relevant management and/ or administrative support experience with special emphasis on being able to conduct legal research, drafting legal memoranda, familiarity with statutes, law reports and online research tools
 - Must have a moderate understanding of the core functions of the division; and
 - Advanced proficiency in an MS office applications;
 - Highly organized, attention to detail and excellent time management skills
 - Ability to maintain a high level of proactive and imaginative support to the Chief Directorate

- DUTIES** :
 - Manage the administration of the Chief Directorate: Legal Services by providing the overall administrative support;
 - Develop and maintain administrative systems to assist the Chief Directorate in the execution of its functions e.g. introducing a system to effectively manage client instructions, procedures to retain knowledge memory, maintenance of trial date register;
 - Develop and maintain a legal case management system;
 - Develop operational manual for the Chief Directorate: Legal Services;
 - Establish and maintain legal resource centre including online research tools;
 - Align the filling system with fileplan of the National Treasury;
 - Maintain panel of legal advisors;
 - Develop templates for opinions and contracts;
 - Creating and maintain a central database for contracts, opinions and precedents;
 - Manage administrative staff as well as all personnel matters e.g leave, performance, management;
 - Conduct legal research and draft legal memorandae;
 - Prepare a feasible budget for the Chief Directorate: Legal Services;
 - Monitor the budget of the Chief Directorate: Legal Services;
 - Prepare, proof read and assist with quality control of legal documents;
 - Assess training needs and facilitate appropriate training for legal service staff;
 - Provide administrative support, organize administrative matters for the Chief Directorate, ensure and advise on the effective flow of info and documents;
 - Where required draft correspondence / memo's for approval by Chief Directors;
 - Assist Chief Directors in compiling presentations;
 - Collect and co-ordinate information for the manager as required;
 - Do advanced research funding requirements for the MTEF as requested by the manager;
 - Scrutinize routine memo's, reports and make notes and recommendations for the manager;
 - Financial management, assist manager with all documents related to the budget, assist in determining s: Legal Services e: Legal Services
 - Keep record of the expenditure commitments, monitor expenditure and alert managers to possible under or over spending;
 - Check and correlate BAS reports to ensure expenditure is allocated correctly;
 - Remain up to date with the applicable prescripts / policies;
 - Remain abreast with the procedures and processes that apply in the offices of the managers; and
 - Study the relevant Public Service prescripts and other documents applicable to the Department and ensure the application thereof is understood properly.

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.



- CLOSING DATE** : 13 August 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 30/166** : **DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM MANAGER, EPWP Ref 2010/179**

- SALARY** : All inclusive salary package of R 652 572.00 per annum
- CENTRE** : Head Office

- REQUIREMENTS** : A relevant tertiary qualification in any of the following fields: geography, demography, cartography, town and regional planning, photo-grammetry with appropriate experience in the GIS environment. Knowledge of system development, as it relates to GIS; Expanded Public Works Programme and the framework for its valuation; administration of Service Level Agreements. Presentation and training skills; project management skills; decision making skills; interpersonal and diplomacy skills. Ability to work under stressful situations and meeting deadlines; People orientated; The person should be self-motivated, able to use to use own initiative, creative.

- DUTIES** : Compile and maintain an inventory of GIS capacity among the EPWP reporting bodies. Support reporting bodies to optimize spatial analysis of the EPWP. Integrate with other Government wide GIS initiatives. Provide geographical support for the monitoring and evaluation framework. Optimise geographical technologies to produce user driven products, analysis and informatics. Manage service delivery of contractors/service providers. Manage the process to map progress of the EPWP. Identify gaps in geographic data to address needs, evaluate possible data sources and procure data. Provide mapping services to those reporting bodies that do not have GIS capacity. Provide timeous and accurate fundamental geographic data and metadata on the EPWP and Departmental programmes. Provide progress reports regarding the development and improvement of the accurate fundamental geographic data and metadata. Facilitate the effective use of the reporting system through the assessment of stakeholder needs and the provision of related training. Ensure joint application development and spatial capturing of data.

- ENQUIRIES** : Ms N Matsena; Tel 012 337 2669

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

- FOR ATTENTION** : Ms M Masubelele

OTHER POSTS

- POST 30/167** : **DEPUTY DIRECTOR: NON STATE SECTOR MOBILISATION, EPWP OPERATIONS Ref 2010/172**

SALARY : All inclusive salary package of R 378 456.00 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate tertiary qualification in Communication/Marketing/Social Science or equivalent qualification. Appropriate experience in the Communication/Marketing or Social Science. Knowledge of Local Government and Non State entities protocol, Public Finance Management Act, EPWP Strategic goals, Financial management, policies and regulations. Skills: Advanced report writing, planning and organizing, effective communication, management, sound analytical and problem identification and solving skills. Ability to work independently; people orientated, innovative, analytical thinking, self motivated and creative. Ability to work for long hours, Valid Driver's license.

DUTIES : Organise campaigns to increase awareness amongst communities regarding the programme. Establish strategic linkage between the communities. Ensure effective communication mechanisms for the programme. Ensure compliance with the programme set targets and indicators. Ensure that community leadership protocols are established and observed by all stakeholders of the programme. Assist with the evaluation of the programme of the participating entities. Ensure that PMT directives are communicated to the implementing entities and communities.

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

FOR ATTENTION : Ms M Masubelele

POST 30/168 : **DEPUTY DIRECTOR: NON STATE SECTOR PROGRAMME COORDINATOR & INCENTIVES, EPWP OPERATIONS Ref 2010/173**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate tertiary qualification in Social Science/Financial economics/Business Management or other related fields. Appropriate experience in the Social Science/Financial economics/Business Management. Knowledge of Local Government and Non State entities protocol, Public Finance Management Act, EPWP Strategic goals, Financial management, policies and regulations, social development dynamics. Skills: Advanced report writing, planning and organizing, effective communication, management skills, sound analytical and problem identification and solving skills. Ability to work independently; people orientated, innovative, analytical thinking, self motivated and creative. Ability to work for long hours, Driver's license.

DUTIES : Assist the appointed Programme Management entity in developing proposal for planning base allocations. Establish effective interventions to maximize proper utilization of the incentive allocation across all entities. Work closely with Programme Management Entity to improve expenditure performance of the Non State Sector. Facilitate successful implementation of the incentive programme across all spheres of the government. Provide reports to relevant stakeholders and structures. Facilitate the development of clear planning protocols for the incentive programme. Develop and maintain the database of beneficiaries. Monitor the performance of the appointed Programme Management entity. Prepare budget for the Non State Sector

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

FOR ATTENTION : Ms M Masubelele

POST 30/169 : **DEPUTY DIRECTOR: TRAINING TECHNICAL SUPPORT EPWP TRAINING SUPPORT REF 2010/174**

SALARY : All inclusive salary package of R 378 456.00 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate tertiary qualification in Human Development Studies or equivalent/relevant qualification. Appropriate experience in the education, training and development field. Knowledge of Education and training framework; Skills Development and South African Qualifications Authority Acts; SAQA/NQF/SETA framework. Technical skills in programme \ and learning

material design ,Programme and project management skills; interpersonal and diplomacy skills; strategic management skills; Relationship management skills; Problem solving, decision making and motivational skills. Ability to work under stressful situations; people orientated, innovative, analytical thinking and highly motivated. Extensive travelling, Driver's license.

DUTIES : Ensure EPWP courses are registered and aligned to SAQA, SETAs and NQF standards. Develop and implement the course costing model for EPWP training. Linkages with subject matters experts for review of the EPWP course and learning material thereof. Develop and maintain of the sector courses database. Provide technical guide in the design and review of capacity building programmes for EPWP Training. Manage and monitor the procurement of training providers for EPWP training initiatives. Ensure SAQA registered courses are aligned to the funders policy requirements. Development of the course costing model for EPWP. Reviewing linkages with expects subject matters. Coordinate for review of the EPWP course catalogues. Development of the sector courses database. Provide technical guide in the design of capacity building programme. Functional support to the technical team. Manage the procurement of training

ENQUIRIES APPLICATIONS : Ms T Pooe Tel (012) 337 2578
 : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 30/170 : **DEPUTY DIRECTOR: PROVIDER CAPACITY BUILDING AND COORDINATION, EPWP TRAINING SUPPORT REF 2010/175**

SALARY CENTRE REQUIREMENTS : All inclusive salary package of R 378 456.00 per annum
 : Head Office
 : An appropriate tertiary qualification in Human Developmental Studies or equivalent/relevant qualification. Appropriate experience in the education, training and development field. Knowledge of Education and training framework; Skills Development and South African Qualifications Authority Acts; SAQA/NQF/SETA framework. Programme and project management skills; interpersonal and diplomacy skills; strategic management skills; Relationship management skills; Problem solving, decision making and motivational skills. Ability to work under stressful situations; people orientated, innovative, analytical thinking and highly motivated. Extensive travelling, Driver's license.

DUTIES : Ensures availability of relevantly accredited and efficient training providers for EPWP Training. Manage and monitor implementation of the providers' capacity building programme of EPWP. Develop implementation tools for the providers capacity building programme Maintains the EPWP database of training providers across all EPWP sectors Establishment of learning networks for the PWP Training provisioning.

ENQUIRIES APPLICATIONS : Ms T Pooe Tel (012) 337 2578
 : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 30/171 : **DEPUTY DIRECTOR: PROGRAMME CO- ORDINATION EPWP PARTNERSHIP SUPPORT REF 2010/176**

SALARY CENTRE REQUIREMENTS : All inclusive salary package of R 378 456.00 per annum
 : Head Office
 : Appropriate Degree or National Diploma in social sciences, programme management, public management, the built environment and/or any other relevant qualifications and relevant work experience. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Stakeholder Management; Monitoring and Evaluation methods, as well as Public Financial Management Act. Skills: Computer Literacy, Planning and Organizing, Problem Solving, Report Writing, Presentation Skills, Negotiation and Analytic Thinking. The person should be prepared to travel and adapt work schedules in accordance with office requirements. A valid driver's license is required.

DUTIES : The effective national co-ordination and implementation of EPWP interventions in all spheres of Government. Participate and represent EPWP in national, provincial, and municipal forums. Encourage the participation of stakeholders in the EPWP. Monitor EPWP performance. Liaise and inform public bodies of EPWP opportunities. Build and maintain EPWP networks and relations. Ensure communication and feedback between EPWP national and various stakeholders and role players. Develop and collate monthly reports.

ENQUIRIES APPLICATIONS : Ms CJ Abrahams Tel (012) 337 3000 Ext 2302

FOR ATTENTION : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Church and Bosman Street, Public Works House Building, Pretoria,
Ms M Masubelele

POST 30/172 : **DEPUTY DIRECTOR: TRAINING QUALITY MANAGEMENT EPWP OPERATIONS REF 2010/177**

SALARY CENTRE REQUIREMENTS : All inclusive salary package of R 378 456 per annum
: Head Office
: An appropriate tertiary qualification in Human Resources/ Development/Training or relevant/equivalent qualification. Appropriate experience in Training Management. Knowledge of Quality Management System, Assessment and evaluation of training, Human Resource Development, Public Service Act, SAQA/NQF/SETA framework. Skills: Policy interpretation, planning and organizing, presentation skills, interpersonal skills, report writing. Ability to work under stressful situations, Ability to communicate at all levels, Assertive, creative and resourceful. Willing to adapt work schedule in accordance with office requirements. Driver's license.

DUTIES : Develop the quality management system for provision of education and training in line with Education Quality Assurance principles. Verify and update training records presented to EPWP Web Based System. Ensure consistency and quality of training curriculum and practices. Setting the quality assurance compliance objectives and ensuring the targets are achieved. Review and oversee implementation of the system, policies and operating procedures. Promotion of quality in the EPWP training through coordinated internal reviews. Ensure that the information is monitored and evaluating the impact and quality of the programme. Review and update all training courses.

ENQUIRIES APPLICATIONS : Ms C Makunike Tel (012) 337 2634

FOR ATTENTION : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Church and Bosman Street, Public Works House Building, Pretoria,
Ms M Masubelele

POST 30/173 : **DEPUTY DIRECTOR: LEARNING PROGRAMMES EPWP OPERATIONS Ref 2010/178**

SALARY CENTRE REQUIREMENTS : All inclusive salary package of R 378 456.00 per annum
: Head Office
: An appropriate tertiary qualification in Human Resources/ Development/Training or relevant equivalent qualification. Appropriate experience in Training Management. Knowledge of Curriculum development and design, Training material development, Assessment and evaluation of training, Human Resource Development, Public Service Act, SAQA/NQF/SETA framework. Skills: Policy interpretation, planning and organizing, presentation skills, interpersonal skills, report writing. Ability to work under stressful situations, Ability to communicate at all levels, Assertive, punctuality, creative and resourceful. Willing to adapt work schedule in accordance with office requirements. Driver's license.

DUTIES : Designing of curriculum to address the performance gaps. Develop training and learners material. Identify EPWP training priorities. Determine and gather information on training needs from target beneficiaries. Ensure assessment is done on the courses objectives related to the service achieved. Develop project implementation and training coordination of the learning programmes. Continuously updating training materials for existing courses. Ensuring the training of the learning programmes takes place to the required standards. Monitoring and reviewing the progress of trainees.

ENQUIRIES : Ms C Makunike Tel (012) 337 2634

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

FOR ATTENTION : Ms M Masubelele

POST 30/174 : **DEPUTY DIRECTOR: ANALYST, EPWP MONITORING AND EVALUATION REF 2010/180**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification in Social Sciences, Statistics or relevant qualification. Knowledge of statistical techniques and methodology. Appropriate experience in research environment or related experience. Knowledge of promoting of Access to Information Act; Research Methodologies/Frameworks; Construction Industry; PFMA. People orientated; Resourceful and creative. Financial Administration skills; Problem solving; Researching; Investigative; Effective communication.

DUTIES : Research, prepare and draft relevant media speeches articles and presentations, Manage the preparation of presentation material to support the DDG and Public relations and communications functions within the unity. Research on the best practice of research tools and methodologies. Manage the media, parliament responses and queries on EPWP; Assist other EPWP units to respond to media and parliament **QUERIES**. Compile and analyse quarterly reports. Collect Portfolio of Evidence

ENQUIRIES : Ms N Matsena Tel 012 337 2669
APPLICATIONS : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms M Masubelele

POST 30/175 : **DEPUTY DIRECTOR: VUK'UPHILE PROGRAMME (X2 POSTS) EPWP Ref 2010/181**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRE : Cape Town Regional Office Ref 2010/181 A Durban Regional Office Ref 2010/181 B
REQUIREMENTS : Tertiary qualification in construction, built environment project management or related field with extensive relevant experience in built environment. 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; Knowledge of project management and construction management; Knowledge of the structure and functioning of the Department and government and Valid driver's license.

DUTIES : The effective management and coordination of the Vuk'uphile Programme for Particular Public bodies. Ensure the effective management coordination and implementation in all provinces. Assist in identifying and recruiting potential public bodies that can contribute in the Vuk'uphile Programme. Assist in the provision of effective mentorship to the participants in the Vuk'uphile Programme. Assist in the ensuring that work carried out according to EPWP policies and guideline. Compile and submit updated reports on progress on progress made. The effective monitoring and reporting on the implementation of Vuk'uphile Programme for particular participating public bodies: Assist in developing and implementation of innovative funding and quality assurance models for the Vuk'uphile Programme. Assist in ensuring improvement performance of staff in the current projects. Liaise with all relevant stakeholders to ensure their buy-in and participation of the Vuk'uphile Programme for particular Public bodies.

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

FOR ATTENTION : Ms M Masubelele

POST 30/176 : **ASSISTANT DIRECTOR PROCUREMENT Ref 2010/182**

CENTRE : Mthatha Regional Office
SALARY : R 192 540.00 per annum

REQUIREMENTS

: An appropriate Degree/ National Diploma in Management/ Administration or Logistics or equivalent qualification with relevant appropriate experience in Supply Chain Management. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer literacy especially in spreadsheet, (MS Office packages). Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.

DUTIES

: Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES

: Mr. A Ngqongqo Tel (047) 5027000

APPLICATIONS

: The Regional Manager, Department of Public Works, Private Bag x 5007, Mthatha 5099

FOR ATTENTION

: Ms N Tyusha

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.

- 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
- CLOSING DATE** : 13 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 POSTS

- POST 30/177** : **DEPUTY MANAGER: BUDGET PERFORMANCE MANAGEMENT (VARIOUS)**
(REFERENCE: S8/3/2010/581)
- SALARY** : R192 540 per annum (Level 9)
- CENTRE** : Directorate: Budget Performance Management (Pretoria)
- REQUIREMENTS** : A relevant three year degree/diploma in Accounting /Economics/Public Finance. * 3 years working experience in the planning and budget environment. * Sound knowledge of government budgeting and planning processes. * Good operational knowledge of the Basic Accounting system and Vulindlela system. * Good understanding, of application and interpretation of the Public Finance Management Act and Treasury Regulations. * Understanding of government monitoring and evaluation process. * Ability to formulate targets and indicators. * Strategic planning skills, presentation and report writing skills. * Financial Management and service delivery innovation skills. * Good verbal and written communication skills. * Valid drivers licence.
- DUTIES** : * Provide integrated financial and budget performance management services to support the day to day operations of the Department. * Prepare internal and external financial and budget performance report. * Coordinate the process of developing the department's projections and ensure their alignment with the operational plans and demand management plans. * Monitor the department's implementation of spending plans to ensure effective, efficient and economical realization of its goals and objectives. * Provide technical advice and guidance on budget related matters to enhance the day to day operations of the Department and its entities. * Execute all decisions, plans and programmes developed by the Manager accordingly. * Facilitate the integration of operational plans in the Department continually. * Comply with Public Finance Management Act, Treasury Regulations and Departmental guidelines at all times
- ENQUIRIES** : Mr N Vezi Tel: (012) 312 8470
- 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

POST 30/178 : **DEPUTY MANAGER: SERVICE EXCELLENCE PROGRAMME (VARIOUS)**
(REFERENCE: S8/3/2010/580)

SALARY : R192 540 per annum (Level 9)
CENTRE : Directorate: Management Advisory Support Services (Pretoria)
REQUIREMENTS : An appropriate degree/ diploma in human and social sciences. * Practical knowledge and understanding of Batho Pele imperatives of government. * Practical experience in co-ordination and facilitation of Batho Pele programmes. * Understanding of public sector service delivery legislative frameworks. * Policy development and analytic skills. * Presentation and facilitation skills. * Good communication and writing skills. * Monitoring and evaluation skills. * Report writing skills. * Proven project management experience. * Advanced computer literacy. * Willingness to travel. * A valid driver's license. * Ability to work under pressure and be prepared to work irregular hours.

DUTIES : * Facilitate and coordinate the implementation of service excellence to ensure mainstreaming of the Batho Pele principles into departmental policies, programmes and systems. * Review and update Service Delivery Improvement Strategies to ensure alignment to the strategic intent of the Department. * Facilitate and coordinate Batho Pele Awareness campaigns. * Conduct client satisfaction surveys and compile management information reports. * Monitor and evaluate the implementation of the Batho Pele Strategy. * Facilitate the identification and removal of barriers to access of services. * Coordinate and facilitate training on customer care. * Facilitate and coordinate service excellence awards to encourage proactive and innovativeness in delivering services to the citizens

ENQUIRIES : Ms Emily Mlangeni Tel: (012) 312 9828/ 9461
NOTE : White persons are encouraged to apply

POST 30/179 : **SENIOR REGISTRY CLERK (REFERENCE: S8/3/2010/569)**

SALARY : R105 645 per annum (Level 6)
CENTRE : Directorate: Human Resource Management: Pretoria
REQUIREMENTS : Applicants must be in possession of a National Senior Certificate (Grade 12) and have personnel registry experience. * Knowledge of HR Registry activities as well as the Archives Act and Requisitions and guidelines of registry work. * Computer literate with regard to MS Word and Excel. The following skills will serve as recommendations: * Ability to identify, classify and record a large variety of official documents. * Verbal and written communication skills. * Good interpersonal relations. * Ability to work independently as well as in a team whilst focusing on achieving targets. * Ability to prioritise urgent matters. * Language proficiency. * Ability to interpret and apply policies and guidelines. * Ability to prioritise and organise work whilst functioning under pressure to handle high volumes of work and meet strict deadlines. * Responsible and co-operative. * Be customer friendly and extremely courteous.

DUTIES : * Render a support function in terms of the maintenance and control of all archived documents. * Assists in records management when required. * Responsible for identifications numbers, Filing and safe-keeping of documents. * Pending and search of files and documents. * Dispose archived documents in terms of the Archive Instructions. * Register and sort all incoming and outgoing correspondence. * Open and close files according to the Archive Act Instructions. * Control the movement of records. * Design and maintain all registers used in registry. * Manage equipment utilised in registry. * Shared confidential documents

POST 30/180 : **SENIOR ACCOUNTING CLERK: TRAVEL ACCOUNTS (VARIOUS)**
(REFERENCE: S8/3/2010/566)

SALARY : R105 645 per annum (Level 6)
CENTRE : Directorate: Logistics, Transport And Assets Management: Pretoria
REQUIREMENTS : A National Senior Certificate or equivalent qualification with Accounting as a subject. * An appropriate or relevant post matric qualification will be an added advantage. * Good interpersonal skills. * Knowledge of BAS system and payments requirements. * Computer literacy. * Good verbal and written communication skills. * Sufficient working experience in a financial environment. * The following will serve as recommendations: * Knowledge of treasury or

DUTIES

Financial regulations, Public Finance Management Act. * Knowledge and experience in Government Garage interface process. * Knowledge of new SCOA items and how to apply it.

: Compile and capture journals on BAS. * Compile and capture payments on BAS. * Control and reconcile suspense accounts for monthly reporting. * Reconciliations of Government Garage Account. * Record payments by checking the quality and quantity of payments processed on daily basis.* Document control function

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The main focus of the Department of Science and Technology is on implementing the national research and development strategy. The strategy is implemented through an integrated approach that includes human resource development, knowledge generation, investment in science and technology infrastructure, and the strategic management of the public science and technology system. To assist us in achieving our goals, we wish to appoint dynamic individuals in the following positions in our head Office in Pretoria:

- APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on "Careers" then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to help@jonti.co.za or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and Application Letter to HRHelpdesk@dst.gov.za or by post to Private Bag X894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building, 52 Meiring Naude Road, Brummeria
- CLOSING DATE** : 13 August 2010
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document and three references. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only.

OTHER POSTS

- POST 30/181** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**
- SALARY** : R 192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree in Finance or Commerce plus two years relevant experience with skills in Budgeting, Communications, Report writing, Negotiations, and Computer literacy* Knowledge of Budget processes, PFMA, Treasury Regulations, financial standards (accounting standards, Management accounting and financial management
- DUTIES** : Consolidate and analyse MTEF inputs from programmes* Expenditure control* Prepare the in-year monitoring pack* Budget Maintenance.
- ENQUIRIES** : Ms D Morabe, tel. (012) 843- 6758
- POST 30/182** : **LEGAL ADMIN OFFICER (MR 5 TO MR6)**
This is a re-advertisement, those who applied before are encouraged to reapply.
- SALARY** : R190 902 to 242 253 per annum (Salary to be determined in accordance with experience)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification in LLB degree or a recognized four-year legal qualification* 5 to 8 years legal experience and in administration of the law* Good knowledge of the South African legal system, Knowledge of legal compliance and risk management, Knowledge of contract management, Knowledge of policy development processes* Organisational skills and competences with the ability to meet deadlines, good interpersonal and communication skills.
- DUTIES** : Administer compliance programme and monitor compliance therewith; review regulatory compliance requirements, Identify legal risks and advise on possible interventions* Promotion of compliance framework* Monitor compliance with contract terms and conditions and liaise with project managers on contracts performance monitoring issues* Scrutinise draft operational policies to ensure consistency with law*
- ENQUIRIES** : Mr B Muthwa (Tel): 012 843 6649
- CLOSING DATE** : 13 August 2010

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	13 August 2010
<u>NOTE</u>	:	<input type="checkbox"/> A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

<u>POST 30/183</u>	:	<u>SENIOR ACCOUNTING CLERK (SALARIES) (2 POSTS)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R105 645 p.a.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. <input type="checkbox"/> Knowledge of the PFMA and Treasury Regulations. <input type="checkbox"/> Knowledge and understanding of the PERSAL system. Competencies needed: <input type="checkbox"/> Ability to analyse and interpret financial statements. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Customer care skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Financial management Skills. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work under pressure and. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Disciplined. <input type="checkbox"/> Diversity Commitment. <input type="checkbox"/> Friendly and trustworthy. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Ability to work independently and as part of a team, <input type="checkbox"/> Self-starter. <input type="checkbox"/> Assertive. <input type="checkbox"/> Persuasive.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Claim amounts from other Departments after transfer of officials and closing of salary file after resignation. <input type="checkbox"/> Clear all debt ledger accounts. <input type="checkbox"/> Manage departmental debt. <input type="checkbox"/> Attend to queries from officials and other stakeholders. <input type="checkbox"/> File the documents. <input type="checkbox"/> Draft correspondence to all debtors.
<u>ENQUIRIES</u>	:	Ms WC Baloyi Tel no: (012) 312 7896
<u>POST30/184</u>	:	<u>SENIOR PERSONNEL OFFICER GRADE III</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R105 645 p.a.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> A Senior (or equivalent) Certificate PLUS credible experience in human resource administration. <input type="checkbox"/> Practical experience of PERSAL. <input type="checkbox"/> Knowledge of HR prescripts and procedures. Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Ability to analyse and interpret HR policies and prescripts. <input type="checkbox"/> Interpersonal skills. Attributes: <input type="checkbox"/> Accuracy. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to cope with a high work load. <input type="checkbox"/> Ability utilise time effectively. <input type="checkbox"/> Ability to keep commitments on scheduled priorities. <input type="checkbox"/> Display initiative. <input type="checkbox"/> Ability to effectively plan and prioritise tasks.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Handle the administrative processes with regard to appointments (all nature of appointments), resignations, promotions, transfers, translations in rank, probations, acting appointments, performance bonuses and pay progression. <input type="checkbox"/> Administer special dispensation for political office bearers and allowances of ministerial staff. <input type="checkbox"/> Process applications for advertised posts. <input type="checkbox"/> Implement and administer salary packages of the Senior and Middle

		Management Service Members ☐Administer annual renewal of professional registrations.
<u>ENQUIRIES</u>	:	Mr Issie Chappell Tel: (012) 312-7503
<u>POST30/185</u>	:	<u>ASSISTANT DIRECTOR: CUSTOMER SERVICE</u> Directorate: Information Management
<u>SALARY</u>	:	R192 540 p.a.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	☐A three year Diploma/ Degree in Information Technology or Electronics Engineering PLUS credible experience in IT customer service/ support. Competencies needed: ☐Experience in network administration. ☐Sound customer relations / interpersonal skills. ☐Planning and organising skills ☐Communication (written and verbal) skills. ☐Computer literacy. Attributes: ☐Accuracy. ☐Ability to work under pressure. ☐Ability to cope with a high work load. ☐Ability utilise time effectively. ☐Ability to keep commitments on scheduled priorities. ☐Display initiative. ☐Ability to effectively plan and prioritise tasks.
<u>DUTIES</u>	:	Key Responsibilities: ☐Capture faults / requests on the service desk and allocate faults to IT staff for attention. ☐Monitor the trends on the service desk faults management system and put together the plans to deal with inefficiencies. ☐Run reports on the service desk system and advice management and IT staff. ☐Coordinate and chair technical discussions within IT to address customer problems. ☐Facilitate business solutions. ☐Develop customer feedback mechanisms. ☐Regularly update customers of the status of their requests / problems. Use remote management tools to save on maintenance costs. Offer training to staff on customer relations.
<u>ENQUIRIES</u>	:	Mr S Ntsioa, Tel: (012) 312-7756 / 7072
<u>POST30/186</u>	:	<u>COMMUNICATION OFFICER (X2)</u> Directorate: Public Liaison and Events Management
<u>SALARY</u>	:	R130 425 p.a.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	☐An appropriate Degree/ Diploma in Communication/Relations Management (or equivalent qualification PLUS sufficient experience in Public Liaison).☐Knowledge of Government Protocol. ☐ Knowledge of the Public Service Regulatory Framework will be an added advantage. Competencies needed: ☐Planning and Organising skills. ☐Ability to interpret directives. ☐Interpersonal skills. ☐Customer Focus. ☐Document Management skills. ☐Problem-solving skills. ☐Communication (written, verbal and liaison) skills. ☐Computer literacy. ☐Event Management skills. ☐Project Management skills. Attributes: ☐Friendly. ☐Confident. ☐Accurate. ☐Adaptable. ☐Independent. ☐Ability to work under pressure and to cope with a high workload. ☐Ability to work in a team.
<u>DUTIES</u>	:	Key Responsibilities: ☐Planning and coordinating public engagements amongst others, communities and stakeholders. ☐Update existing database and identify potential stakeholders. ☐Take notes and keep accurate records of complaints and concerns raised during Outreach Programmes, Imbizos and roundtables between DSD and Stakeholders and advise accordingly. ☐Promote Joint collaboration in planning events and Integrated Community, Registration Outreach Programmes (ICROPS) between DSD, SASSA and NDA. ☐Maintain sound customer relations and joint collaboration in planning of events with SASSA, NDA and other stakeholders.
<u>ENQUIRIES</u>	:	Ms K Matlala Tel: (012) 312-7750
<u>POST 30/187</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE I - II 1X POLICY DEVELOPMENT AND 1X PROGRAMME IMPLEMENTATION</u> Directorate: Youth Development
<u>SALARY</u>	:	R155 781 – R208 410 p.a. (The grade and salary of the posts will be commensurate with the appropriate experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	☐An appropriate Bachelors Degree in Social Science (or equivalent qualification). A minimum of 5 years recognisable experience in community development after obtaining required qualification. Knowledge of youth issues and social conditions. Willingness to travel. A valid code 08 drivers licence.

Knowledge of youth development policies. Knowledge of all youth development programmes. Competencies needed: Project management skills. Knowledge of youth related policies. Understanding of the policy development process. Communication (written and verbal) skills. Planning and organising skills. Interpersonal and liaison skills. Computer literacy. Networking and inter-sectoral collaboration skills. Facilitation skills
 Attributes: Confident. Compliant. Accurate. Systematic. Logical. Assertive. Self-starter. Persuasive. Adaptable. Self-starter. Diversity commitment. Innovative. Ability to work independently and as part of a team.

DUTIES : Key Responsibilities: Assist with the development of policies, strategies and legislation, to address the challenges facing youth sector. Monitor and evaluate adherence to the norms and standards of Youth Development. Develop and maintain a youth development database, of youth workers (volunteers), youth NPOs and programmes. Facilitate the placement of youth workers in institutions involved with youth development and coordinate their career pathing. Assist in the coordination and promotion of services and youth development programmes. Conduct a skill audit on youth organisations and coordinate capacity building projects for youth workers. Act as liaison and coordinator between the Directorate: Youth and all the relevant stakeholders involved in youth activities. Assist with implementation and support of all youth programmes. Liaise with Provinces, manage the reporting structures. Assist with organising meetings, events that promote youth development. Provide strategic direction on the implementation of youth development programmes. Monitor and evaluate the implementation and correct application of strategies and programmes on community development

ENQUIRIES : Ms H Vivian Tel no: (012) 312-7421/ 7425

POST 30/188 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT**
 Directorate: Organisational Development

SALARY : R192 540 p.a.
CENTRE : Pretoria

REQUIREMENTS : National Diploma in Management Services (Organisation and Work study) or an appropriate degree/ National Diploma plus the 10 week technikon certificate course in Organisation and Work study PLUS comprehensive experience in the Organisational Development and Work study field. Successful completion of the certificate (EQUATE). Knowledge of Public Service Act. Knowledge of Public service Regulations. Knowledge and experience of Codes of Remuneration. Knowledge and experience on EQUATE System. Knowledge and Experience of drafting the Job descriptions. Knowledge of Job Analysis and design. Experience in Work study techniques, procedures and methods. Willingness to work overtime from time to time. Competencies needed: Computer literacy. Problem solving. Planning, coordinating and organising skills. Analytical thinking. Presentation skill. Communication (written, verbal and liaison) skills. Research skills. Well developed report writing skills. Time management. Training and motivation skills. Project management skills. People management skills. Benchmarking skills
 Attributes: Self starter. Accurate. Team player. Ability to work under pressure. Ability to work independently. Logical thinking. Innovative and creative. Compliant.

DUTIES : Key Responsibilities: Conduct advanced work study investigations with regard to the efficiency and effectiveness of work procedures, methods, systems, job design, form design and work flow analysis and report on findings. Develop, review and advice on job descriptions and specifications. Monitor the implementation of the Job Evaluation and ensure compliance. Conduct job evaluations in the department. Render an advisory and liaison service to internal and external customers on organisational development matters. Develop an Organisational Design framework inclusive of base standards. Supervise and develop staff.

ENQUIRIES : Ms A Schoombie Tel no: (012) 312-7510

THE PRESIDENCY

APPLICATIONS FOR ATTENTION NOTE : The Presidency, Private Bag X1000, Pretoria, 0001
 : Ms Makgae
 : 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 POSTS

POST 30/189 : **SENIOR SUPPLY CHAIN OFFICER: PAYMENTS**
 Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R 161 970 per annum
 : Pretoria
 : A relevant three year qualification or Grade 12 certificate and extensive experience in Logistic Management and BAS System. Successful completion of the Supply Chain Management courses, practical experience of LOGIS integration system. Working knowledge of BAS. Be conversant with the Public Finance Management Act (PFMA) and Treasury Regulations, the preferential procurement reform process in Government. Good communication and organisational skills, supervisory skills, computer literacy in MS Word, Ms Excel and have knowledge of writing reports

DUTIES : The successful candidate will be responsible for the following key performance areas: approving of payments on Logis Procurement Integration and BAS. Act as LOGIS System Controller in the absence of the Assistant Director. Provide training to subordinates, supervise payments section. Ensure compliance to delegations. Oversee the SMME/BEEE database. Monthly reporting on payments.

ENQUIRIES CLOSING DATE : Ms Anne- Marie Den Boef (012) 300 5945
 : 13 August 2010

POST 30/190 : **DRIVER: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R73 584 per annum
 : Pretoria
 : ABET (L1 – 3). Experience in general administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid driver's license. Specialist requirements (Skills needed): Basic computer skills. Basic numeric, good communication and planning skills. Organise own work and good driving skills. Ability to read, understand, and adhere to the road rules and regulations.

DUTIES : Deliver and fetch correspondence. Assist with physical tasks in the records office.. Transporting of personnel. Fueling the vehicles; ensuring that periodic scheduled vehicle maintenance is completed and reported; preparing trip reports; preparing accident and incident reports as necessary; assisting passengers and handicapped customers in and out of the vehicle; providing other services as requested by management when not engaged in transportation service. Keep the assigned vehicle(s) clean inside and outside. Maintains accurate, up-to-date records on trip sheets,

ENQUIRIES CLOSING DATE : Mr T Koena (012) 300 5896
 : 6 August 2010

DEPARTMENT OF WATER AFFAIRS

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

MANAGEMENT ECHELON

POST 30/191 : **DIRECTOR: OPTIONS ANALYSIS**
Five year renewable contract

SALARY : R652 572 per annum (all inclusive) flexible salary package, subject to the signing of a performance agreement

CENTRE : Pretoria

REQUIREMENTS : Engineering Degree (BScEng(Civil) /BEng(Civil)) or equivalent qualification as prescribed in the Engineering Profession Act, 2000 (Act No. 46 of 2000, South Africa), plus appropriate water engineering experience as a registered professional engineer. Compulsory registration with the Engineering Council of South Africa as a Professional Engineer (PrEng) is a pre-requisite. Valid driver's licence. Computer literacy. Good written and verbal communication skills. Experience in a Planning related environment. Ability to relate with associated professional fields in a multi-disciplinary team. Additional studies or experience in the following fields: Water Resources Engineering, Water Resource Systems Analysis, Water Resource Management, Hydrology, Geohydrology, Water Quality, Project Management, Engineering Economics, Environment and Law. Experience in Water Resource Planning related Aspects, such as Economic and Environmental Impact Assessment of Projects, Water Related Policy Analysis and Strategy Development, Financing, Institutional Aspects, Negotiation and High-level Communication. A Postgraduate qualification in a water resources related field will be an advantage.

DUTIES : *Provide technical leadership to a professional team, sign-off the work of the Directorate, and take responsibility for the quality of its output. *Optimise and plan water resource utilisation and development in South Africa through the evaluation of various management/development options. *Identify available water resources and development needs through multidisciplinary studies at appropriate levels of detail. *Participate in the development of water management strategies. *Conceptualise possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. *Analyse and arrange financing, legal and institutional aspects for water resource projects. *Coordinate and process inputs from a wide range of disciplines. *Analyse, optimise and report on feasibility investigations of possible water resource development. *Build capacity and mentor young engineers. *Provide specialist/expert advice on water resources to senior management and other relevant parties. *Provide efficient and effective management of water resources studies/projects within the constraints of the available resources and time. *Liaise with other organisations and parties on water resource related matters (at local, regional, national and international level).

ENQUIRIES : Mr LS Mabuda, Tel. (012) 336-8477

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

FOR ATTENTION : Ms T Bapela

CLOSING DATE : 10 October 2010

OTHER POSTS

- POST 30/192** : **CHIEF ENGINEER) GRADE A (MECHANICAL/ELECTRICAL**
- SALARY** : R507 114 per annum (all-inclusive package)
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : Engineering Degree (B Eng/BSC Eng) Six years post qualification experience required as a registered Professional Engineer. Valid Drivers' license. Compulsory registration with ECSA as a Professional Engineer. An appropriate four-year Bachelor's degree in Mechanical/Electrical Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus a minimum of 6 years experience, Registration as a Professional Engineer with the Engineering Council of SA. The following will serve as recommendations: Proof of passing the examination of the Commission of Examiners in terms of regulations concerning the Certificate of Competency, as amended in Government Notice R962 of May 1994. A valid Code 08 driver's licence.
- DUTIES** : Manage the Division: Mechanical/Electrical Engineering Support in the Central Operations on a day-to-day basis | Manage Human Resources and the budget | Promote a culture of innovation and performance | Provide leadership and direction to the technical support team | Render technical support (Mechanical/Electrical and Electronic Engineering) to the schemes in the Central Operations | Prepare tender documents | Project manage contracts | Undertake smaller designs and approve designs.
- ENQUIRIES** : Ms N Ndumo, tel. (012) 392-1489
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
- FOR ATTENTION** : Mr S Mhlanga
CLOSING DATE : 10 October 2010
- POST 30/193** : **CHIEF ENGINEER (CIVIL) GRADE A**
- SALARY** : R507 114 per annum (all inclusive salary package)
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : Engineering Degree (B Eng/BSC Eng) Six years post qualification experience required as a registered Professional Engineer. Valid Drivers' license. Compulsory registration with ECSA as a Professional Engineer. An appropriate, recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus a minimum of 6 years experience Registration as a Professional Engineer with the Engineering Council of SA | A valid Code 08 driver's licence.
- DUTIES** : Manage the Division: Civil Engineering Support in the Central Operations on a day-to-day basis. Manage Human Resources and the budget | Promote a culture of innovation and performance | Provide leadership and direction to the Civil Engineering support team | Render Civil Engineering support to the schemes in the Central Operations | Prepare tender documents | Project manage contracts | Undertake smaller designs and approve designs.
- ENQUIRIES** : Ms N Ndumo, tel. (012) 392-1425
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
- FOR ATTENTION** : Mr S Mhlanga
CLOSING DATE : 10 October 2010
- POST 30/194** : **CHIEF ENGINEER (MECHANICAL/ELECTRICAL) GRADE A**
- SALARY** : R507 114 per annum (all-inclusive package)
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : Engineering Degree (B Eng/BSC Eng). Six years post qualification experience required as a registered Professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. An appropriate four-year Bachelor's degree in Mechanical/Electrical Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus a minimum of 6 years experience, Registration as a Professional Engineer with the Engineering Council of SA. The following will serve as recommendations: Proof

of passing the examination of the Commission of Examiners in terms of regulations concerning the Certificate of Competency, as amended in Government Notice R962 of May 1994. A valid Code 08 driver's licence.

DUTIES : Manage the Division: Mechanical/Electrical Engineering Support in the Central Operations on a day-to-day basis | Manage Human Resources and the budget | Promote a culture of innovation and performance | Provide leadership and direction to the technical support team | Render technical support (Mechanical/Electrical and Electronic Engineering) to the schemes in the Central Operations | Prepare tender documents | Project manage contracts | Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Mr HJ Jordaan, tel. (012) 392-1425

FOR ATTENTION CLOSING DATE : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
: Ms P Nyaniso
: 10 October 2010

POST 30/195 : **CHIEF ENGINEER (CIVIL) GRADE A**

SALARY CENTRE REQUIREMENTS : R507 114 per annum (all inclusive salary package)
: NWRI, Central Operations (Pretoria)
: Engineering Degree (B Eng/BSC Eng). Six years post qualification experience required as a registered Professional Engineer. Valid drivers license. Compulsory registration with ECSA as a Professional Engineer. An appropriate, recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus a minimum of 6 years experience Registration as a Professional Engineer with the Engineering Council of SA | A valid Code 08 driver's licence.

DUTIES : Manage the Division: Civil Engineering Support in the Central Operations on a day-to-day basis. Manage Human Resources and the budget | Promote a culture of innovation and performance | Provide leadership and direction to the Civil Engineering support team | Render Civil Engineering support to the schemes in the Central Operations | Prepare tender documents | Project manage contracts | Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Mr HJ Jordaan, tel. (012) 392-1425
: The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION CLOSING DATE : Ms P Nyaniso
: 10 October 2010

POST 30/196 : **DEPUTY DIRECTOR: TECHNICAL SUPPORT IN OFFICE OF THE DEPUTY DIRECTOR-GENERAL REGIONS**

SALARY CENTRE REQUIREMENTS : R378 456 per annum per annum (all-inclusive salary package)
: Pretoria
: An appropriate 3-year Bachelor's degree or equivalent qualification with extensive and relevant experience. Knowledge and understanding of integrated water resources management and the related policy framework. An understanding of the PFMA and Treasury Regulations is highly recommended. Project planning and project management experience. Proven strategic management and leadership skills. Strong analysis, interpersonal and financial management skills. Excellent administrative and organisational skills. Good verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook), The ability to work independently, for long hours and under pressure. A valid driver's licence and willingness to travel where necessary.

DUTIES : Manage strategic documents (Ministerials, Director-General and Cabinet memos). Co-ordinate responses to Parliamentary Questions, as well as Ministerial and DG directives. Be responsible for the development and implementation of a document management system for the Branch. Undertake quality assurance of all submissions. Develop submissions as required from the DDG's office. Provide technical support and guidelines to Chief Directorates. Carry out stakeholder liaison and management.

ENQUIRIES : Ms N Zamxaka, tel. (012) 336-7585

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

FOR ATTENTION : Ms T Bapela

CLOSING DATE : 10 October 2010

POST 30/197 : **DEPUTY DIRECTOR: RE-ORGANISING, RESTRUCTURING, MONITORING AND EVALUATION**

SALARY : R378 456 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : *An appropriate three-year tertiary qualification coupled with extensive experience restructuring and transfers, monitoring and evaluation * Knowledge and background of financial management as well as Water Services Act, 108 of 1997, National Water Act, 36 of 1998 and other legislation and policies having an impact on the provision of water services. *Good understanding of institutional framework for Water Sector and Local Government *Knowledge of Local Government functional areas as it relates to the water sector *Project and programme management skills *Willingness to travel and work irregular hours *Leadership and management skills *Computer literacy Recommendations:- *Ability to interpret and apply policy and legislation *Communication skills (verbal and written), including public speaking skills *Negotiation and conflict resolution skills *Ability to interact with key stakeholders in the Water Sectors, Provincial and Local Government *Knowledge of the political and social dynamics of the role players in the Limpopo Region *Ability to work as part of the team.

DUTIES : *Co-ordinate the restructuring and transfers, monitoring and evaluation process of the Water Sector in the Limpopo Region *Ensure that DWA is moving from being a service provider to a regulator and WSIs will be responsible for the delivery of water and water services *The change in responsibilities will have to be managed and supported throughout the sector. *Ensure excessive integrated support to WSIs through the various programmes within DWA i.e. the ILOGIS and Masibambane III programmes *Develop regulatory frameworks for ISD related issues and manage implementation *Develop and provide guidance on capacity building within the institutional framework for water services *Design sector support programmes and manage implementation *Support WSAs to deliver on their mandate *Promote sustainability issues on water services, projects, focusing on demand management *Deal with ad hoc tasks such as responding to consumers or Ministerial queries *Co-ordinate all internal and external M&E related activities in the Region. Project site visits and ensure spot checks on all water related projects *Analytical and strategic assessment of the progress against sector programme targets. *Monitor and evaluate Government Implementation Action Plan including National/ Provincial and Local Government relevant to the Department of Water Affairs in the Limpopo Region.

ENQUIRIES : Mr R Mtileni, tel. (015) 290 1334

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 10 October 2010

POST 30/198 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R378 456 per annum (all inclusive salary packages)

CENTRE : Polokwane Regional Office

REQUIREMENTS : *A recognised and appropriate three-year tertiary qualification in Human Resources/Public Management, plus extensive Generalist experience with appropriate management experience. *In-depth knowledge and experience across the HR spectrum, specifically with regards to Recruitment and Selection, Labour Relations, Talent Management, Employment Equity, Organisational Development and Service Conditions. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *Extensive experience in PERSAL. *Extensive knowledge and understanding of all Acts governing HR practices. *Sound knowledge of HR budgeting. *Excellent communication and people management skills. *Organisational and analytical thinking. *Good drafting and report writing skills. *The ability to liaise with staff at all levels *Valid driver's license.

DUTIES : Manage Recruitment and Selection. *Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR objectives. *Advice Line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. *Ensure the smooth running of the process, from advertising to actual appointment. *Recommend appointable candidates in respect of appointments, promotions and transfers. *Co-ordinate organizational structure, job profiles and job evaluations. *Conduct functional analyses. *Manage all projects concerning employee wellness in the Region. *Monitor and evaluate new organizational structure. *Advise Management and employees on all aspects of Organisational Development. *Ensure the integration of transformation imperatives within the Region. *Develop transformation strategies, instruments, systems and processes. *Facilitate and co-ordinate the Region's participation in Special Programmes. *Manage conditions of service and employee benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employee Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. *Monitor and evaluate all activities. *Support the transfer of employees from mother institutions and provide restructuring support to the Region. *Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. *Strengthen the Division: HR Transactions and Information and Recruitment and Selection's capacity in terms of best practices with regards to pension administration, general conditions of services and appointments. *Facilitate skills development programmes. *Liaise with training providers and ensure the customization of leadership programmes is in line with the needs of the organization. *Co-ordinate the delivery of training programmes. *Provide strategic direction and guidance. *Develop competency profiles for all levels of leadership. *Manage and develop a succession plan. *Implement and monitor all PMDS activities in the Region. *Develop mechanism to ensure that all work plans are submitted on time and ensure that reviews are taking place as per policy directives. Deal with Labour Relations matters.

ENQUIRIES : Mr ME Maluleke, tel. (015) 290 1202

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 10 October 2010

POST 30/199 : **DEPUTY DIRECTOR: LAND MATTERS**
Sub-Directorate: Institutional Development and Reform

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

CENTRE : Pretoria

REQUIREMENTS : A three year appropriate degree. Extensive appropriate experience in land administration and land related matters. A valid code 8 drivers licence. Strong negotiation skills, good verbal and written communication skills; Good interpersonal relations, good organisational skills. Recommendations: Computer literacy, Legal background; Extensive experience in the National Water Act, 36 of 1998; Extensive experience in the Expropriation Act, 63 of 1975 and other land related legislation; Travelling is an important requirement of this post.

DUTIES : Leading a team providing advice. Meetings with various stakeholders, regarding expropriation of real rights, unregistered rights, properties, dam rehabilitations, land claims, etc. Manage correspondence with stakeholders concerning land issues for the Department of Water Affairs. Ensure good administrative practices applied within the working environment. Develop procedures and policies for the Sub-directorate. Ability to correctly interpret professional valuation reports. Ability to correctly interpret the applicable acts on a daily basis. Knowledge of the applicable acts forms part of the applicant's daily tasks. Stakeholders includes the following; State Attorneys, and other Legal Professionals, Land Claims Commissioners, Registrar of Deeds, private property owners, Tribal Authorities, etc. Managing the registration of servitudes and land acquisition, general administrative tasks concerning land issues, budget aspects, direct contact and appointment of evaluators. Negotiate with property owners/Tribal Authorities and information sessions, conducting of pubic meetings. Managing

disposal of land, caretaker agreements/Lease agreements. Managing dam rehabilitations. Manage public consultation processes.

ENQUIRES APPLICATIONS : J.B. Bongers (012) 336-8808
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 30/200 : **DEPUTY DIRECTOR: BUDGET CONTROLLING AND REPORTING**

SALARY CENTRE REQUIREMENTS : R378 456 per annum (All inclusive Salary package)
: Pretoria
: Bachelor's degree Cost and Management Accounting or an NQF level 6 equivalent qualification. Management experience in a finance environment with a proven track record of managing a team. Extensive involvement in budgeting, preparation of managements accounts and application of costing models
: Practical knowledge of accrual accounting. **COMPETENCIES AND SKILLS:** Report writing skills, analytical and problem solving skills, communication skills, and computer literacy (advance excels). Knowledge of PFMA, Treasury Regulation, GAAP standards and national water act and pricing strategy. Knowledge of SAP will be advantageous. Ability to conduct training on FI/CO module.

DUTIES : Ensure that financial policies and procedures are developed and strictly adhered to. Update profit and cost centre structure in SAP CO module. Ability to train end users on FI/CO modules as and when required. Create and maintain the assessment cycles to distribute costs. Implementation and maintenance of internal order process. Preparation of monthly reports to executive authority, top management and National Treasury. Preparation of monthly detailed reports to programme managers. Variance & other analyses of performance against plan in order to assist line management with financial control. Analysis of expenditures per line item. Separation of OPEX and CAPEX expenditure. Ensure expenditure and revenue flows to the correct Profit/Cost centre. Assist operations on the preparation of annual budgets. Ensure the capturing of budgets in SAP as per approved budgets. Ensure expenditure is in line with the Departmental strategy. Ensure effective recovery of costs through revenue and augmentation. Streamlining and enhancing management reporting process. Analyse performance of business and advice management on decision making. Ensure that adequate audit trail exists & is easily accessible for all information utilized in the preparation of reports. Prepare all information that is required for strategic decision making. Implement corporate governance procedures. Risk management and internal controls. Ensure the effective use of resources. Offer professional judgement on financial matters and advising on ways of improving business performance. Liaising with other directorates to put the finance view in context. Maintain evidence of continuing professional development.

ENQUIRIES APPLICATIONS : Mr. Norman Mudau: 012 336 7025 / 6892
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION CLOSING DATE : Ms T Bapela
: 10 October 2010

POST 30/201 : **ENGINEERING PRODUCTION GRADE A-C (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R345 897 –R530 280 per annum (all inclusive package), offer based on proven years of experience)
: King William's Town and Mthatha
: Engineering Degree (B Eng/BSC (Eng); Three years post qualification engineering experience required; Valid drivers licence; Compulsory registration with ECSA as a Professional Engineer. B. Eng degree in the Civil or Mechanical field. Five to eight years experience as an engineer in Planning, Design, Contract Management, Project Management, O&M and Financial Management for Water Services Infrastructure. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills to be able to Communicate at all sectors of the Department and other Institutions.

Understanding of Public Service Regulations. Must be able to work independently, self motivated responsible and reliable.

DUTIES : Provide assistance in the design, systems, structures and installation of water services related infrastructure. Support the DWA office and the Water Services Authorities (WSA's) with comprehensive planning in Water Service Infrastructure. Manage multifaceted projects in the development of Water Service's Infrastructure. Provide assistance and support in contract administration. Inspect and/or test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on Operation and Maintenance of Water Service Infrastructure in the Region. Compile, review and comment on contract documentation proposals, Bill of Quantities and Tenders. Provide assistance to manage financial allocations to projects and programs. Give guidance and advice to other / junior personnel consultants, contractors and the WSA's. Support functional areas to arrange supply chain, human resource and financial needs.

ENQUIRIES APPLICATIONS : Mr. Pieter Oberholzer, Tel 043 – 604 5569

FOR ATTENTION CLOSING DATE : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.
: Mr C Gqomfa
: 10 October 2010

POST 30/202 : **ENGINEER PRODUCTION (CIVIL) GRADE A – C**

SALARY : R345 897 - 530 280 per annum (All inclusive salary package) offer will be based on proven experience

CENTRE REQUIREMENTS : NWRI, Central Operations (Pretoria)
: Engineering Degree (B Eng/BSC Eng). Three years post qualification experience required. Valid drivers license. Compulsory registration with ECSA as a Professional Engineer. An appropriate, recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). A valid Code 08 driver's license. A minimum of three years experience.

DUTIES : Perform day-to-day management of sections of the Division. Provide Civil Engineering support in the Central Operations. Manage Human Resources and the budget. Promote a culture of innovation and performance. Provide leadership and direction to the Civil Engineering support team. Render Civil Engineering support to the schemes in the Central Operations. Prepare tender documents. Project manage contracts. Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Mr HJ Jordaan, tel. (012) 392-1425

FOR ATTENTION CLOSING DATE : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
: Ms P Nyaniso
: 10 October 2010

POST 30/203 : **ENGINEER PRODUCTION (CIVIL) GRADE A – C**

SALARY : R345 897 - 530 280 per annum (All inclusive salary package) offer will be based on proven experience

CENTRE REQUIREMENTS : NWRI, Central Operations (Pretoria)
: Engineering Degree (B Eng/BSC (Eng). Three years post qualification engineering experience required. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. An appropriate, recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). A valid Code 08 driver's license. A minimum of three years experience.

DUTIES : Perform day-to-day management of sections of the Division. Provide Civil Engineering support in the Central Operations. Manage Human Resources and the budget. Promote a culture of innovation and performance. Provide leadership and direction to the Civil Engineering support team. Render Civil Engineering

support to the schemes in the Central Operations. Prepare tender documents. Project manage contracts. Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Ms N Ndumo, tel. (012) 392-1489

FOR ATTENTION CLOSING DATE : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

Mr S Mhlanga
10 October 2010

POST 30/204 : **ENGINEER PRODUCTION (MECH/ ELEC) GRADE A – C**

SALARY : R 345 897 - 530 280 per annum (All inclusive salary package) offer will be based on proven experience

CENTRE REQUIREMENTS : NWRI, Central Operations (Pretoria)

Engineering Degree (B Eng/BSC (Eng). Three years post qualification engineering experience required. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. An appropriate four-year Bachelor's degree in Mechanical/Electrical Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). The following will serve as recommendations: Proof of passing the examination of the Commission of Examiners in terms of regulations concerning the Certificate of Competency, as amended in Government Notice R962 of May 1994. A valid Code 08 driver's license. A minimum of 3 year experience.

DUTIES : Manage the Division: Mechanical/Electrical Engineering Support in the Central Operations on a day-to-day basis. Promote a culture of innovation and performance. Render technical support (Mechanical/Electrical and Electronic Engineering) to schemes in the Central Operations. Prepare tender documents. Project manage contracts. Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Ms N Ndumo, tel. (012) 392-1489

The Director: Central Operations, Department Of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION CLOSING DATE : Mr S Mhlanga
10 October 2010

POST 30/205 : **ENGINEER PRODUCTION (MECH/ ELEC) GRADE A – C**

SALARY : R345 897 - 530 280 per annum (All inclusive salary package) offer will be based on proven experience

CENTRE REQUIREMENTS : NWRI, Central Operations (Pretoria)

Engineering Degree (B Eng/BSC Eng). Three years post qualification experience required. Valid drivers license. Compulsory registration with ECSA as a Professional Engineer. An appropriate four-year Bachelor's degree in Mechanical/Electrical Engineering or equivalent qualification, as prescribed by the Engineering Profession of SA Act, 1990, plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). The following will serve as recommendations: Proof of passing the examination of the Commission of Examiners in terms of regulations concerning the Certificate of Competency, as amended in Government Notice R962 of May 1994. A valid Code 08 driver's license. A minimum of 3 year experience.

DUTIES : Manage the Division: Mechanical/Electrical Engineering Support in the Central Operations on a day-to-day basis. Promote a culture of innovation and performance. Render technical support (Mechanical/Electrical and Electronic Engineering) to schemes in the Central Operations. Prepare tender documents. Project manage contracts. Undertake smaller designs and approve designs.

ENQUIRIES APPLICATIONS : Mr HJ Jordaan, tel. (012) 392-1425

The Director: Central Operations, Department Of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION CLOSING DATE : Ms P Nyaniso
10 October 2010

<u>POST 30/206</u>	:	<u>GISC PROFESSIONAL GRADE A – C</u>
<u>SALARY</u>	:	R298 053 – R456 921 per annum (All inclusive package), offer based on proven years of experience
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 4-years B degree in GISc. Three years post qualification GISc professional experience required. Valid driver's licence. Compulsory registration with PLATO. Appropriate experience in the fields of Geographical Information Systems and Remote Sensing. Experience in using ESRI software to edit, process and visualise spatial data and information. Experience of spatial data formatting and integration. Experience and knowledge of mapping, datum's, map projections, co-ordinates systems and Deeds. Experience in GIS data capture, editing and processing. Experience of interpreting and capturing metadata. The ability to interact at different levels with clients and stakeholders. Experience in using the Microsoft Office suite of products. Written and verbal communication skills.
<u>DUTIES</u>	:	Generate cadastral and property related base data sets for the departmental spatial data base. Source, capture, edit, process and quality assure cadastral and related data and attribute data. Convert and integrate different data formats. Compile and capture metadata for GIS property related datasets. Align water related features to property boundaries. Provide delineation for promulgations of proclamations. Compile thematic maps. Provide support to other sub-directorates, directorates and stakeholders regarding acquisition of geospatial cadastral and property related data for tender and licensing purposes. Provide support for the development, maintenance and updating of spatial data management tools and information systems for DWA. Preparation of production reports.
<u>ENQUIRIES</u>	:	Ms J de Klerk (Telephone 012 336 8047):
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>CLOSING DATE</u>	:	10 October 2010
<u>POST 30/207</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A – C</u>
<u>SALARY</u>	:	R298 053 – R 456 921 all inclusive package (Offer based on proven years of experience)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	4 year B.Sc. (Honours) degree in Geohydrology or equivalent qualification. A valid driver's license (certified copy must be attached) and be willing to travel extensively in the Region. Computer Literacy. Applicant must be registered with SACNASP. Recommendation: Appropriate experience in groundwater assessment, management, acquisition and provision of groundwater information, and evaluation of monitoring data. Knowledge and experience of hydrogeological modelling. Knowledge of GIS and application in groundwater assessment and monitoring. Interpersonal skills and leadership ability. Good communication skills (written and verbal). Technical report writing skills. Initiative and innovative thinking skills.
<u>DUTIES</u>	:	Evaluate groundwater use license applications. Establishment of a groundwater monitoring network. Managing groundwater resources by observing and analysing groundwater assessment. Assess and comment on environmental impacts and related groundwater protection issues. Participate in the setting up and management of a groundwater information system. Provide standards and direction for groundwater services in the private sector, extension service to public and consultants.
<u>ENQUIRIES</u>	:	Ms P Lubelwana 021 950 7100
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs, Private Bag X16, Sanlamhof, 7532, hand delivery 3 Blackenberg Road, Bellville 7530.
<u>FOR ATTENTION</u>	:	Mr. B. Saki
<u>CLOSING DATE</u>	:	10 October 2010
<u>POST 30/208</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER MR-6: LEGISLATION, CONTRACTS AND INTERNATIONAL AGREEMENTS (TWO POSTS)</u>
<u>SALARY</u>	:	R242 253 per annum plus benefits

CENTRE REQUIREMENTS : Pretoria
 : LLB Degree. At least 8 years' appropriate post qualifications legal experience. Post graduate law degree will be an added advantage) Admission as an Attorney/ Advocate. At least 5 years of appropriate experience in the practice or application of law. 5 years managerial experience. Knowledge of advanced law in general and constitutional and administrative law and law of contracts and legislation as well as international laws in particular. Excellent verbal and written communication skills. Dispute resolution and negotiation skills. Exposure to legislative drafting and writing of opinions. Integrity and willingness to undergo Security Clearance. Excellent people management, office administration and planning. Ability to work independently yet function as part of a team. Proven ability to analyse, conceptualise and apply policy. Knowledge of Public Service Act and Regulations, Public Finance Management Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act and other relevant legislation.

DUTIES : The successful candidate will Negotiate and draft contracts and international agreements on behalf of the Department; Provide legal advice on the preparation and implication of contracts and agreements; Draft and amend legislation, agreements and contracts for approval; Analyse, conduct research and provide legal opinion with regard to legislation and co-operative governance.

ENQUIRIES APPLICATIONS : STB Damane-Mkosana Tel-012 336 8331
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION CLOSING DATE : Ms T Bapela
 : 10 October 2010

POST 30/209 : **CONTROL ENVIRONMENTAL OFFICER GRADE A**

SALARY CENTRE REQUIREMENTS : R238 552per annum plus benefits
 : Bellville
 : Three-year tertiary qualification in the Natural Sciences or equivalent qualification in one of the following fields: Earth Science, Environmental Science, Water Care, Chemistry, Microbiology or Engineering. Extensive experience with at least 5 years practical exposure in the water management and environmental field, industries, urban development, agriculture, waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Management. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Working knowledge of the Water Services Act, the National Environmental Management Act, the Environmental Conservation Act, the Minerals and Petroleum Resources Act and the Conservation of Agricultural Resources Act. Experience in minimizing impacts from industries, agriculture, urban development and mining. Innovative thinking, negotiation, conflict management, problem-solving and networking skills. Proven managerial skills. Good written and verbal communication skills. Knowledge of Human Resources and Financial Management policies. Computer proficiency. Good written and verbal communication skills. Clear understanding of transformation and service delivery in the Public Service. Computer literacy. Valid Code EB driver's license. Willingness to travel and work abnormal hours when necessary.

DUTIES : The successful candidate will be: Responsible for the implementation and enforcement of the National Water Act (36 of 1998) and relevant policies, strategies and regulations. Responsible for integrated water resources management, processing of water use authorization and registration applications, compliance monitoring, reporting and enforcement, procurement and financial management and implementation of policies and procedures pertaining to water quality. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation. Facilitate and co-ordinate the training, capacity building and career development of staff. Supervise and mentor Water Pollution Control Officers and other subordinates. Assist in the establishment and regulation of water management institutions.

ENQUIRIES : Ms A Schreuder at (021) 950 7102

APPLICATIONS : The Chief Director: Western Cape, Department of Water Affairs and Forestry,
Private Bag X16, BELLVILLE 7532
FOR ATTENTION : Mr B Saki 021 941 6018
CLOSING DATE : 10 October 2010

POST 30/210 : **CONTROL ENVIRONMENTAL OFFICER GRADE A**

SALARY : R238 552 per annum Plus benefits
CENTRE : Belville
REQUIREMENTS :

At least a 3-year degree in Natural Sciences and 3 years plus relevant experience in water quality management as part of water resource management. Applicants must have a thorough understanding of water quality management and the principles of integrated water resource management. Knowledge of catchment management will be an additional requirement. A good working knowledge of the National Water Act, Computer literacy as well as a driver's licence (EB) are essential requirements. The successful candidate must be willing to travel extensively and work irregular hours. Good communication skills in Afrikaans and English (both written and verbal), report writing skills and project management skills are essential.

DUTIES : Manage the processing of Water use license applications in the Olifants/Doorn Water management area; Manage the provision of comment on environmental impact assessments, environmental program reports and rezoning applications in the Olifants/Doorn Water management area; Support water management institutions in the Olifants/doorn WMA; Liase with stakeholders in the water sector and other government departments; Ensure that regular compliance monitoring at industries, wineries and local authorities are conducted.; Management of water quality related projects both surface and ground water and management of staff.

ENQUIRIES : M Lintnaar-Strauss (021 950 7228)
APPLICATIONS : The Chief Director, Department of Water; Affairs and Forestry, Bag X16, Sanlamhof, 7532.

FOR ATTENTION : Mr. B Saki (021 941 6018)
CLOSING DATE : 10 October 2010

POST 30/211 : **CONTROL ENVIRONMENTAL OFFICER GRADE A**

SALARY : R238 552 per annum plus benefits
CENTRE : East London
REQUIREMENTS :

Three year Qualification in Natural Science with further studies / courses in water quality management. Candidate must have extensive appropriate experience and general management experience. Candidate must demonstrate good knowledge of the whole spectrum of water quality management and the National Water Act and the Water Services Act, Experience must be shown in information & knowledge management, project and programme management, financial management; knowledge of public service regulations; public service act; public finance management act, DORA, human resources policies & procedures and co-operative governance; Attributes must include ability to deal with pressure, willingness to travel; excellent interpersonal and liaison skills, presentation skills; planning and organising skills; Analytical skills; Research skills; negotiation skills and skills development. Computer literacy and a valid code 08 driver's license is required.

DUTIES : Determine the water quality policy at regional level and guide the strategic planning and management of Water Quality in the Catchments. Interpret the policy and advice / support the Catchment Management Agency in recommendations for Water Use applications. Give high level guidance and advice to clients of DWA and developers on policies, procedures and requirements of the Acts. Enforce regulatory requirements of the Acts and ensure that all sectors and institutions are performing their responsibilities as dictated by the Acts and Regulations. Perform and ensure audit assessments are performed on water use and institutional performance. Investigate cases of non-compliance and illegal water use for the process of directives and legal action. Lead the Green Drop assessment of waste water treatment works in the Region. Handle ministerial inquiries efficiently and send responses through the Director. Advise on handling of pollution incidents. Deals directly with management of all sectors and request assistance where necessary. Performs human resource management and development of subordinates in the sub-directorate including

all personnel matters; administrative matters: subsidise vehicles, cell phone, etc. Organisational management and budget for the sub-directorate.

ENQUIRIES APPLICATIONS : Mr AB Lucas (Tel 043 701 0376)
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.

FOR ATTENTION CLOSING DATE : Mr C Gqomfa
: 10 October 2010

POST 30/212 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R218 166 per annum plus benefits
CENTRE : King William's Town
REQUIREMENTS : National Diploma in Engineering. Six years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Project management. Knowledge of technical design and analysis. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Decision making. Team work. Financial management. Computer skills. People management. B Tech degree in the Civil or Mechanical field. Eight years experience as Technician. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook) Good verbal and written communication skills to be able to communicate with DWA, WSA and other related institutions. Understanding of Public Service Regulations.

DUTIES : Provide assistance to design, systems, structures and installation of water services related infrastructure Support the DWA office and the Water Services Authorities (WSA's) with comprehensive planning in water services infrastructure. Manage multifaceted projects in the development of Water Services Infrastructure. Provide assistance and support in contract management Inspect and/or test equipment, infrastructure, systems and installations Identify, review and comment on operation and maintenance of Water services Infrastructure in the region Compile, review and comment on contract documentation proposals, Bill of Quantities and Tenders. Provide assistance to manage financial allocations to projects and programs. Give guidance and advice to other/junior personnel consultants, contractors and the WSA's Support functional areas to arrange supply chain, human resource and financial needs.

ENQUIRIES APPLICATIONS : Mr. Pieter Oberholzer, Tel 043 – 604 5569
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.

FOR ATTENTION CLOSING DATE : Mr C Gqomfa
: 10 October 2010

POST 30/213 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R218 166 per annum
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : National Diploma in Engineering. Valid drivers license. Compulsory registration with ECSA as a Professional Engineering Technician. Six years post registration experience required. An appropriate National Diploma (N/T/S stream) (Electrical) or equivalent qualification. Registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Master) – Electrical (Act 81 of 1968). Minimum of 6 years appropriate experience. The following will serve as recommendations: Experience in the maintenance and operation of the following equipment: Electrical installations in domestic and industrial buildings, Large electronic motors, control panels and switchgear up to 6 MW, Substations and transformers, 3.3 kV 6.6 kV and 11kV, Cathodic protection of pipelines, Standby generator sets, UPS and battery banks, Electric overhead cranes. Knowledge of the application of the Occupational Health and Safety Act, 1993. Computer literacy – CAD, database and spreadsheet experience. A valid Code B driver's licence.

DUTIES : The successful candidate will be a self motivated individual who will: Compile a database with technical information on electrical and mechanical installations, plants and equipment. Perform scheduled inspections and supervision over maintenance of electrical installations, plant and equipment of housing, offices, workshops, pump stations and dams. Co-ordinate and follow up work done on

the maintenance contract. Act as clerk of works on new projects. Scrutinise electrical specifications. Be responsible for the maintenance of the electrical equipment that forms an integral part of large dams and high voltage pumping stations. Assist in the compilation of tender documents and contract administration. Be responsible for the compilation of the budget and control over expenditure for the section. Ensure that all workplaces are in compliance with the Occupational Health and Safety Act. Give inputs at various technical meetings. Attend specialized meetings and workshops. Assist schemes with electrical problems. Compile reports. Give training and mentoring to Learner Technicians.

ENQUIRIES : Mr H Jordaan, tel. (012) 392 1425
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
FOR ATTENTION : Ms P Nyaniso
CLOSING DATE : 10 October 2010

POST 30/214 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R218 166 per annum plus benefits
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : National Diploma in Engineering. Six years post qualification. Technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer Technician. An appropriate National Diploma (N/T/S stream) (Electrical) or equivalent qualification. Registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Master) – Electrical (Act 81 of 1968). Minimum of 6 years appropriate experience. The following will serve as recommendations: Experience in the maintenance and operation of the following equipment: Electrical installations in domestic and industrial buildings, Large electronic motors, control panels and switchgear up to 6 MW, Substations and transformers, 3.3 kV 6.6 kV and 11kV, Cathodic protection of pipelines, Standby generator sets, UPS and battery banks, Electric overhead cranes. Knowledge of the application of the Occupational Health and Safety Act, 1993. Computer literacy – CAD, database and spreadsheet experience. A valid Code B driver's licence.

DUTIES : The successful candidate will be a self motivated individual who will: Compile a database with technical information on electrical and mechanical installations, plants and equipment. Perform scheduled inspections and supervision over maintenance of electrical installations, plant and equipment of housing, offices, workshops, pump stations and dams. Co-ordinate and follow up work done on the maintenance contract. Act as clerk of works on new projects. Scrutinise electrical specifications. Be responsible for the maintenance of the electrical equipment that forms an integral part of large dams and high voltage pumping stations. Assist in the compilation of tender documents and contract administration. Be responsible for the compilation of the budget and control over expenditure for the section. Ensure that all workplaces are in compliance with the Occupational Health and Safety Act. Give inputs at various technical meetings. Attend specialized meetings and workshops. Assist schemes with electrical problems. Compile reports. Give training and mentoring to Learner Technicians.

ENQUIRIES : Ms N Ndumo, tel. (012) 392 1425
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
FOR ATTENTION : Mr S Mhlanga
CLOSING DATE : 10 October 2010

POST 30/215 : **CONTROL SURVEY TECHNICIAN GRADE A**

SALARY : R218 166 per annum
CENTRE : Potchefstroom
REQUIREMENTS : National Diploma in Surveying. Six years post qualification. Survey experience. Valid driver's license. Compulsory registration with PLATO as a candidate Survey Technician/Surveyor. Project management. Knowledge of survey design and analysis. Financial management. Communication and computer skills. A B Tech Degree (Surveying) or equivalent qualification will be an added advantage. Applicants must supply proof of registration as a Surveyor in terms of Section 22 of the Land Surveyors and Technical Surveyors of South Africa Act, 1984

(PLATO) with 6 years experience. Understanding of Departmental policies and implementation processes. Extensive knowledge of Survey policies, procedures, Acts and Regulations and work environment and the OHS Act. The incumbent must have the following: Valid BE drivers license. Valid skippers license category R power driven vessel. Be able to swim. Computer literacy, in particular: CAD (Model maker & Road Maker), Survey calculation packages (Hypack, TG Office and Ashtech solutions), MS Office. Ability to improvise and proven organizational and problem solving skills

DUTIES : The successful candidate will be responsible for the management of the Survey function in NWRI-Central which entails the following: Managing of all Survey related projects assigned to him/her. Managing and organizing of appropriate provisioning and administrative functions. Managing the budget for the survey component. Managing the adjudication of tenders (equipment and survey contracts). Training with regard to the appropriate survey functions and upgrading of existing human resources. Undertake Tacheometrical surveys, Hydrographical surveys, Aerial survey planning and ground control, Precise deflection surveys of large dams, GPS rapid static, kinematic surveys and processing, Cadastral Surveys. Structure surveys and all types of CAD drawings.

ENQUIRIES : Ms N Ndumo, tel. (012) 392 1489

APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Mr S Mhlanga

CLOSING DATE : 10 October 2010

POST 30/216 : **CONTROL SURVEY TECHNICIAN GRADE A**

SALARY : R218 166 per annum Plus benefits

CENTRE : Potchefstroom

REQUIREMENTS : National Diploma in Survey or Cartography. Valid driver's licence. Compulsory registration with PLATO as a Candidate Survey Technician/Surveyor. Three years post qualification survey experience. National Diploma in Surveying. An B Tech Degree (Surveying) or equivalent qualification will be an added advantage. Applicants must supply proof of registration as a Surveyor in terms of Section 22 of the Land Surveyors and Technical Surveyors of South Africa Act, 1984 (PLATO) with 6 years experience. Understanding of Departmental policies and implementation processes. Extensive knowledge of Survey policies, procedures, Acts and Regulations and work environment and the OHS Act. Extensive knowledge and experience within Technical and engineering survey environment. Expert in interpretation and application of policy i.e technical, engineering related projects.. A valid BE driver's licence as it will be expected from the successful candidate to travel extensively and be able to toe boats. A valid skipper's licence category R power driven vessel. At least twenty years experience in Aerial Survey ground control and subsequent accuracy checks on provisional plans. Precise Deflection Surveys of large dams. Precise Engineering Surveys for as build, design and construction. Topographical-structure and Cadastral Surveys. Hydrographical Surveys for capacity determination and processing of echo soundings. Control surveys by means of conventional or GPS principals. Computer literacy with proven computer skills in respect of operating systems, CAD and Survey calculation packages in particular Model Maker, Road Maker and Ms Office, Hypack, TG Office and Ashtech solutions. Must be fully conversant with GPS and other survey equipment. Ability to improvise and proven organizational, problem solving and analytical thinking skills. Well developed verbal and written communication skills including ability to network. Project management and motivation skills. Self confidence. Ability to convey knowledge to others. Be able to swim and no fear of heights and outdoors. Candidate will be subjected to a practical examination during the interview.

DUTIES : The successful candidate will be responsible for the management of the Survey function in NWRI-Central which entails the following: Managing of all Survey related projects assigned to him/her. Managing and organizing of appropriate provisioning and administrative functions. Managing the budget for the survey component. Managing the adjudication of tenders (equipment and survey contracts). Training with regard to the appropriate survey functions and upgrading of existing human resources. Undertake Tacheometrical surveys, Hydrographical surveys, Aerial survey planning and ground control, Precise

deflection surveys of large dams, GPS rapid static, kinematic surveys and processing, Cadastral Surveys. Structure surveys and all types of CAD drawings.

ENQUIRIES : Mr H Jordaan, el. (012) 392 1425
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X936, Potchefstroom, 2520
FOR ATTENTION : Mr GJ Conradie
CLOSING DATE : 10 October 2010

POST 30/217 : **ENVIRONMENTAL OFFICER (SPECIALIST PRODUCTION)**

SALARY : R193 671 per annum
CENTRE : Bellville
REQUIREMENTS : An appropriate 3-year degree in Natural or Earth Sciences, Environmental Management or equivalent qualification plus 4 years relevant experience in the field of water quality management and integrated water resource management. A sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. Computer literacy as well as a driver's licence (EB) are essential requirements. Willingness to travel extensively and work irregular hours. Proven management and negotiation skills. Good communication skills (both written and verbal); Report writing skills. The person may be required to write a test as part of the interview process.

DUTIES : The successful candidate will be required to perform: Responsible for the implementation and enforcement of the National Water Act (36 of 1998) and relevant policies, strategies and regulations. Responsible for integrated water resources management, processing of water use authorisation and registration applications, compliance monitoring, reporting. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation. Processing of Water use license applications in the Berg Water Management Area; Support and manage catchment management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, wineries and local authorities etc.; manage water quality monitoring and the investigation of pollution incidents. Supervise and mentor Water Pollution Control Officers and other subordinates.

ENQUIRIES : Ms A Schreuder, Tel: (021) 950 7102
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532.
FOR ATTENTION : Mr B Saki
CLOSING DATE : 10 October 2010

POST 30/218 : **CHIEF DEVELOPMENT EXPERT: FINANCIAL ANALYST**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year qualification in Economics and Finance. A postgraduate qualification will be an added advantage. Three years working experience in the water or in a municipal services sector. Ability to analyse and interpret economic and financial information is a prerequisite for this position. Experience and skill in regulation including monitoring and evaluation of water services institution's performance will be an added advantage. A valid driver's licence. Competencies: Excellent understanding of economics and finance. An understanding of the water sector and a working knowledge of all legislation applicable to Local Government, including the Water Services Act 108 of 1997 and regulations in terms thereof. The incumbent must possess innovative, strategic and integrated thinking skills, have an interactive nature and be able to work as part of a team. Project management skills and experience is necessary. Excellent communication skills (verbal and written) including public speaking is essential. Willingness to travel and work irregular hours. Ability to work independently and use own initiative. Ability to work in a multi-disciplinary team. Ability to adapt in a dynamic environment. Facilitation skills and ability to interact with key stakeholders in the water sector, national, provincial and local government.

DUTIES : The implementation of the National Water Services Regulatory Strategy, Manage the implementation of the Regulatory Performance Measurement System and ensure optimal usage thereof by the sector, publish the compliance results annually; Review of Water Services Institutions (WSI) performance through

annual business plans, budget analyses, annual reports, etc; The development of an appropriate performance measurement and monitoring/assessment system for the directorate, The establishment of an intervention strategy / system for dealing with disputes in terms of financial issues, The development of appropriate economic regulatory benchmarks, tools and guidelines; The development of the Annual Regulation Publication; Other economic regulatory projects.

ENQUIRIES : Ms Sizani Moshidi, Tel-012-336 6614
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela
CLOSING DATE : 10 October 2010

POST 30/219 : **CONTROL WATER PLANT SUPERINTENDENT**

SALARY : R192 540 per annum
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : An appropriate recognised N3 qualification in Water and Wastewater Treatment as well as the theoretical and practical (of a large pump station) operation certification or equivalent qualification, plus appropriate post-qualification experience. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile reports. Thorough and proven knowledge of water purification and pumping system operations and current standards and proven best practises in this field. Knowledge of environmental and legal aspects to water supply systems and installations. Ability to work independently. Please Note: Applicants will be subjected to a verbal or written test to prove their ability to work independently in operating water plants and pump stations at departmental facilities and ability to communicate with trainees in the present training programme.

DUTIES : Key performance Areas: Assisting with the training of operators in both the theoretical and practical fields, Monitor and report on the health status of systems, evaluate the execution of routine and day to day operations and operational maintenance, Plan and execute remedial works to existing water supply plant and equipment(operations) with due consideration of legal and operational requirements, participate in evaluating operator qualification, Handle administration of training programs, Draft and update technical specification, Liaise with related professionals, contractors and interact with consulting Engineers.

ENQUIRIES : Mr. H. Jordan (012) 392 1425
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso
CLOSING DATE : 10 October 2010

POST 30/220 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Public Administration or B Degree coupled with extensive relevant experience. Understanding of PFMA and Treasury regulations is highly recommended. Knowledge and understanding of public service and general core business of the Department of Water Affairs will be an advantage. Knowledge of organisational performance management practices and procedures, government planning framework and administrative processes. Excellent administrative and organisational skills. Good interpersonal relations and communication skills. Computer literacy (Ms Word, Excel, PowerPoint and Outlook). Ability to work independently, long hours and under pressure. Willingness to travel where necessary.

DUTIES : The successful candidate will be required to provide administrative support to the Office of the Deputy Director-General: Regions (DDG: R). Responsible for regional liaison and support coordination. Collate reports from regions and other Branch units. Provide support on Planning; Financial and Supply Chain Management as well as logistics support on Governance Structures. Responsible

for staff development and management of the performance management development system.

ENQUIRIES : Ms N Zamxaka Tel: (012) 336 – 7585
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela
CLOSING DATE : 10 October 2010

POST 30/221 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: REGIONS**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year Bachelor's diploma or degree with extensive and relevant experience plus the following key competencies: Knowledge of computer literacy, Public Relations, Telephone etiquette, Conference and meeting procedures. Sound organisational skills, good people skills, ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Language skills, basic written communication skills, creativity, innovative and creative thinking abilities and high level of reliability. Good grooming and presentation. The successful candidate will have to undergo security clearance.

DUTIES : Keep the diary for Deputy Director General and Senior Managers, prepare meetings packs for Senior Managers (SMS), type of documents, operate office equipment (fax, photocopier), arrange events for the SMS, process travel and subsistence claims for SMS. Take minutes at meetings, maintain filing system to file and retrieve documentation, Records and distributes incoming and outgoing documents. Attend to telephone calls and messages, refer them to where required. Receive the manager's visitors, Remains abreast with the procedures and processes that apply in the office, Scrutinise all incoming correspondence (E-mail, Letters, Reports, and phone messages); Preparation of Presentations; Arrange/Organise workshops and Meetings; Represent Manager at certain meetings, workshops; Manages queries, (Meetings and document queries); Management of budget; Manage and Supervise Human Resources; Manage procurement.

ENQUIRIES : Ms N Zamxaka Telephone (012) 336 7585
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela
CLOSING DATE : 10 October 2010

POST 30/222 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR**

SALARY : R192 540 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate recognised three-year qualification (diploma/degree) plus extensive relevant secretarial experience. *Good writing and verbal communication skills. *Computer literacy (Ms Word, Excel and PowerPoint). *The ability to work under pressure and long hours when required. *Knowledge of document tracking and filing systems. *Ability to maintain high level of confidentiality. *An understanding of budget processes and experience in managing an office budget. *A valid driver's license will be an advantage.

DUTIES : *To render administrative support services, including information and document management and procurement of standard items like stationery, refreshments, etc. *Drafting standard letters, acknowledging and managing all correspondence. *Assist the Chief Director with the administration of the office budget. *Handle all logistical arrangements, including travel and accommodation and claims. *Draft correspondence and maintain registers. *Taking minutes and manages correspondence by receiving, distributing documents and tracking submissions. *Render general receptionist and auxiliary services that include diary management, arranging meetings, workshops and provide administrative support to the Office. *Liaise with external and internal stakeholders. *Do electronic filing of documents and maintain a correct filing system.

ENQUIRIES : Ms. A.C Matthys, tel. (015) 290 1200
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).
CLOSING DATE : 10 October 2010

POST 30/223 : **ASSISTANT DIRECTOR: PMDS**

SALARY : R192 540 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *A recognised Bachelor's degree or equivalent qualification within the field of Human Resources Management, Labour Relations, Skills Development, Organizational development, Social science or Public Administration. *Appropriate experience in HR practices, specifically Performance Management. *Thorough knowledge of the Public Service Regulatory framework, legislation, policies and practices relevant to human capital performance management and development. *Knowledge of the application of principles and techniques related to project management. *Analytical, writing, presentation and computer skills. *Good self and time management ability. *The ability to manage subordinates well. *Good written and verbal communication skills. *Good organizational and interpersonal skills. *Ability to work comfortably with and among a diverse workforce *Valid driver's license

DUTIES : *Ensure the application of sound human resource management practices in the area of Performance Management and Development. *Implement the departmental Performance Management and Development policy and related legislation. *Conduct research into the best practices and trends in these areas. *Provide advice and support to employees, Management and any relevant stakeholders. *Maintain an adequate Performance Management information system (electronic and manual). *Facilitate in-house training/workshops/focus groups, as well as consultation processes with stakeholders. *Conduct impact studies and compile reports and submissions for Management. *Function in cross-functional teams. *Manage the probation cycle. *Analyse regional operational plans in relation to Pas/work plans. *Ensure the integration of performance management with Wellness and Skills Development.

ENQUIRIES : Mr M.E Maluleke, tel. (015) 290 1202
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).
CLOSING DATE : 10 October 2010

POST 30/224 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION AND REPORTING**

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

DUTIES : Reporting to the Deputy Director: Strategic Support, the successful candidate will be responsible for: - *Analysing monthly and quarterly reports. *Facilitate reporting of programme performance to various departmental management structures. *Facilitate knowledge sharing with other sector departments. *Assist in the provision of information and co-ordinate responses to ministerials, parliamentary questions and NCOP reports. *To assist with the development of the Regional Business Plan. *Coordinate all internal and external M&ER related activities in the Region including the office of the Premier. *Take part in the project site visits and ensure spot checks on all water related projects. *Assist with analytical and strategic assessment of the progress against sector

programme targets. *Timeously respond to adhoc queries from the Region with regard to water sector performance. *Assist in the development of Government Implementation Action Plan relevant to the Limpopo Region. *Monitor and evaluate Government Implementation Action Plan including National / Provincial and Local Government relevant to the Department of Water Affairs in the Limpopo Region.

ENQUIRIES : Mrs Allison Hernandez- Maldonado, tel. (015) 290 1215/37
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).
CLOSING DATE : 10 October 2010

POST 30/225 : **CONTROL WATER PLANT SUPERINTENDENT**

SALARY : R192 540 per annum
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : An appropriate recognised N3 qualification in Water and Wastewater Treatment as well as the theoretical and practical (of a large pump station)operation certification or equivalent qualification, plus appropriate post-qualification experience. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile reports. Thorough and proven knowledge of water purification and pumping system operations and current standards and proven best practises in this field. Knowledge of environmental and legal aspects to water supply systems and installations. Ability to work independently. Please Note: Applicants will be subjected to a verbal or written test to prove their ability to work independently in operating water plants and pump stations at departmental facilities and ability to communicate with trainees in the present training programme.

DUTIES : Key performance Areas: Assisting with the training of operators in both the theoretical and practical fields, Monitor and report on the health status of systems, evaluate the execution of routine and day to day operations and operational maintenance, Plan and execute remedial works to existing water supply plant and equipment(operations) with due consideration of legal and operational requirements, participate in evaluating operator qualification, Handle administration of training programs, Draft and update technical specification, Liaise with related professionals, contractors and interact with consulting Engineers.

ENQUIRIES : Ms N Ndumo (012) 392 1489
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso
CLOSING DATE : 10 October 2010

POST 30/226 : **ASSISTANT DIRECTOR: LAND MATTERS**
 Sub-Directorate: Institutional Development and Reform

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year appropriate degree. Extensive appropriate experience in land administration and land related matters. A valid driver's licence. Good verbal and written communication skills. Good interpersonal relations; Good organisational skills; Computer literacy; Recommendations: Extensive experience in the National Water Act, 36 of 1998; Extensive experience in the Expropriation Act, 63 of 1975 and other land related legislation; Legal Background.

DUTIES : Advice various stakeholders concerning land expropriations and all land issues; Meetings with land owners and other effected parties; Correspond with stakeholders concerning development on State land, compensation, Transfer of Schemes, servitudes, Land claims, Expropriation of real Rights and private property, Unregistered Rights; Knowledge of relevant Acts forms part of the applicant's daily tasks; Ability to correctly interpret the relevant Acts; Registration of servitudes and land acquisition, general administrative tasks concerning land issues; Direct contact and appointment of valuers; Negotiate with farmers/Tribal Authorities and information sessions, facilitating of pubic meetings, caretaker agreements and lease agreements; Dam rehabilitations; Supervise a

dynamic team in the administration of land issues for the Department of Water Affairs; Ensure good administrative practices applied within the working environment; Daily contact with the RLCC on land issues and land claims. Managing disposal of land; caretaker agreements/lease agreements/ managing dam rehabilitations; Manage public consultation processes.

ENQUIRES APPLICATIONS : J.B. Bongers (012) 336-8808
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION CLOSING DATE : Ms T Bapela
 : 10 October 2010

POST 30/227 : **ASSISTANT DIRECTOR (2 POST) ASSET MANAGEMENT WATER TRADING ENTITY**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
 : Pretoria
 : B Degree or diploma in Commerce/ Accounting/ Asset Management or equivalent with Accounting 3 as a passed subject. Extensive asset management and financial management experience. Thorough knowledge and application of Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Knowledge of MS Word, Excel Problem solving and analytical skills, Supervisory and managerial skills, system processes and understanding, performance and results orientated, Honesty & Integrity. Conflict resolution, strong interpersonal and communication skills, and Drivers license essential.

DUTIES : Key performance areas: The incumbent will be responsible to coordinate and implement Asset Management strategies and ensure such strategies comply with regulatory framework , (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Coordinate and consolidate preparation of asset management plans. Update asset acquisitions, additions, betterments, renewals, disposals, and losses for moveable and immoveable assets. Update impairment and depreciation, and conduct periodic valuations. Ensure that the Asset Management policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance, in that regard. Submit information as and when required for the preparations of both Interim and Annual Financial Statement. Conduct monthly reconciliation of assets and address all audit queries.

ENQUIRIES APPLICATIONS : Ms Z Xulu (012) 336 7561
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION CLOSING DATE : Ms T Bapela
 : 10 October 2010

POST 30/228 : **ASSISTANT DIRECTOR (1 POST) ASSET MANAGEMENT WATER TRADING ENTITY**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
 : KZN
 : B Degree or diploma in Commerce/ Accounting/ Asset Management or equivalent with Accounting 3 as a passed subject. Extensive asset management and financial management experience. Thorough knowledge and application of Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Knowledge of MS Word, Excel Problem solving and analytical skills, Supervisory and managerial skills,

system processes and understanding, performance and results orientated, Honesty & Integrity. Conflict resolution, strong interpersonal and communication skills, and Drivers license essential.

DUTIES : Key performance areas: The incumbent will be responsible to coordinate and implement Asset Management strategies and ensure such strategies comply with regulatory framework , (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Coordinate and consolidate preparation of asset management plans. Update asset acquisitions, additions, betterments, renewals, disposals, and losses for moveable and immoveable assets. Update impairment and depreciation, and conduct periodic valuations. Ensure that the Asset Management policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance, in that regard. Submit information as and when required for the preparations of both Interim and Annual Financial Statement. Conduct monthly reconciliation of assets and address all audit queries.

ENQUIRIES : Ms Z Xulu (012) 336 7561

APPLICATIONS : Applications can be forwarded to: Department of Water Affairs, Private Bag X24, Howick, 3290 for attention the Director Eastern Operations.

CLOSING DATE : 10 October 2010

POST 30/229 : **ASSISTANT DIRECTOR (1 POST) ASSET MANAGEMENT WATER TRADING ENTITY**

SALARY : R192 540 per annum

CENTRE : Port Elizabeth

REQUIREMENTS : B Degree or diploma in Commerce/ Accounting/ Asset Management or equivalent with Accounting 3 as a passed subject. Extensive asset management and financial management experience. Thorough knowledge and application of Financial management & systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act) , Generally Accepted Accounting Principles (GAAP), Government Supply Chain Policies, SAP system knowledge and experience, International Accounting Standards. Knowledge of MS Word, Excel Problem solving and analytical skills, Supervisory and managerial skills, system processes and understanding, performance and results orientated, Honesty & Integrity. Conflict resolution, strong interpersonal and communication skills, and Drivers license essential.

DUTIES : Key performance areas: The incumbent will be responsible to coordinate and implement Asset Management strategies and ensure such strategies comply with regulatory framework , (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Coordinate and consolidate preparation of asset management plans. Update asset acquisitions, additions, betterments, renewals, disposals, and losses for moveable and immoveable assets. Update impairment and depreciation, and conduct periodic valuations. Ensure that the Asset Management policies, regulations, procedures, guidelines and IAS are implemented and ensure compliance, in that regard. Submit information as and when required for the preparations of both Interim and Annual Financial Statement. Conduct monthly reconciliation of assets and address all audit queries.

ENQUIRIES : Ms Z Xulu (012) 336 7561

APPLICATIONS : Applications can be forwarded to: Department of Water Affairs PO BOX 5501 WALMER PORT ELIZABETH 6065 for attention Paula Erasmus

CLOSING DATE : 10 October 2010

POST 30/230 : **PERSONAL ASSISTANT TO REGIONAL HEAD: FREE STATE**

SALARY : R192 540 per annum

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate degree/ diploma with relevant and practical experience. A valid driver's licence. Knowledge of the public service and the general core business of the Department the Water Affairs will be an advantage. Excellence administration and Organisational skills. Communication and interpersonal skills Practical hands on skill and interpersonal relations. Good sense of client courtesy. Ability to work independently and under pressure.

DUTIES : Provide strategic support to the Chief Director. Facilitate stakeholder and interdepartmental relations. Arrange and co-ordinate meeting and workshops for the Chief Director. Prepare files and documents for meeting Implement an information management system for the office. Manage and handle confidential documents. Implement tracking system for documents. Liaise with internal and external clients. Prepare submissions, presentation and reports.

ENQUIRIES FOR ATTENTION APPLICATIONS : Ms. MZ Letloenyane
: Ms P Mogolo
: The Regional Head, Department of Water Affairs Private Bag 528 BLOEMFONTEIN 9300

CLOSING DATE : 10 October 2010

POST 30/231 : **ASSISTANT DIRECTOR: HR TRANSACTION AND INFORMATION MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Bloemfontein
: A relevant recognize bachelor's degree diploma in human Resource Management or public Management. Extensive experience in the field of Human Resource environment or Management. Extensive knowledge of PERSAL system. Knowledge and understanding of the Public Service Legislative policy framework. Advanced knowledge of the policies, legislations, regulations and procedures applicable to Human Resource Management. Advanced computer literacy. Ability to work under pressure and meet deadlines. Sound written and verbal communication, proven financial skills. People management skills. Interpretation of legislative prescripts and policies. Supervisory skills experience.

DUTIES : Oversee Human Resource planning, Human Resource administration, Data Management as well as Human Resource Information. Monitoring and updating employment equity of the Region. Building sound and sustainable relationship between Human Resource Personnel and clients. Collating and analyzing data on Human Resource for reporting purposes and ensuring safe keeping of personnel records. Thoroughly manage and deal with conditions of services. Managing Human Resource budget and other Human Resource activities. Advise guide line managers with regard to Recruitment and Selection processes, staff establishment as well as the statistical requirements of the Region. Managing and supervising the professional, administrative and support function. Compilation of Recruitment and selection reports on a monthly basis. Updating of Recruitment and Selection tracking system. Evaluate staff performance through PMDS. Update service conditions database. Do presentation on all new policies as well as induction. Check submission of appointments. Draft submissions.

ENQUIRIES FOR ATTENTION APPLICATIONS CLOSING DATE : Mr R Claassen
: Ms P Mogolo
: The Regional Head Department of Water Affairs Private Bag 528 Pretoria 0001
: 10 October 2010

POST 30/232 : **CHIEF DEVELOPMENT EXPERT: WATER SECTOR ADVOCACY, LEARNING AND COMMUNICATIONS**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Pretoria
: An appropriate Communications or Journalism Degree. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong analytical thinking and writing skills. Extensive experience in writing and event coordination. Computer literacy. Possession of a valid code 08 driver's license.

DUTIES : Key Performance Areas: Coordination of national ministerial events relating to the water sector, promotion of lessons learning across the sector in collaboration with key networks such as WIN-SA, and others. Promotion of sector advocacy on priority programmes as identified by the Department sector collaborative for a such as the Water Sector Leadership Group. Documentation of best practice, Population of the Masibambane website. Advocating for the Sector Wide Approach and fostering a common sector identity, coordinating sector exhibitions and information sharing sessions.

ENQUIRIES : B Zondi 012 336 8817

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

FOR ATTENTION : Ms T Bapela
CLOSING DATE : 10 October 2010

POST 30/233 : **ENGINEERING TECHNOLOGIST GRADE A-C (2 POSTS)**

SALARY : R175 296 – R 268 728 Plus benefits (Offer based on proven years of experience)
CENTRE : King William's Town and Mthatha
REQUIREMENTS : B Tech degree in engineering plus appropriate planning and organizational skills. Three five years post qualification experience. Registered with ECSA as a Engineering Technologist. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook) Good verbal and written communication skills to be able to communicate with DWA, WSA and other related institutions. Understanding of Public Service Regulations.

DUTIES : Provide input to design, structures and installation of water services related infrastructure. Provide input to multifaceted projects in the development of Water Service Infrastructure at DWA and WSA level. Review and input into the regional water service planning process. Review construction programs of the WSA's. Review O&M Plans and Programs of the WSA's. Conduct inspection visits to Water Services Infrastructure on a regular basis, but in a planned manner. Support functional areas to arrange supply chain, human resource and financial needs.

ENQUIRIES : Mr. Pieter Oberholzer, Tel 043 – 604 5569
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Margraves Ave, King William's Town.

FOR ATTENTION : Mr C Gqomfa
CLOSING DATE : 10 October 2010

POST 30/234 : **SENIOR PERSONNEL PRACTITIONER**

SALARY : R161 970 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate recognised three-year tertiary qualification in Human Resources/Public Management or relevant fields, plus extensive experience in Human Resource Management Environment. *Extensive knowledge and experience in administering PERSAL. *Extensive experience in recruitment and selection. *Knowledge of PILIR. *Knowledge of Public Service regulatory framework. *Knowledge of compiling different types of submissions. *Excellent written and verbal communications skills. *Supervisory skills. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *Good interpersonal relations *Valid driver's license.

DUTIES : *Monitoring the advertisement of vacancies in the Region. *Ensure the database is updated on regular basis. *Serve as secretary or adviser during shortlisting and interviews. *Check/compile submissions for appointments, promotions and transfers. *Write monthly reports in terms of recruitment and selection. *Give advice and monitor compliance on all matters pertaining to HR Transactions and Information and Recruitment and Selection. *Administer service terminations and write monthly reports thereof. *Ensure that the Injury on Duty cases is dealt with. *Approve leave, allowances, appointments, promotions, probations and transfers on Persal. *Ensure that the Job evaluations results are implemented on Persal. *Approve merit and long service awards on Persal. *Give guidance to subordinates on how to deal with PILIR cases. *Supervise and train staff. *Deal with HR related queries on a daily basis, in accordance with the Batho Pele principles. *Participate in the budget preparation.

ENQUIRIES : Mr HG Masia, tel. (015) 290 1348
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

<u>POST 30/235</u>	:	<u>LABOUR RELATIONS OFFICER</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification plus two years experience in Labour Relations. *A sound knowledge of Labour Relations Act 66 of 1995, Public Service Act and Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC and GPSSBC Resolutions. Knowledge of other relevant prescripts. Communication, presentation and analytical skills amongst others. The person must be computer literate with practical knowledge of Micro Soft Word, Outlook, Excel and PowerPoint. A valid driver's license.
<u>DUTIES</u>	:	*facilitate the resolution of grievances, attending to employees complaints. *Investigate misconduct cases, drafting of charge sheet, represent employer at disciplinary hearing, presiding over disciplinary cases. * represent the employer at conciliation and arbitration level, *Facilitate the restructuring and transfers of employees, Attend to after care issues.*Advise line functionaries and employees on Labour Relations issues, Drafting of submissions and other correspondences,*Training employees and line managers on different aspects of Labour Relations, engage with unions and other relevant stakeholders, resolve conflicts, *Promoting a conducive Labour Relations environment in the region.
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).
<u>ENQUIRIES</u>	:	Mr. V.C Mudau Tel. (015) 290 1220
<u>CLOSING DATE</u>	:	13 August 2010
<u>POST 30/236</u>	:	<u>EMPLOYEE ASISSTANCE PROGRAMME COORDINATOR</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate recognised B. Degree or equivalent qualification or a postgraduate Diploma in EAP with extensive experience in EAP. *Sound knowledge of HIV * AIDS, OHS, PILIR and Health Promotion. *Registration with the South African Council of Social Service Professions will be an advantage. *Assessment and counseling skills. *Computer literacy. *A valid driver's license. *Willingness to travel.
<u>DUTIES</u>	:	*Responsible for counseling of employees and their mandate families. *Placement in the appropriate institutions. *Render professional EAP advice to managers and staff. *Render proactive programmes in the field of EAP, OHS, Health Promotion, HIV & AIDS and PILIR. *Assist in the administration of PILIR. *Reporting and rehabilitation of victims of IOD. *Market the wellness programmes. *Participate in research on wellness issues. *Maintain records for the wellness programmes.
<u>ENQUIRIES</u>	:	Mr HG Masia, tel. (015) 290 1348
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).
<u>POST 30/237</u>	:	<u>SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING)</u>
<u>SALARY</u>	:	R 161 970 per annum
<u>CENTRE</u>	:	NWRI-Eastern Operations: Midmar Area Office (KZN)
<u>REQUIREMENTS</u>	:	B Com Degree or equivalent qualification in Finance. Minimum of five years appropriate experience in a financial environment. Knowledge and experience on Persal and FI SAP. Experience in budget preparation. Good working knowledge and understanding of the PFMA,, National Treasury Regulations and PERSAL.: Computer literacy (MS Office). Good communication skills (verbal and written). Planning and organizing skills. Problem solving skills. A valid Code B drivers license. Recommendations: Experience in Water Tariff determination and knowledge of the Water Pricing Strategy will be a recommendation.
<u>DUTIES</u>	:	Assist with compilation of annual budget and MTEF for the Eastern Cluster. Assist with the Water Pricing calculations. Ensure compliance to the MTEF, with the Departmental Financial Instructions and PFMA. Assist with budget and expenditure control. Request and distribute expenditure reports. Monitor

expenditure in the Eastern Cluster. Analyze and capture requests for budget transfers. Keep proper record of the transfer of funds. Assist in the facilitation of budget training sessions. Completion of journals to rectify incorrect allocations.

ENQUIRIES : Mr. D.F. Brune Tel. 033 239 1900 / 082 808 9934
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : Mr. L. Hlela (Human Resources)
CLOSING DATE : 13 August 2010

POST 30/238 : **SENIOR ADMINISTRATIVE OFFICER: (HUMAN RESOURCE SUPPORT)**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three years National Diploma or Degree in Human Resource Management or Development with not less than 3 years Human Resource support experience. Computer literacy in the following: MS package Microsoft Word, Outlook, Excel and PowerPoint. Good verbal and written skills. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment. Knowledge of and experience in broad Human Resources functions as a generalist would be an added advantage.

DUTIES : The incumbent's duties will be to provide day to day Human Resource general functions which entail the following: 1. Facilitation of Recruitment and Selection Process on behalf of the Chief Directorate: Regional Coordination and Management by: Preparation of draft posts advertisement and submission to Recruitment and Selection Directorate, Making arrangements for short listings and interviews, Tracking of appointments submissions and approvals Making arrangements for appointed candidates to assume duties, Preparing appointment documents for capturing on Persal by Human Resource Transactions. 2. Facilitation of implementation of Performance Management and Development System in the Chief Directorate: Coordinating the development and submission of Performance Agreements by all Chief Directorate employees, Providing support for conducting of performance reviews, Coordination of Mid Year and Annual Assessment Reports, Making arrangements and providing support to the Assessment and Moderation Committee meetings, 3. Coordination of employment relations activities within the Chief Directorate Develop a reporting template for existing and new grievances reported, Making arrangements for resolution of existing and new cases, Submit final report to Deputy Director General: Regions on the status of all grievances referred to the Chief Directorate. 4. Handling of general correspondence on internal Administration and Human Resource issues Preparation of submissions, Preparation of Agendas and minutes for Management Bi-Weekly meetings, Preparation of letters and internal memos as well as other correspondences, Quality checking of submissions from other staff members and ensuring that all records and documents are properly filled. Supervise staff and ensure their development and assessment.

ENQUIRES : Mr Walter Nkabinde (012) 336-6776
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela
CLOSING DATE : 13 August 2010

POST 30/239 : **ARTISAN FOREMAN GRADE A (ELECTRICAL 2 POSTS)**

SALARY : R154 107 per Annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's licence. Problem solving and analysis. Computer skills. Technical analysis. Technical report writing. Planning and organising. Grade 12 or equivalent qualification/Electrical certificate (Heavy current). Trade test certificate with 5 years experience. Good communication skills and both verbal and written. Valid driver's license. The candidates may be subjected to testing.

DUTIES : Maintenance of Electrical equipment or Machinery. Inspection for cathodic protection. Maintenance of official houses, outside station & office. Installation of new electrical instruments telemetry. Pump station Motors. Electrical fault

findings. Able to work with low & medium voltage. Able to work overtime and Stand-by. Able to work under supervision and under pressure. Implementation of OHS Act

ENQUIRIES : Mr R. Rabie Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.
FOR ATTENTION : Ms P.P. Tibe
CLOSING DATE : 10 October 2010

POST 30/240 : **ARTISAN FOREMAN GRADE A (CIVIL)**

SALARY : R154 107 per Annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's licence. Problem solving and analysis. Computer skills. Technical analysis. Technical report writing. Planning and organising. Grade 12 or equivalent qualification in Mechanical engineering with 5 years experience. Trade test certificate and computer literacy. A valid driver's license. The candidate may be subjected to testing.

DUTIES : Planning and organizing of work according to the budget implementation. Standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Customer care and Mechanical Services

ENQUIRIES : Mr A.K. Klassen Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.
FOR ATTENTION : Ms P.P. Tibe
CLOSING DATE : 10 October 2010

POST 30/241 : **ARTISAN FOREMAN GRADE A (ELECTRICAL 2 POSTS)**

SALARY : R154 107 per annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid drivers' license. Technical report writing. Communication and computer skills. Grade 12 or equivalent qualification/Electrical certificate (Heavy current). Trade test certificate with 5 years experience. Good communication skills and both verbal and written. Valid driver's license. The candidates may be subjected to testing.

DUTIES : Maintenance of Electrical equipment or Machinery. Inspection for cathodic protection. Maintenance of official houses, outside station & office. Installation of new electrical instruments telemetry. Pump station Motors. Electrical fault findings. Able to work with low & medium voltage. Able to work overtime and Stand-by. Able to work under supervision and under pressure. Implementation of OHS Act

ENQUIRIES : Mr R. Rabie Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.
FOR ATTENTION : Ms P.P. Tibe
CLOSING DATE : 10 October 2010

POST 30/242 : **ARTISAN FOREMAN GRADE A (CIVIL 1)**

SALARY : R154 107 per annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid drivers' license. Technical report writing. Communication and computer skills. Grade 12 or equivalent qualification in Mechanical engineering with 5 years experience. Trade test certificate and computer literacy. A valid driver's license. The candidate may be subjected to testing.

DUTIES : Planning and organizing of work according to the budget implementation. Standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Customer care and Mechanical Services

ENQUIRIES : Mr A.K. Klassen Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.
FOR ATTENTION : Ms P.P. Tibe

CLOSING DATE : 10 October 2010

POST 30/243 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**

SALARY : R148 818 – R228 132 plus benefits – Offer will be based on proven years of experience

CENTRE : Tugela Vaal (Jagersrust)

REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. A three year National Diploma or Degree in Civil, Mechanical or Electrical (heavy current) Engineering. Registration with the engineering Council of South Africa Act, 1990 (ECSA). Three years relevant experience. Computer literate knowledge of the OHS Act 85. The candidates may be subjected to a test.

DUTIES : The successful candidate will be responsible for quality control. Performance of artisan work of a complex nature. Produce and supply drawings. Compile quality control reports. Adjustment of work plans. Work planning and compiling of work packages, co-ordinate work schedules. Compile tender document and specification, evaluate tenders.

ENQUIRIES : Mr HG Van Der Merwe Tel. (036) 438 6211

APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.

FOR ATTENTION : Ms P.P Tibe

POST 30/244 : **ENGINEERING TECHNICIAN (RODUCTION) GRADE A – C**

SALARY : R148 818 – R228 132 plus benefits – Offer will be based on proven experience

CENTRE : Tugela Vaal (Jagersrust)

REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Project Management. . A three year National Diploma or Degree in Civil, Mechanical or Electrical (heavy current) Engineering. Registration with the engineering Council of South Africa Act, 1990 (ECSA). Three years relevant experience. Computer literate knowledge of the OHS Act 85. A valid driver's licence. The candidates may be subjected to a test. .

DUTIES : The successful candidate will be responsible for quality control. Performance of artisan work of a complex nature. Produce and supply drawings. Compile quality control reports. Adjustment of plans. Work planning and compiling of work packages, co-ordinate work schedules. Compile tender document and specification, evaluate tenders.

ENQUIRIES : Mr HG Van Der Merwe Tel. (036) 438 6211

APPLICATIONS : The Area Manager, Department of Water Affairs and Forestry, Private Bag X1652, Bergville, 3350.

FOR ATTENTION : Ms P.P Tibe

CLOSING DATE : 10 October 2010

POST 30/245 : **SCIENTIFIC TECHNICIAN GRADE A – C X2**

SALARY : R148 818 – R 228 132 Plus benefits (Offer based on proven years of experience)

CENTRE : Bellville

REQUIREMENTS : 3 year Degree/National Diploma (Geotechnology or Geology) or equivalent qualification. A valid Driver's License (certified copy must be attached) and be willing to travel extensively in the Region. Computer Literacy. The applicant must be registered with SACNASP. Recommendations: Experience in the acquisition and provision of groundwater data. Computer literacy, interpersonal skills and leadership skills. Good communication skills (written and verbal), technical report writing skills.

DUTIES : Collect and process groundwater data from various sources. Ensure quality of captured data and provide assistance for information management. Conduct hydrosensus, geophysical surveys, pumping tests, sampling programmes. Disseminate groundwater data and information support and provide service to groundwater specialists. Assist with the provision of standards and direction for groundwater services; contribute to groundwater education and training. Assist with capacity building and organizational development for local communities to manage the groundwater resource. Water use management and authorization of

groundwater related water use Knowledge of GIS and application in groundwater assessment and monitoring.

ENQUIRIES : Mr. B. Zenzile 021 950 7190
APPLICATIONS : Chief Director: Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand delivered at Sigma Building, 3 Blackenberg Road, Bellville.
FOR ATTENTION : Mr. B. Saki 021 941 6018
CLOSING DATE : 10 October 2010

POST 30/246 : **SENIOR SECRETARY (CHIEF DIRECTOR: MULTILATERAL)**

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

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

ENQUIRIES : Ms S. Mathebula (Tel: 336 6759)
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela
CLOSING DATE : 13 August 2010

POST 30/247 : **DEVELOPMENT EXPERT - 2 POSTS**
Directorate: Institutional Establishment Sub-Directorate: Catchment Management

SALARY : R130 425 per annum
CENTRE : Durban
REQUIREMENTS : An appropriate recognized three-year tertiary qualification in the field of Community Development, Development Studies, Economic, Social Sciences and at least two (2) years of relevant experience. The appropriate candidate must have knowledge of water related legislation, policies and practices. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as experience in conducting participatory processes including the ability to manage conflict, interpret and apply policy, strategy and legislation. Have an understanding of integrated water resource management. A valid driver's licence is essential. Must be willing to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES : Key Performance Areas: We require a self-motivated and independent individual that must have the ability to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (both commercial and emerging), local communities and other external institutions. Providing support to the institutional development function of water resources management. Assist in facilitation and co-ordination of institutional establishment of Catchment

Management Agencies, Catchment Management Fora and Water User Associations within the respective Water Management Areas. Provide support to the Water Conservation and Water Demand Management and the Integrated Water Resource Management programmes.

ENQUIRIES : Mr J.G. Reddy – Tel. (031) 336 2858

APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000, for attention: The Manager (Human Resources)

CLOSING DATE : 13 August 2010

POST 30/248 : **ADMINISTRATION OFFICER**

SALARY : R130 425 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : *A Grade 12 certificate or equivalent qualification plus relevant experience in Organisational Design and Translation. *Knowledge of Gender and Disability Policy of DWA. *Knowledge of external and internal Gender. *Mainstreaming programmes and projects. *Strong negotiator, facilitating skills and consensus builder. *Computer literacy. *Valid driver's license.

DUTIES : *Manage Change Management processes and Organizational Development at various levels. *Facilitate activities of Woman in Water and Working for Water programmes and projects. *Monitor and evaluate the Region's performance and transformation interventions. *Facilitate and co-ordinate all special programmes (Gender, Disability and Youth Development) in the Region. *Represent the Region in all the committees that relate to Organisational Development and Transformation. *Responsible for the Employee Wellness Programme Implementation. *Act as a Regional Change Agent.

ENQUIRIES : Mr H.G Masia, tel. (015) 290 1348

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/249 : **COMMUNITY DEVELOPMENT OFFICER**

SALARY : R 130 425.00 per annum

CENTRE : Bellville

REQUIREMENTS : An appropriate recognised three-year tertiary qualification in the field of Community Development, Development Studies, Economic, Human or Social Sciences coupled with more than two years relevant experience. The appropriate candidate must have knowledge of water related legislation, policies and practices. Computer literacy. Have an understanding of water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's license is essential (a certified copy must be attached). Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES : Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resource management in the Berg Water Management Area. Assist in the establishment, co-ordination and management of Catchment Fora and Water User Associations.

ENQUIRIES : Ms A Schreuder, (021) 950 7102

APPLICATIONS : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr B Saki (021) 941 6018

CLOSING DATE : 13 August 2010

POST 30/250 : **CHIEF REGISTRY CLERK**

SALARY : R130 425 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *A Grade 12 certificate or equivalent qualification plus relevant experience in registry/records environment. *Extensive experience in registry and records handling. *Knowledge of Registry policy/procedures and processes. *File management experience. *Knowledge of applicable prescripts or Acts. *Excellent verbal and written communication skills. *Supervisory skills. *Good interpersonal skills. *Computer literacy. *A valid driver's license.

DUTIES : *Compile workplans and quarterly reports for subordinates. *Manage all registry administration work. *Delegate and management of work. *Ensure that there is no backlog on documents to be filed. *Ensure that there is no file that leaves registry without being recorded. *Deal with all registry related queries on a daily basis, in accordance with Batho Pele principles. *Identify, classify and record a large variety of official documents and manage a logical filing system. * Compile statistics for annual and quarterly reports. *Identify training needs for the subordinates. *Train and supervision of subordinates.

ENQUIRIES : Mr N.L Tshivhase, tel. (015) 290 1200
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/251 : **CHIEF ACCOUNTING CLERK (MANAGEMENT ACCOUNTING)**

SALARY : R 130 425 per annum
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : National Diploma / Degree or equivalent qualification in Finance with mathematics and accounting. Minimum of five years appropriate experience in a financial environment. Knowledge of Persal and FI SAP. Experience in budget preparation. Good working knowledge and understanding of the PFMA., National Treasury Regulations and PERSAL.: Computer literacy (MS Office). Good communication skills (verbal and written). Planning and organizing skills. Problem solving skills. A Valid Code B Drivers license. Recommendations: Experience in Water Tariff determination and knowledge of the Water Pricing Strategy will be a recommendation.

DUTIES : Assist with compilation of annual budget and MTEF for the Eastern Cluster. Assist with the Water Pricing calculations. Ensure compliance to the MTEF, with the Departmental Financial Instructions and PFMA. Assist with budget and expenditure control. Request and distribute expenditure reports. Monitor expenditure in the Eastern Cluster. Analyze and capture requests for budget transfers. Keep proper record of the transfer of funds. Assist in the facilitation of budget training sessions. Completion of journals to rectify incorrect allocations.

ENQUIRIES : Mr. D.F. Brune Tel. 033 239 1900 / 082 808 9934
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. L. Hlela (Human Resources)
CLOSING DATE : 13 August 2010

POST 30/252 : **CHIEF ADMINISTRATION CLERK**

SALARY : R130 425 per annum
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : Grade 12 plus extensive experience in Supply Chain and Asset Management. In-depth knowledge of Asset Management Policies and Prescripts. Knowledge of SCM policy, PFMA, Treasury Regulations and PPPFA. Knowledge of Supply Chain Management Framework Policy. Experience in SAP MM Systems. Must possess supervisory skills and experience. Must possess a high degree of computer literacy. Strong written and verbal skills. A valid code B drivers license.

DUTIES : Manage the SAP System and oversee all SCM related functions and transactions. Verify and approve transactions on the SAP System relating to stock reservations, external requisitions and invoicing. Manage all activities related to assets such as bar-coding and management of the asset register. Maintain the lease asset register. Attend to and resolve all queries. Manage the

Vendor registration process. Ensure compliance with all relevant policies and regulations. Perform the necessary HR administration duties as required. Train, supervise and assess staff in component. Ensure Audit Compliance and readiness within the SCM unit. Report all activities to the SCM Head.

ENQUIRIES : Mr. N Singh Tel 033 239 1900.
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : Mr L Hlela (Human Resources)
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 30/253 : **SAFETY OFFICER**

SALARY : R130 425 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : An appropriate recognized Post Matric Diploma/Certificate in Occupational Health and Safety Management Courses(NQF Level 6) or equivalent qualification *Management with credible Occupational Health and Safety experience. *Knowledge of the OSH Act and Regulations (Act 85 of 1993), COID Act (130 of 1993) *Well developed office administration and organizing skills. *Good interpersonal written and verbal communication skills. *Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). *Ability to work independently, willing to work long hours and under pressure *Drivers License *A minimum of three years experience in Health and Safety field.

DUTIES : *Co-ordinate the implementation of the OSHACT. *Co-ordinate Hazard Identification and Risk assessment programmes *Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident-reporting matrix *Investigate and report on all internal accident and related incidents and make recommendation to management *Co-ordinate Regional Health and Safety Meetings, *Facilitate training to all the employees, managers and contractors in the office regarding health and safety. *Conduct Health and safety presentations and awareness campaigns in various offices within the Region

ENQUIRIES : Mr J Maenetja, tel. (015) 290 1431
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/254 : **PRINCIPAL PERSONNEL OFFICER**

SALARY : R130 425 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *A Grade 12 certificate or equivalent qualification plus relevant experience. *Knowledge and experience of PERSAL. *Experience in recruitment and selection, Pension Administration. *Knowledge of PILIR. *Knowledge of Public Service regulatory framework. *Knowledge of compiling different types of submissions. *Excellent written and verbal communications skills. *Supervisory skills. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *Good interpersonal relations.

DUTIES : *Responsible for handling of HR Transactions and Information and Recruitment and Selection i.e. leave, housing, termination of services, recruitment and selection and evaluation of staff. *PILIR cases. *Compile submissions. *Implement HR transactions on Persal. *Deal with HR related queries on a daily basis, in accordance with the Batho Pele principles.

ENQUIRIES : Mr H.G Masia, tel. (015) 290 1348
APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/255 : **SECURITY OFFICER**

SALARY : R 105 645 per annum

CENTRE REQUIREMENTS : Bellville
 : The successful candidate must be in possession of a Grade 12 certificate, PSIRA Grade B certificate. A National Diploma or degree in Security Management will be an added advantage. The ideal candidate must have an extensive experience in the field of security and knowledge of security management. Must have supervisory, leadership and presentation skills as well as computer literacy. Applicants must have a thorough knowledge of security legislations, including the MISS/MPSS. Should be able to work independently and under pressure. Must be able to handle conflict situations. Knowledge of financial and human resource related matters and report writing skills. Must be willing to work extensive hours, travelling throughout the region and have a valid code 08 (EB) driver's license (a certified copy must be attached).

DUTIES : The incumbent's responsibility will be to render a safety and security management service for the whole Western Cape Regional office in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Research on new security technology to update equipment regularly and the maintenance of security equipment. Inspections on all installations and all buildings advise regional management of all risks. Investigation of incidents. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies and DWA National Security Manager. Conduct security awareness. Manage private security service providers contracts. Conduct security related incidents investigations. Ensure compliance and implementation of security policies including the MISS/MPSS.

ENQUIRIES APPLICATIONS : Ms Janse van Rensburg Tel: (021) 941 6002
 : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION CLOSING DATE : Mr. B. Saki 021 941 6018
 : 13 August 2010

POST 30/256 : **SENIOR ADMIN CLERK GRADE [2 POSTS]**
 CD: Resource Directed Measures

SALARY CENTRE REQUIREMENTS : R105 645 per annum
 : Pretoria
 : Grade 12 plus relevant experience in administrative processes. The candidate must proof to have good interpersonal skills and further to this the ability to liaise with technical staff within the directorate. Good written and verbal communication skills, the successful candidate must further demonstrate to be innovative, enthusiastic, creative, and computer literate (proficient in MS Word, Excel and Outlook) and have the ability to manage stress and large work loads. Good planning, organising and problem solving skills.

DUTIES : The duties pertaining to this position include amongst others and as stipulated in the Job description, assisting and providing support to the Admin Officer and other staff within the RDM directorate. To process mail, making copies and printing and binding documents. Assist with filing documents and providing information as requested by other directorates. Register projects, update register file and ensure that copies of documents are made, marked and filed. Assist with the logistic arrangements required at meetings, other events and travel arrangements for RDM staff. Manage incoming calls for managers and direct calls to appropriate staff in case of enquiries.

ENQUIRIES APPLICATIONS : Mr A Morgan, tel. (012) 336-7877.
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION CLOSING DATE : Ms T Bapela
 : 13 August 2010

POST 30/257 : **SENIOR ACCOUNTING CLERK: PAYROLL MANAGEMENT**

SALARY CENTRE : R105 645 per annum
 : Polokwane Region

REQUIREMENTS : *A Grade 12 certificate plus appropriate and relevant experience. *Experience in group activities. *Sound abilities to navigate in Persal system. *A sense of Financial Management principles. *Practices in reporting and basics of applicable policies and legislative framework are essential. *Computer literacy, communication and other skills are a recommendation.

DUTIES : *Checking, processing and amendment of deductions and allowances on Persal system. *Distribution of pay slips. *Record keeping. *Attend to queries related to salary matters.

ENQUIRIES APPLICATIONS : Mr M Mavhungu, tel. (015) 290 1360
The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/258 : **SENIOR REGISTRY CLERK**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Polokwane Regional Office
*A Grade 12 certificate or equivalent qualification plus relevant experience in registry/records environment. *Experience in registry and records handling. *Knowledge of Registry policy/procedures and processes. *Knowledge of applicable prescripts or Acts. *Excellent verbal and written communication skills. *Good interpersonal skills. *Computer literacy.

DUTIES : *Handle all registry administration work. *Ensure that there is no backlog on documents to be filed. *Ensure that there is no file that leaves registry without being recorded. *Opening and closing of files. *Scrutinize records and dispatch outgoing correspondences. *Sort and post documents. *Deal with all registry related queries on a daily basis, in accordance with Batho Pele principles.

ENQUIRIES APPLICATIONS : Mr N.L Tshivhase, tel. (015) 290 1200
The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/259 : **SENIOR PERSONNEL OFFICER GR. III**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Polokwane Regional Office
*A grade 12 certificate or equivalent qualification plus relevant experience. *Computer literacy (MS Word) is vital. Good communication skills, interpersonal skills. Ability to work in a team and independently. Be able to work under extreme pressure. Be able to interact with internal and external clients. Knowledge of labour legislations and other relevant prescripts.

DUTIES : Type letters, memorandum, minutes, reports and submission. Liaising with internal and external clients. Photocopying, faxing and posting correspondences. Filing documents, answering telephone and taking messages. Compile statistics. Arranging diary for Labour Relations Officers. Keep record of all Labour Related matters.

ENQUIRIES APPLICATIONS : Mr. V.C Mudau (015) 290 1220
The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/260 : **SENIOR ADMINISTRATION CLERK GRADE 111**

SALARY CENTRE REQUIREMENTS : R105 645
NWRI-Eastern Operations: Midmar Area Office (KZN)
Grade 12; Computer Literacy; Knowledge of SAP MM System. Proven experience in a creditors environment; Knowledge of prescripts as laid down by the PFMA and Treasury Regulations. Valid Code B Licence

DUTIES : Verification of Invoices against Purchase Orders. Submission and monitoring of Entity Maintenance Forms with Head Office. Liaison with vendors in respect of

banking details. Load Banking Details on the System. Creation of Invoices on SAP. Perform monthly reconciliations and age analysis for creditors. Liaison with creditors and handling of all queries related to creditors. Maintain filing system. Perform ad-hoc duties when the need arises.

ENQUIRIES : Mr N Singh Tel. 033 239 4900
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : The Manager (Human Resources)
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 30/261 : **SENIOR ADMINISTRATION CLERK**
 Planning And Operation And Maintenance

SALARY : R105 645 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification plus appropriate experience. Computer literate. Ability to work long hours and under pressure as well as the ability to keep confidentiality. Good interpersonal relations and communication skills.

DUTIES : Assist with the maintenance of the filing system. Assist with the capturing of data. Assistant with secretariat support (typing of minutes, drafting and typing of correspondence/documents). Administering of office correspondence/reports. Render administrative support to the component/Directorate. Assist in the communication with internal and external stakeholders. Assist in the SCM/ procurement processes of the component. Ensure the arrangements and preparations of meetings and workshop. Support any other ad hoc administrative activities of the component.

ENQUIRIES : Mr L.R. Tloubatla TEL NO 051 405 9000
APPLICATIONS : The Regional Head, Department of Water affairs Private Bag 528 Bloemfontein 9300
FOR ATTENTION : Ms P Mogolo
CLOSING DATE : 13 August 2010

POST 30/262 : **WATER CONTROL OFFICER (3 POSTS)**

SALARY : R94 326 per annum
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
 Pongolapoort Dam, Craigieburn Dam, Hluhluwe Dam
REQUIREMENTS : Grade 12 certificate or equivalent qualification. A valid code EB driver's license. Supervisory skills and experience. Computer literacy. Recommendations: An approved category R skippers licence, knowledge of the Water Act, experience of the maintenance and operation of dams or water related structure. Abstraction control, flood release, dam safety inspection and knowledge of pump calibration. Good written and verbal communication skills. Supervisory skills. Map reading skills, ability to operate GPS. Physical fitness. Willing to travel extensively.
DUTIES : Key performance area: Measure and record the in-flow and the out-flow of water from the dam. Supervision of maintenance and operation of State owned dams. Abstraction control duties to ensure that water is not pumped from rivers. Submitting of written reports on dam safety inspections. Rainfall and dam level readings. Administrative duties. Investigate complaints. Control bulk water releases and flood release, attend WUA meetings. Monitoring of the downstream river flows.

ENQUIRIES : Mr. SE. Shange Tel. 033-239 1900 / 0829086683
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : Mr. L. Hlela (Human Resources)
CLOSING DATE : 13 August 2010

POST 30/263 : **PRINCIPAL AUXILIARY SERVICES OFFICER SPATIAL AND LAND INFORMATION MANAGEMENT GEOGRAPHIC INFORMATION AND ARCHIVING (GIS & RS)**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with Geography as subject. Experience in the use of MS word, Internet, Excel and e-mail. Experience of working with topographic and thematic maps.

Experience of working with orthophotos, plans and aerial surveillance photographs. Good communication and interpersonal skills. Ability to work independently or as a member of a team.

DUTIES : Serve users of the map library and map shop at the internal and external counters. Respond to electronic requests for maps, plans, orthophotos and aerial photographs. Interpret requests of internal and external departmental map library and map shop users. Preparation of orthophotos and flight plans for filing and archiving. Filing of maps, aerial photography, orthophotos in the library. Making photocopies and sepia prints of orthophotos and plans. Collection of maps, orthophotos and other material that is archived in the Library and stocked in the map shop. Packaging of maps for postage to users in Regional offices and other centres. Arranging for the postage thereof. Stock taking of maps, aerial photography, orthophotos. Verbal and written reporting to manager of the Map Shop and Library.

ENQUIRIES : Ms J de Klerk (Telephone 012 336 8047)

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

FOR ATTENTION : Ms T Bapela

CLOSING DATE : 13 August 2010

POST 30/264 : **SECRETARY TO THE DIRECTOR: OPERATION AND MAINTENANCE SUPPORT AND REGULATION**

SALARY : R87 978 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : *A Grade 12 certificate or equivalent qualification with appropriate subjects passed and appropriate secretarial experience. The following will serve as recommendations: Flexibility and strong organizational skills. *Initiative and innovative skills. *Computer literacy. *Knowledge of Microsoft Office. *A valid driver's license. *Secretarial qualification.

DUTIES : *Report to the Director: Operation and Maintenance Support and Regulation. *Prepare/manage documents. *Assist the Director: Operation and Maintenance Support and Regulation with execution and performing of his duties according to his Performance Agreement. *Set up meetings and appointments (internal and external) and organize the diary of the Director. *Arrange meetings for the Director. *Ensure the collation of relevant information and documents for placement in a meeting file for the director when attending meetings. *Attend meetings with the Director when requested. *Arrange workshops in the Region on behalf of the Directorate. *Draft agenda and take minutes. *Receive incoming calls of the Director. *Receive all incoming mail from Registry for screening. *Receive and open mail for the Director. *Attend to pending documents which require action and to ensure that the reply is forwarded. *Arrange air travel and accommodation, transport for the Director and Deputy Directors. *File and order items. *Assist management with compiling and coordinating information for Strategic Business Plan for the Limpopo Region. *Receive and record keeping of ministerial enquiries.

ENQUIRIES : Mr M Shaker, tel. (015) 290 1231

APPLICATIONS : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

CLOSING DATE : 13 August 2010

POST 30/265 : **SECRETARY: DIRECTORATE: CLIMATE CHANGE**

SALARY : R87 978 per annum

CENTRE : Pretoria

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

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

ENQUIRIES APPLICATIONS : Ms CS Khunou (012) 336 8852

FOR ATTENTION CLOSING DATE : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
: Ms T Bapela
: 13 August 2010

POST 30/266 : **SENIOR ADMINISTRATION CLERK**

SALARY CENTRE REQUIREMENTS : R85 338 per annum
: Mafikeng
: Senior Certificate or equivalent certificate with extensive office management experience. Advanced computer literacy skills and knowledge. Communication (verbal and written). Good interpersonal relations and telephone etiquette. The ability to liaise with technical staff within the directorate. Planning, organizational and analytical skills.

DUTIES : Render general administrative support service. Diary management and co-ordination of office activities, Management of all incoming and outgoing correspondence, Co-ordination and preparation for meetings, workshops and taking minutes, receiving as well as attending to messages for Deputy Director: Corporate Services, Provide secretarial support services, Maintain an effective filing system in the office of the Deputy Director: Corporate Services, To process Faxing, making copies and printing and binding documents, Ordering of stationery for the Deputy Director: Corporate Service's office. Ability to maintain confidentiality and security of the Deputy Director: Corporate Service's office.

ENQUIRIES APPLICATIONS : Ms L Van Vuuren Tel: 018 387 9523
: The Regional Head, Department of Water Affairs, Private Bag x5, Mmabatho, 2735

FOR ATTENTION CLOSING DATE : Ms Khukhi Mutloane
: 13 August 2010

POST 30/267 : **DRIVER (EHMV) X 2**

SALARY CENTRE REQUIREMENTS : R 73 584 per annum
: George
: Drivers code 14, public drivers permit and operator licence is a definite requirement. Communication and writing skills needed as well as ability to work in a team. Must be able to work away from the office and camp in the field for long periods of time. Willingness to undergo in-house training and meetings/workshops at various locations.

DUTIES : Transport of Personnel, equipment and material from office to gaugings sites. Maintenance of vehicles and equipment. Keeping of vehicle log sheets and inspections. Collection of goods from suppliers. Assist Maintenance teams with maintenance, refurbishment and construction of gauging weirs and infrastructure when not driving. Render hydrological support services to technical staff, if needed.

ENQUIRIES APPLICATIONS : Mr J Knoetzen (044-802 2701)
: The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X6553, GEORGE, 6530

FOR ATTENTION CLOSING DATE : Ms MM Smit
: 13 August 2010

POST 30/268 : **SENIOR AUXILIARY SERVICES OFFICER – HYDRO**

SALARY : R73 584 per annum
CENTRE : George Office
REQUIREMENTS : A Grade 12 Certificate with Mathematics and/or Earth Science as subject. Practical experience and appropriate knowledge in Hydrological data processing and editing with the use of the Hydstra software package and other database programmes will be to the successful candidate's advantage. Computer literacy and skilful in the usage of Windows-driven programmes such as Excel, MS Word, PowerPoint etc. Good technical problem solving abilities and relevant field experience in the Hydrometry field and ability to interpret hydrological data will be to the advantage. Good interpersonal relations. Good written and verbal communication skills. Willingness to undergo in-house training and meetings/workshops at various locations.

DUTIES : Register incoming hydrological data. Capture hydrological data on computer database systems. Editing and processing of hydrological data. Liaison with Technical personnel in terms of data quality, tasks assignments and reliable source documents. General office administration duties.

ENQUIRIES : Mr. JF Kriel , Tel. 044-802 2733
APPLICATIONS : The Chief Director: Western Cape, Regional office, Department of Water Affairs, Private, Bag X6553, GEORGE, 6530

FOR ATTENTION : Ms MM Smit
CLOSING DATE : 13 August 2010

POST 30/269 : **HANDYMAN (2 POSTS)**

SALARY : R73 584 per annum
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN) (Mechanical Workshop)
REQUIREMENTS : Grade 12 or equivalent certificate. Physical fitness. Recommendations: Knowledge of machinery repairs, services and maintenance. Work in a team. Do manual duties and receive instructions from supervisor. Basic supervisory skills. A valid Code EB driver's licence. Be willing to travel extensively throughout the province and work extended hours when required

DUTIES : Key performance areas: The successful candidate will be required to assist a mechanical artisan in execution of maintenance, repairs and servicing of machinery and plants in various dams throughout KZN. Oversee work done by Tradesmen Aid.

ENQUIRIES : Mr. V J Buthelezi Tel. 033 239 1900
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. L. Hlela (Human Resources)
CLOSING DATE : 13 August 2010

POST 30/270 : **SENIOR GENERAL FOREMAN (3 POSTS)**

SALARY : R62 094
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
Hluhluwe Dam/ Spioenkop Dam/ Pongolapoort Dam
REQUIREMENTS : Grade 12 or equivalent qualifications with mathematics. Code EB driver's license. Recommendations : Good English verbal and written communication, supervisory skills. Experience in minor mechanical and civil maintenance will be an advantage. Ability to work as a team. Physically fit.

DUTIES : Management of subordinates. Be able to take dam readings, minor repair and maintenance of equipment and supervision of grounds man.

ENQUIRIES : Mr. SE. Shange Tel. 033 239 1900
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. L. Hlela (Human Resource)
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 30/271 : **GROUNDSMAN 11 (5 POSTS)**

SALARY : R62 094 per annum
CENTRE : NWRI: Eastern Operations: Midmar Area Office (KZN)
Spioenkop dam, Wagendrift dam, Hluhluwe dam, Pongolapoort dam)

REQUIREMENTS : Grade 10 or equivalent qualification. Recommendations: Knowledge of gardening. Knowledge of and experience in operating lawn mowers, brush cutters and chain saws. Work as a team and manual duties. Physical fitness.

DUTIES : Performance of general estate maintenance and maintenance work. Mowing of lawn, trimming of edges and chemical weed control. Safe use of garden equipment. Preparation of fire breaks. Be willing to assist with other tasks as delegated by supervisor. Assist with loading and offloading of equipment.

ENQUIRIES : Mr. SE. Shange Tel 033 239 1900/ 0829086683

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. L. Hlela (Human Resources)

CLOSING DATE : 13 August 2010

POST 30/272 : **TRADESMAN AID II (2 POSTS)**

SALARY : R62 095 per annum

CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN) (Mechanical Workshop)

REQUIREMENTS : Grade 10 or equivalent certificate. Physical fitness Recommendations: Knowledge of machinery repairs, service and maintenance. Ability to work in a team. Perform manual duties and receive instructions from supervisor. A valid Code EB driver's licence. Be willing to travel extensively throughout the province and work extended hours when required.

DUTIES : The successful candidate will be required to assist a mechanical artisan and a handyman in the execution of maintenance, repairs and services of the machinery in various dams throughout KZN. Carry tools, equipment and keep them in a good condition.

ENQUIRIES : Mr. VJ Buthelezi Tel. 033 2391900

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. M.L Hlela (Human Resource)

CLOSING DATE : 13 August 2010

POST 30/273 : **TRADESMAN AID II (1 POST)**

SALARY : R62 095 per annum

CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN) (Electrical Workshop)

REQUIREMENTS : Grade10 or equivalent certificate. Physical fitness. Recommendations: Knowledge of machinery repairs, service and maintenance. Ability to work in a team. Perform manual duties and receive instructions from supervisor. A valid Code EB driver's licence. Be willing to travel extensively throughout the province and work extended hours when required.

DUTIES : The successful candidate will be required to assist an electrical artisan in execution of maintenance, repairs, services of the plant and machinery in various dams in KZN region. Carry tools, equipment and keep them in a good condition.

ENQUIRIES : Mr. VJ Buthelezi Tel. 033 2391900

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. M.L Hlela (Human Resources)

CLOSING DATE : 13 August 2010

POST 30/274 : **ADMINISTRATION CLERK GRADE 1**

SALARY : R62 095 per annum

CENTRE : NWRI: Eastern Operations: Midmar Area Office

REQUIREMENTS : Grade 12 plus appropriate administration and technical experience for the stated duties. A valid driver's license of at least Code B. A working knowledge of Microsoft Word, Excel and Outlook. Basic Occupational Health & Safety training, including First Aid.

DUTIES : Arrange required maintenance of buildings & equipment of the Midmar Area Complex with DWAF maintenance sections or contractors. Engraving & laminating. Co-ordinate Safety Training needs from various Divisions, book courses and keep records of Training status of staff. Undertake monthly Safety inspections. Arrange viewing of Safety videos setup video equipment in Conference Room. Conference room administration, comprising of the regulation of bookings and keeping Conference room clean & neat and supplied with the correct apparatus. Typing of required documents for Civil Section, Sending,

Receiving & Filing Faxes. Source stores and equipment, entailing obtaining quotations, writing & recording VA2, placing orders, and following up on supply and deliveries. Filing of documents received. Keeping Law books up to date.

ENQUIRIES : K. L. Nuns (033) 239 1900
APPLICATIONS : The Director, Department of Water Affairs, Private Bag X 24 Howick, 3290.
FOR ATTENTION : L. Hlela
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and Knowledge test

POST 30/275 : **DRIVER (1 POST)**

SALARY : R62 094 per annum
CENTRE : NWRI: Eastern Operations: Midmar Area Office.
REQUIREMENTS : BET. Driver's license: at least Code C1 and with a valid PDP. Knowledge of the safety requirements and procedures for the loading & transporting of materials and staff. First Aid [Level 1] Recommendations: Physical fitness.

DUTIES : Allocated driver tasks within the Civil Division mainly within KwaZulu-Natal. Operate tractor and dumper [eg. Grass cutting & road grading] General estate maintenance. General Civil/Building maintenance.

ENQUIRIES : K.L. Nuns Tel. 033 2391253
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : Mr L Hlela (Human Resources)
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and Knowledge test

POST 30/276 : **SECURITY GUARD GRADE 11**

SALARY : R 62 094
CENTRE : NWRI: Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : Grade 10 certificate. Grade B security certificate or equivalent grading qualification. Recommendations: Applicants must be willing to perform shift work and work overtime when necessary. Successfully completed security related training. Candidates must be able to handle dogs.

DUTIES : Control and register the movement of vehicles at the security control gate. Regular patrolling of the State property, Guard the State vehicles, buildings and equipment. Reporting of any incidents to the Section Head.

ENQUIRIES : Mr S Mtshali Tel. 033 239 1900 / 082 802 3306
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290
FOR ATTENTION : Mr. L. Hlela (Human Resources)
CLOSING DATE : 13 August 2010

POST 30/277 : **DRIVER (1 POST)**

SALARY : R54 308 per annum
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : A valid Code EB driver's licence. A valid PDP. ABET or equivalent certificate. Physical fitness. Willing to travel extensively. Recommendation: Knowledge of truck mounted cranes would be an advantage.

DUTIES : Key performance area: The successful candidate will be required to travel to various dam sites in RSA delivering or collecting goods.

ENQUIRIES : Mr. VJ Buthelezi Tel 033 2391900
APPLICATIONS : The Director, NWRI: Eastern Operations: Midmar Dam, Department of Water Affairs, Private Bag X24, Howick,3290
FOR ATTENTION : Mr L Hlela (Human Resources)
CLOSING DATE : 13 August 2010
NOTE : Candidates may be subjected to a skills and knowledge test

POST 30/278 : **CLEANER**

SALARY : R 51 936
CENTRE : NWRI: Eastern Operations, Midmar Area Office (KZN)
REQUIREMENTS : Grade 10 Certificate. Physically fit. Able to communicate in English. Recommendations: Appropriate experience, basic interpersonal relations, ability

to operate cleaning machines and materials. Self motivated & willing to work. Able to perform general cleaning duties.

DUTIES : Perform cleaning duties of a routine nature daily. Ability to operate elementary equipment. Clean dustbins, floors, window sills. Dust and polish desks in all offices. Provide refreshments during meetings. Wash cutlery and crockery after meetings. Request cleaning material in advance.

ENQUIRIES : Mr L Hlela Tel. 033 239 1900

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr. L. Hlela (Human Resource)

CLOSING DATE : 13 August 2010

POST 30/279 : **GENERAL STORES ASSISTANT**

SALARY : R51 936

CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)

REQUIREMENTS : Grade 12. Experience in the issue and receipt of stock. Knowledge of stocktaking procedures. Recommendation: Physical fitness

DUTIES : Receiving of stores stock to prescribed warehouse management principles. Issue approved quantities of items and completion of issue vouchers. Report stock discrepancies to the System Controller. Forward receipt and issue vouchers to the Inventory Clerk. Safekeeping of stock in the warehouse. Updating of VA11A bin cards. Receive Stock purchased. Clean offices, warehouse area and stores yard. Assist with stocktaking. Knowledge of Logis/SAP will be an advantage.

NOTE : Candidates may be subjected to a skills and knowledge test

ENQUIRIES : Mr N Singh Tel. 033 239 1900

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr L Hlela (Human Resources)

CLOSING DATE : 13 August 2010

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

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 13 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 30/280** : **HEAD OF DEPARTMENT REF NO:70255115**
- SALARY CENTRE REQUIREMENTS** : R1 275 732 per annum plus a 10% non-pensionable allowance applies.
: Head Office –Johannesburg
: Only applicants who possess as a minimum an appropriate postgraduate qualification in a relevant field and /or Public Management and /or Business Administration backed by a minimum of 10 years senior managerial experience, preferably in the public service need apply for this top executive position. Dynamic leadership with an in –depth understanding of the operating environment of the public service, its service delivery imperatives and the strategic priorities of the Gauteng Provincial Government. Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in the management of integration and teamwork across the spheres of government and with stakeholders in the sector. Exceptional strategic leadership, change management, project management capabilities and track record of service delivery innovation. Experience in the implementation of the Public Finance Management Act and financial regulatory framework underpinning Public Administration in South Africa. Excellent co-ordination, communication, networking, negotiation and corporate governance skills. Advanced computer literacy and highly developed multi-tasking skills. Ability to work under pressure and to initiate strategies that enhance performance of the executive team and the staff in general. Willingness to work irregular hours and travel extensively. A valid code 08 driver's license.
- DUTIES** : The incumbent will be responsible for the overall strategic management responsibility of the Department of Agriculture and Rural Development. The successful candidate will be directly accountable to the Executing Authority for the realization of the priorities of Government, operational efficiencies and strategic outputs of the Department, manage Departmental programmes and projects in accordance with the Departmental strategic plan. As accounting officer, the incumbent provides overall strategic leadership of the Gauteng Department of Agriculture and Rural Development and work closely with the Executing Authority. The incumbent will also be responsible for an integrated provincial management system for sustainable utilization of natural resources towards a better quality of life for all by ensuring the creation of vibrant, equitable and sustainable rural communities contributing towards food security for all and the protection and enhancement of environmental assets and natural resources.
- ENQUIRIES** : Ms Z. Ncunzana, Tel no: (011) 355 6454

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these

instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

- POST 30/281** : **AREA MANAGER NURSING (SPECIALITY UNIT) REF NO: 70255832**
Directorate: Nursing services
- SALARY** : R314 427 - R353 889 per annum (Plus benefits) (For application with Advances Psychiatric Nursing qualification) and R287 745 - R296 382(Plus benefits) (For applicants without Advanced Nursing qualification).
- CENTRE** : Tara The H. Moross Centre, (Sandton)
- REQUIREMENTS** : 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.
- ENQUIRIES** : Mrs. M.M.F Maphanga, Tel no: (011) 535 3007
- CLOSING DATE** : 13 August 2010
- POST 30/282** : **SENIOR CLINICAL PSYCHOLOGIST REF NO: 70255880**
Directorate: Medical Services
This is a re-advertisement, those who applied before need to re apply.
- SALARY** : R 192 540 per annum (Plus benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Registration with HPCSA as a Psychologist and appropriate practical experience.
- DUTIES** : Provide clinical psychology services to in and out patients of the hospital. Participation in the Hospital Employee Assistance Programme. Coordinating administrative duties related to all psychology service of the hospital including compliance with Mental Health Act and comprehensive HIV/AIDS.
- ENQUIRIES** : Dr. B. J. Wojtowicz, Tel no: (011) 411 3508 / 3614
- CLOSING DATE** : 13 August 2010
- POST 30/283** : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70256043**
Directorate: Allied Services
- SALARY** : R 130 426 per annum (plus benefits)
- CENTRE** : Dr. Yusuf Dadoo Hospital (Krugersdorp)
- REQUIREMENTS** : BSc degree in occupational Therapy and current registration with the HPCSA as an Occupational Therapist. Successful completion of community service and at least a year of experience as a Junior Occupational Therapist. Good communication skills and knowledge of quality assurance.
- DUTIES** : Effective management of allocated patients. Good interaction with the rehab team and other professionals in the hospital. Sharing skills and knowledge with other colleagues. Contribute to the development and implementation of programmes in the section. Ability to take charge of the department and supervise quality of work allocated to subordinates.
- ENQUIRIES** : Dr.N.P Hoyi, Tel no: (011) 951 6000

CLOSING DATE : 17 August 2010

POST 30/284 : **PROFESSIONAL NURSE TB WARD X2 REF NO: 70256019**
Directorate: Health

SALARY : R 130 119 - R 150 843 per annum (Plus Benefit)
CENTRE : Pholosong Hospital
REQUIREMENTS : A registration with the SANC as Professional Nurse.
DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Mrs R.P. Ngake-Mabena, Tel no: (011) 812 5228
CLOSING DATE : 17 August 2010

POST 30/285 : **PHYSIOTHERAPIST REF NO: 70256042**
Directorate: Allied Services

SALARY : R105 645 per annum (plus benefits)
CENTRE : Dr. Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS : BSc Degree in Physiotherapy and currently registered with HPCSA. Successful completion of Community Service. Good communication skills and knowledge of quality assurance.

DUTIES : Plan, implement and evaluate quality management to allocate patients, respect the rights of the patients and ensuring the best service our institution is able to offer. Professional interaction with multidisciplinary team.

ENQUIRIES : Mrs. R.E Muvhumbe, Tel No: (011) 951-6014
CLOSING DATE : 17 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.

MANAGEMENT ECHELON

POST 30/286 : **CLINICAL UNIT MEDICAL GRADE 1 – INTERNAL MEDICINE REFERENCE NO.: PSH 82/10**

SALARY : R 892 287 PA. all inclusive package plus Rural allowance and commuted overtime

CENTRE REQUIREMENTS : Port Shepstone Hospital
Tertiary qualification in the appropriate Health Science (MBCHB). Current registration with the Health Professions Council of South Africa as a Specialist in the specific domain At least five (05) years post registration experience as a Specialist in the specific domain Knowledge, Skills, Training and Competencies required: Appropriate Specialist procedures and protocols within field of expertise Understanding of basic HR matters including Labour Relations Control of budget, monitoring expenditure and project management Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise Managerial and financial management skills Computer skills Conduct out-patient specialist clinics (MOPD) and provide expert opinion where required. Problem solving and project management Concerns of excellence, Courtesy and Interpersonal skills Stress tolerance skills and innovation and drive Awareness of cross-cultural differences

DUTIES : Key Performance Areas: 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 specific domain. 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 an outreach programme to other hospitals within Ugu district.

ENQUIRIES APPLICATIONS : DR PB Dlamini – 039 6886147
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

CLOSING DATE : 13th August 2010 at 16h00

POST 30/287 : **CHIEF EXECUTIVE OFFICER REFERENCE NO: ZUL 04/2010**

SALARY : Inclusive package R378 456 per annum
CENTRE : Vryheid Hospital
REQUIREMENTS : A Bachelor's Degree/ National Diploma in the field of Administration and Management or a tertiary qualification in Health Science, Plus A minimum of three (3) years managerial experience within a health environment, Plus Unendorsed valid driver's license. Knowledge, Skills, Training And Competencies Required: Analytical thinking and decision making skills Leadership and planning skills Good Interpersonal skills Conflict management and skills in negotiation Sound knowledge of Human resource Management and Financial Management

Systems Good working knowledge of functioning of hospitals or public sector institutions Time management Performance management Good communication skills(verbal and written) Knowledge of health legislation and policies Computer literacy in MS Office software applications

DUTIES : Key Performance Areas: Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. Formulate and execute strategic and operational policies and plans for the institution in with departmental priorities. Ensure sound Financial Management of the institution in line with the Public Finance Management Act. Facilitate the development and implementation of HR policies that promote continuous training and development of staff in the institution. Ensure the coordination of all health services within the catchments areas. Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility inline with the vision of the KZN Department of Health. Ensure good governance programme and community participation which includes the effective functioning of hospital boards. Ensure effective management of physical facilities and other clinical and non-clinical hospital services (radiology, pharmacy, laboratory, catering, procurement and other hospital level services) in line with the Provincial regulations and guidelines. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. Provide effective and efficient support to PHC in the catchments.

ENQUIRIES : Mrs. D.T MEMELA Tel (083 457 1218)

APPLICATIONS : Applications should be forwarded to: Mrs LN Dlamini Zululand Health District Office Private Bag X81, ULUNDI, 3838.

CLOSING DATE : 13 August 2010

DEPARTMENT OF PUBLIC WORKS

OTHER POSTS

POST 30/288 : **SUB- DISTRICT MANAGER: NONGOMA REF: SDM/ZSDN/ NCR 0009**
Sub-District Manager: Nongoma

SALARY : R192 540 per annum Level 09

CENTRE : North Coast Region: Nongoma

REQUIREMENTS : Recognised appropriate Degree/ National Diploma plus appropriate experience. Computer Literacy (MS Word, Excel, Microsoft Outlook). Valid Drivers licence. Qualification in a built environment will be an added advantage
Recommendations: Willingness to work long hours and travel long distances, Good verbal and written Communication skills. Project and Programme Management. Stakeholders and Financial Management and knowledge of procurement processes

DUTIES : Manage and co-ordinate the activities within the District Office, Manage works inspection services and projects, Manage general administration support services, Construct, adapt and maintain physical facilities. Provide guidance and advice to Client Departments, District Offices and Senior management. Assist with policy development and monitor its implementation, Liaising and co-ordinating with In house professionals and other role players on projects. Advise with the use on new existing technical systems, techniques, material equipment and compounds. Organize the work of technical, works inspector, Artisan and general auxiliary personnel in the execution of projects. Exercise control over budget expenditure, excluding major projects. Prepare and control other financial related matters. Supervise staff

ENQUIRIES : Mr. SP Majola 035- 874 3294

APPLICATIONS : All applications to be forwarded to: Personnel Practitioner: Human Resource Management, For Attention Mr. SZ Mthethwa. Department of Public Works, Private Bag X42. Ulundi 3838

CLOSING DATE : 10 August 2010

POST 30/289 : **ARTISAN FOREMAN: REF NO: NCHC01/2010**

SALARY : R130 425- R153 636 per annum

CENTRE : Newtown CHC

REQUIREMENTS : A National Diploma in the related field/ NTC 2 or equivalent with 3 or more years of experience in the maintenance field e.g. Electrical, Plumbing and Building of

which at least 1 year should be Supervisory. Proof of passing a trade test in terms of the Manpower training Act 1981, as amended. Valid code 08 driver's license.

DUTIES : Plan all minor or major maintenance and equipment maintenance and participate on the maintenance department projects. Control work outputs from the job cards to ensure that the job is done within the available resources and is of good quality. Compile monthly reports on work in progress and completed for institution. Control and supervise day to day maintenance for effective service delivery. Establish and maintain internal control and report system for the timeous communication of decisions and policies. Plan and co-ordinate work to be carried out by the contractors. Provide technical information and advice on specifications and prioritization for work to be carried out by subordinates and other concerned parties. Detect and report complex faults for institution. Ensure periodical assessment and reporting on the performance of Subordinates. Allocate tasks to staff and oversee that they perform effectively by setting objectives to ensure their optimal utilization.

ENQUIRIES : Mr. P. Naicker @ 031 510 9804

APPLICATIONS : Applications to be forwarded to Newtown CHC, Private Bag X 039, Inanda, 4310 OR Hand delivered at Newtown CHC, A1345 King Bhekuzulu Road -Inanda

CLOSING DATE : 14 August 2010

POST 30/290 : **CCMT DRUG CO-ORDINATOR:REF NO:NCHC 02/2010**

SALARY : R122 490- R151 776 per annum-Grade 2(minimum 5 years experience): R132 738- R151 776 per annum-Grade 3(minimum 13 years experience)

CENTRE : Newtown CHC

REQUIREMENTS : Senior Certificate (Grade 12). Current registration with the SAPC as a Pharmacist assistant(Post Basic). Drivers license(Code B). Computer literacy with proficiency in MS Office Software applications. Registration with the SACP as a Pharmacist Assistant (Post Basic)

DUTIES : To order, receipt, store and distribute pharmaceuticals(especially ARV's) in the centre/ clinic. To monitor stock levels of medication and promote good Drug Supply Management Principles within the centre/clinic. To review all the CHC orders for medication before being submitted to the Provider. To collect and maintain departmental records, statistics and information. To provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication. To participate and attend continuing education and development seminars/ workshop. To maintain good housekeeping in the pharmaceutical environment(hygiene and cleanliness). To provide training on Drug Supply Management if necessary. To monitor adherence of patients to chronic medication. To monitor collection of chronic medication by patients and identify defaulters. To compile a list of defaulters and notify the PHC Manager and Pharmacy Manager. To liaise with the PHC Manager regarding challenges to drug supply management. To monitor uncollected chronic medication and return it to Pharmacy.

ENQUIRIES : Ms. A. Nageshar @ 031 510 9818/19

APPLICATIONS : Applications to be forwarded to Newtown CHC, Private Bag X 039, Inanda, 4310 OR Hand delivered at Newtown CHC, A1345 King Bhekuzulu Road -Inanda

CLOSING DATE : 14 August 2010

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications

NOTE : Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

POST 30/291 : **CHIEF WORKS INSPECTOR (MECHANICAL ENGINEERING) REF NO: NMMD 03/2010**

SALARY : R 161 970 p.a (SL08)
CENTRE : Ngaka Modiri Molema District
REQUIREMENTS : Qualification and Experience: National Diploma (N/T/S Stream) or Degree in Technical or Electrical Engineering or equivalent qualification plus extensive experience in the building environment.*Leadership and managerial skills*Knowledge of procurement systems and procedures*Good interpersonal skills*Computer literacy*A code 08 driver's license. Knowledge: Knowledge of PFMA * Knowledge of Project Management * Report writing skills *Knowledge of procurement systems and procedures* Knowledge of the OHS standards. Skills: Excellent communication and interpersonal skills, motivational skills, good conflict resolution and mediation skills * Computer literacy.

DUTIES : Responsible for ensuring that all works adhere to prescribed OHS standards*Compile specification/tender documents and obtain quotations.*Compile comprehensive technical reports.*handle all relevant technical correspondence regarding maintenance, repairs and inspection of steam reticulation, air conditioning and other related equipment.*Attend site meetings and inspections.*prepare payment of contractors.*Quality control

ENQUIRIES : Ms M.V More Tel No: (018) 387 2502
APPLICATIONS : All applications must be forwarded to the following address: The District Director: Ngaka Modiri Molema, Department of Public Works, Roads and Transport, Private Bag x 80, Mmabatho, 2735 OR hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, 2735

FOR ATTENTION : Mrs. T.J. Mathibe

POST 30/292 : **WORKS INSPECTOR (MECHANICAL ENGINEERING) X 6 POSTS REF NO: REF NMMD 04/2010(SL06)**

SALARY : R105 645 p.a (SL06)
CENTRE : Ngaka Modiri Molema
REQUIREMENTS : Qualification and Experience: National Diploma (T/ N /S stream) and official trade test in the relevant trade. Computer literacy will be an added advantage. Code 08 Driver's license. Good interpersonal and problem solving skills. Knowledge of project management.

DUTIES : Responsible for ensuring that all works adheres to prescribed OHS standards.* Compile specifications/tender documents and obtain quotations.*compile comprehensive technical reports.*Handle all relevant technical correspondence.*Maintenance ,repairs and inspection of steam boiler, air

Transport, Private Bag x 80, Mmabatho, 2735, OR hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, 2735

FOR ATTENTION : Mrs. T.J. Mathibe

POST 30/296 : **ADMIN CLERK (TECHNICAL ADMIN) X 3 POSTS REF: NMMD 08/2010**

SALARY CENTRE REQUIREMENTS : R62 094 p.a(SL03)
Ngaka Modiri Molema
Senior certificate or Grade 12 certificate and appropriate experience in clerical, office work or completion of experiential training. Ability to communicate verbally and in writing. Computer literacy.

DUTIES : The provision of administration support. The rendering of tender administration services. The rendering of procurement services.

ENQUIRIES APPLICATIONS : Ms M.V More Tel No: (018)387 2502
All applications must be forwarded to the following address: The District Director: Ngaka Modiri Molema, Department of Public Works, Roads and Transport, Private Bag x 80, Mmabatho, 2735, OR hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, 2735

FOR ATTENTION : Mrs. T.J. Mathibe

POST 30/297 : **CONTROL WORKS INSPECTOR REF: NMMD 09/2010**

SALARY CENTRE REQUIREMENTS : R240 318 p.a (SL10)
Ngaka Modiri Molema
National Diploma / N6 Quantity survey, Architecture, Civil engineer, Project knowledge management. Building regulations. Understanding of procurement prescripts and policies, Good interpersonal skills, Computer literacy. Communication skills. Extensive managerial skills and experience.

DUTIES : Administer term contracts. Compile budget. Compile monthly and annual reports. Compile bills of quantities / specifications. Monitor and Evaluate projects. Manage unit staff.

ENQUIRIES APPLICATIONS : Ms M.V More Tel No: (018) 387 2502
All applications must be forwarded to the following address: The District Director: Ngaka Modiri Molema, Department of Public Works, Roads and Transport, Private Bag x 80, Mmabatho, 2735 OR hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, 2735

FOR ATTENTION : Mrs. T.J. Mathibe

POST 30/298 : **WORKS INSPECTOR (CONTRACT & PLANNING) REF: NMMD 10/ 2010**

SALARY CENTRE REQUIREMENTS : R105 645 p.a (SL 06)
Ngaka Modiri Molema
National Diploma (T/N/ stream) and / or official trade test with relevant trade. Computer literacy will be of an advantage. A valid code 08 driver's license.

DUTIES : Responsible for ensuring that all works adheres to the prescribed OHS standards. Compile specification and Bill of Quantities for tendering procedures. Compile comprehensive technical reports. Handle all relevant technical correspondence. Plan and execute maintenance on government assets. Attend side inspections and meetings. Compile payment certificates to contractors. Quality control during execution of the projects.

ENQUIRIES APPLICATIONS : Ms M.V More TEL NO: (018) 387 2502
All applications must be forwarded to the following address: The District Director: Ngaka Modiri Molema, Department of Public Works, Roads and Transport, Private Bag x 80, Mmabatho, 2735, OR hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, 2735

FOR ATTENTION : Mrs. T.J. Mathibe

POST 30/299 : **ASSISANT DIRECTOR: HR PLANNING & ORGANISATIONAL STRUCTURING REF NO: 39/2010**

SALARY CENTRE REQUIREMENTS : R192 540 p.a
Head Office, Mmabatho
An appropriate and recognized 3-year tertiary qualification or equivalent qualification in Human Resource Management or related discipline. Certificate in Management Services will be an added advantage. At least 3 years appropriate work experience. A valid Code 08 driver's license. Competencies:

Demonstration of the required knowledge of the applicable Public Service Legislations; Sound verbal and written communication skills (including report writing and presentation skills); Ability to interpret and apply policies;. Good analytical skills and problem –solving abilities. Computer literacy in MS Office package and application of Org Plus.

DUTIES : Review, re -design and maintain departmental organisational structure Advise Managers on the proper configuration of the structure and alignment to strategic programmes. Develop, review and maintain departmental Human Resource Plan. Monitor implementation of departmental HR Plan and provide regular reports. Render management functions within the division. NB: This is a re-advertisement. Previous applicants do not have to -apply.

ENQUIRIES APPLICATIONS : Ms N. V. Matlapeng (018) 3881229

FOR ATTENTION : Applications for Ref:39/2010: The Head of Department, Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735

CLOSING DATE : Ms Tshepi Motsamai: Office No. 160, 1st Floor, New Head Office Complex- Old Parliament Building – Modiri Molema Road. Mmabatho
13 August 2010

POST 30/300 : **ACCOUNTING CLERK SNR (X1) REF NO: BOJ 05/2010**

SALARY CENTRE REQUIREMENTS : R105 645 p.a (SL 06)
Bojanala District (Financial Management)
Qualifications: Grade 12 certificate/ Degree/ National Diploma in Financial Management, 3 years experience in Finance field including creditor’s payments. Knowledge: PFMA, Treasury Regulations, Public service Act, PMDS & LRA. Computer (Ms Word, Power Point, Excel, Walker Financial System, Accounting principles, Tender Regulations, Supply Chain Management. Skills: Problem solving, Typing Analytic skill, Communication & interpersonal relation skill and innovative skill, Negotiation and conflict resolution, Ability to work independently, Sound report writing, interact with stake holders in various levels, Presentation skills.

DUTIES : Allocate work to subordinates, establish measures to ensure compliance, attend to Audit queries, and attend to Suppliers queries, replenishment of petty cash, distribution of petty cash per request, submission of petty cash monthly report.

ENQUIRIES APPLICATIONS : Mr N.M Molathegi Tel.: (014) 592 1001-6
The Department of Public Works, Roads and Transport, Directorate- Human Resource Management: Bojanala District, Stand No. 1697, Waterfall Avenue Street, Private Bag x 82063 Rustenburg 0300

FOR ATTENTION CLOSING DATE : Ms N.C Makgala
13 August 2010

POST 30/301 : **PROVISIONING ADMINISTRATION CLERK SNR (X1) REF NO: BOJ 06/2010**

SALARY CENTRE REQUIREMENTS : R105 645 p.a (SL 06)
Bojanala District (Financial Management)
Qualifications: Grade 12 certificate/ Degree/ National Diploma in Logistics Management/ Supply Chain, 1 year experience. Knowledge: Supply Chain Management, PFMA, Treasury Regulations Act & LRA. Computer (Ms Word, Power Point, Planning, Prioritizing, Reporting, Supervision. Skills: Problem solving, Typing Analytic skill, Communication & interpersonal relation skill and innovative skill.

DUTIES : Conduct quarterly and annual stock count (stores, fuel), Compile monthly and quarterly reports on inventory i.e. issuing, receiving and expenditure of material, conduct random inspections in stores and filling stations, Prepare and submit contractual obligations documents, for payment, Monitor Security, Maintain and update loss control register, Conduct quarterly and annual assessment for the managed.

ENQUIRIES APPLICATIONS : Mr N.M Molathegi Tel.: (014) 592 1001-6
The Department of Public Works, Roads and Transport, Directorate- Human Resource Management: Bojanala District, Stand No. 1697, Waterfall Avenue Street, Private Bag x 82063 Rustenburg 0300

FOR ATTENTION CLOSING DATE : Ms N.C Makgala
13 August 2010

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

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

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

OTHER POSTS

POST 30/302 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SPECIALIST):
ANAESTHESIOLOGY (2 POSTS)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: MMed (Anaesthesiology) and/or FCA.
: Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as a Medical Specialist Anaesthesiologist. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as a Medical Specialist Anaesthesiologist. Registration with a professional council: Registration with HPCSA as a Medical Specialist Anaesthesiologist. Recommendation: PhD or registered for PhD.

DUTIES : Key result areas/outputs: Pre-operative examination of patients. Intra-operative management of patients. Post-operative patient care. Intensive patient care. Normal working hours and overtime duties as per departmental roster. Appropriate training, supervision and general teaching of pre- and post graduate students. Administrative duties. Active participation in research.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Prof A Coetzee, tel. no. (021) 938-9221 or Dr AJA Müller, tel. no. (021) 938-4139
: The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg 7505
: Ms V Meyer
: 20 August 2010

POST 30/303 : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: An appropriate higher qualification as a Specialist in Urology, MMed, FCS (Uro) or equivalent. Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as a Medical Specialist Urologist. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as a Medical Specialist Urologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist Urologist. Recommendation: Experience in research, delivery of papers at Congresses.

DUTIES : Key result areas/outputs: Clinical services on all levels in the Department of Urology. Teaching and training of post graduate students in Urology and undergraduate students in Medicine. Urology research. Administrative work including service and resource management. Continuous Professional development and publications in Urology Journals.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Prof C Heyns, tel. no. (021) 938-9282 or Dr AJA Muller, tel. no. (021) 938-4139
: The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg 7505
: Ms V Meyer
: 20 August 2010

POST 30/304 : **SENIOR STATE ACCOUNTANT**

Chief Directorate: Financial Management, Sub-directorate: Financial Accounting (Section: Banking)

SALARY : R 161 970 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Extensive relevant experience in Banking related functions. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of Banking procedures. Knowledge of source system interfaces. Extensive knowledge of cash flow reconciliations. Knowledge of Division of Revenue Act (Dora). Advanced computer literacy. Knowledge of the Basic Accounting System (BAS). Knowledge of Asset and Liability Suspense accounts. Knowledge of Donor Funding procedures. Supervisory and decision making skills. Recommendation: Mathematics or Accountancy as a passed subject.
<u>DUTIES</u>	:	Key result areas/outputs: Control and monitor Banking related Asset and Liability accounts as well as the monthly reporting thereof. Control, monitor and analyse monthly Donor Funding reporting. Control and monitor Revenue Pay over. Control and monitor daily and monthly cash flow reconciliations. Control and monitor receipting functions. Overall supervision and HR administration of the Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs C Burger, tel.no. (021) 483-4055 The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms C Versfeld 27 August 2010
<u>POST 30/305</u>	:	<u>ADMINISTRATION CLERK (HELPDESK)</u> (Chief Directorate: Metro District Health Services)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 87 978 per annum. Wesfleur Hospital, Atlantis Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate frontline experience in a Hospital Environment. Competencies (knowledge/skills): Computer literacy. Ability to communicate in at least two of the three official language of the Western Cape. Recommendations: Knowledge of Hospital Fees Structure: Chapter 18.
<u>DUTIES</u>	:	Key result areas/outputs: Create a service orientated environment. Greet patients on arrival and direct to service points. Ensure prompt service delivery at all times. Explain patient flow. Ensure display of patient rights and information. Explain complaints procedure. Maintain effective appointment system. Report any malfunctioning equipment. Assist with patient satisfaction surveys. Report on maintenance and hygiene related issues. Advice of Occupational Health and Safety risks. Cash management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Van Schoor, tel.no. (021) 571-8040 The Medical Superintendent: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms C Matthews 20 August 2010
<u>POST 30/306</u>	:	<u>STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY) (2 YEAR CONTRACT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	All inclusive salary package: R 85 068.78 per annum Tygerberg Hospital, Parow Valley Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA.
<u>DUTIES</u>	:	Key result areas/outputs: To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterization laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment

maintenance. Participating in research projects. These tasks will involve work outside normal working hours when necessary.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE

: Ms Y Singh, tel. no. (021) 938-4400
: The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg 7505
: Ms V Meyer
: 20 August 2010