



DATE OF ISSUE: 06 AUGUST 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 31 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.

AMENDMENT

- : **Department of Justice and Constitutional Development:** Kindly note that the post of State Law Advisor LP 8 (4 POSTS), (South African Law Reform Commission - Pretoria) (Post: 30/129), advertised in PSVC 30 of 2010, has been withdrawn
- The Presidency:** Kindly note that IRO. Post 30/190: Driver: Supply Chain Management which was placed on DPSA website on 2 August 2010, the expression "assisting passengers and handicapped customers in and out of the vehicle" should read "assisting passengers and customers with disabilities (where such a need is expressed) in and out of the vehicle.
- Department of Water Affairs:** Please note that the post of Control Environmental Officer Grade A (Post 30/210) is based in the Gouritz Water Management Area and not in the Olifants/Doom Water Management Area. The post of Secretary to the Director: Operations & Maintenance Support and Regulations (Post No: 30/264) the correct salary scale is R130 425
- : **Provincial Administration: Western Cape Department of Health:** Kindly note that post 30/305, Administration Clerk (Helpdesk), Wesfleur Hospital, Atlantis (Chief Directorate: Metro District Health Services) must be regarded as cancelled.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE, FORESTRY AND FISHERIES	A	03 – 09
DEFENCE	B	10 – 11
ENERGY	C	12 – 14
ENVIRONMENTAL AFFAIRS	D	15 – 16
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)	E	17 – 18
INDEPENDENT COMPLAINTS DIRECTORATE	F	19- 21
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	22 – 25
MINERALS RESOURCES	H	26 – 29
OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)	I	30
PUBLIC ENTERPRISES	J	31
PUBLIC WORKS	K	32 – 37
RURAL DEVELOPMENT AND LAND REFORM	L	38 – 39
SOCIAL DEVELOPMENT	M	40 – 43
TOURISM	N	44 – 46
THE PRESIDENCY	O	47

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	P	48
GAUTENG	Q	49 – 57
KWAZULU-NATAL	R	58 – 68
LIMPOPO	S	69 – 73
NORTH WEST	T	74
NORTHER CAPE	U	75 – 79
WESTERN CAPE	V	80 – 81

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056, Application Enquiries: (012) 811 9909/10 OR (012) 811 1900/1.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 20 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Please note that applications via fax or email will NOT be accepted. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the advertised post(s).

OTHER POSTS

- POST 31/01** : **STATE VETERINARIAN: RESIDUE MONITORING REF NO: 180/2010**
Directorate: Veterinary Quarantine and Public Health
- SALARY** : All inclusive package of R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a BVSc or BVMCh degree or a comparable qualification as certified by SAQA. Must be registered with the South African Veterinary Council. Knowledge of and experience in the National Residue Monitoring and Control Programme. Good communication skills (verbal and written). Management capabilities. Computer literacy (MS Office) and in possession of a valid driver's licence.
- DUTIES** : The incumbent will be responsible for managing the National Residue Monitoring and Control Programme for the Directorate of Veterinary Services. Devising a programme of sample collection and analysis based on internationally recognised Maximum Residue Limits. Sending the programme in advance to international trading partners and notifying trading partners of South Africa's compliance with the controlled use of certain substances in food-producing animals or products. Management of the collection of samples from provincial sources. Collation of results. Compilation of reports (including those to trade partners) and liaison with foreign governments. Contribute to the development of policies, standards and guidelines concerning the National Residue Monitoring and Control Programme for the Directorate of Veterinary Services. Dissemination of information. Host delegations from foreign countries. Manage residue related enquiries from stakeholders and clients. Keep abreast of changing international food standards for residues as determined by, for example; UE legislation and Codex. This may involve attendance at national workshops and meetings, as well as attending international meetings such as Codex (CCRVD), which are held annually.
- ENQUIRIES** : Dr T. Bergh Tel. 012 319 7688

POST 31/02 : **DEPUTY DIRECTOR: PROVISIONING ADMINISTRATION REF NO: 184/2010**
 Directorate: Financial Management

SALARY : All inclusive package of R378 456 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a three year tertiary qualification in Accounting or Financial Management with extensive relevant Financial Accounting or Financial Management experience; preferably exposed to operations in a back office environment (Professional accounting qualification or completed articles would serve as an advantage). Exposure or experience in resolving complex reconciling items, reviewing work, statutory reporting as well as preparing year-end financial statements and audit schedules. Knowledge of all applicable financial legislation and regulations, including the International Accounting Standards (IAS), the South African Statements of Generally Accepted Accounting Practices (GAAP) and the Standards of Generally Recognised Accounting Practice (GRAP). In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Accrual Accounting. Proven leadership, management and organisational skills. Excellent communication (verbal and written), interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate (MS Office and financial software). Ability to work under pressure and prepared to work overtime when required. A valid Code B driver's licence.

DUTIES : The incumbent's responsibility will be to effectively and efficiently manage the accounts payable unit. Supervise and train staff members. Resolve queries from suppliers. Monthly and quarterly statutory reporting. Compile, review and submit reports on financial performance of the MLRF to management and the audit committee. Assist with the preparation of annual financial statements and audit schedules. Resolve audit queries. Manage and implement new procedures and policies. Ensure effective and efficient financial and human resource management of the unit. Ensure implementation of internal control procedures for the effective functioning of the unit and the management of risk. Provide a support service to the Director: Financial Management and other Senior Management in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations.

ENQUIRIES : Ms L Rix, Tel. 021 402 3687

POST 31/03 : **ASSISTANT DIRECTOR: NEWS REF NO: 178/2010**
 Directorate: Agricultural Information Services

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree majoring in Communication/Journalism or a National diploma in Journalism (you are required to furnish a credit certificate and/or statement of results). Extensive experience in the journalism/media field. Ability to develop and implement media strategies. Good communication, interpersonal, planning, team management, leadership and organising skills. Computer literacy. Knowledge of applicable legislation and public service prescripts. Knowledge of Public Finance Management Act. Ability to work under pressure and travel extensively. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to manage, supervise and give guidance to subordinates regarding writing of articles, radio programmes and related services. Manage the printing and distribution of DAFF newsletters. Manage the placement of advertorials in the media. Monitor/evaluate output of staff members. Assessment/interviews with staff members. Responsible for staff training and development. Participate in departmental projects in relation to communication objectives. Liaison with/guidance to DAFF directorates. Responsible for the division's procurement and budget matters.

ENQUIRIES : Ms R. Tlhabane, Tel. 012 319 7165

POST 31/04 : **SENIOR PLANT PRODUCTION OFFICER REF NO: 174/2010**
 Directorate: Plant Production

SALARY : R192 540 per annum
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a B.Sc. (Hons) in Agriculture, a B.Inst. Agrar or a B.Tech degree with Agronomy or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience. Sound knowledge of production of various grain crops. Good communication (verbal and written), planning and organisational skills. A valid driver's licence and the ability to drive. Good computer skills (MS Office).
<u>DUTIES</u>	:	The incumbent's responsibility will be to facilitate the development and promotion of policies to support the production of grain crops. Facilitate the development and promotion of sustainable production practices for grain crops. Co-ordinate the development and facilitation of the implementation of programmes for improving the production of grain crops. Facilitate the rendering of advisory services to clients. Liaison with all stakeholders in the grain industry. Supervise staff under his/her control.
<u>ENQUIRIES</u>	:	Mr S. Msibi, Tel. 012 319 6380
<u>POST 31/05</u>	:	<u>CHIEF ORGANISATIONAL PRACTITIONER REF NO: 175/2010</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National diploma in Management Services (Organisation and Work-Study) or Operations/Production Management or a relevant Bachelor's degree. Sufficient appropriate experience in the Organisation and Work-Study field as well as job evaluation (EQUATE) experience. Knowledge of the Public Service Act, Public Service Regulations and Department of Public Service and Administration directives. Well developed skills in organisation and job design, problem solving, facilitation, interviewing and research. Good communication skills (verbal and written) are essential and the candidate must be innovative as well as a creative thinker. Computer literacy (MS Office – Word, Excel and Outlook) and a valid driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to review and re-design organisational structures, compile job descriptions, determine post establishment requirements and conduct job evaluations. Make proposals to management on work efficiency by means of the applications for work-study techniques. Develop policies and guidelines on work efficiency. Supervise and train staff in his/her section. It will be expected of the successful candidate to travel regularly to regional offices.
<u>ENQUIRIES</u>	:	Ms H. Marais, Tel. 012 319 6674
<u>POST 31/06</u>	:	<u>CHIEF PLANT HEALTH OFFICER REF NO: 173/2010</u> Directorate: Plant Health
<u>SALARY</u>	:	R192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's (B.Sc) degree B.Agric. degree or B.Sc. Agric degree with Entomology, Nematology or Zoology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Appropriate experience in conducting pests risk analysis for invertebrate pests or in a field related to the study areas mentioned above. Knowledge and understanding of invertebrate taxonomy, biology and pest mitigation/control programmes. Good interpersonal relations for international and national liaison. Knowledge of the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs) as well as the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement) and relevant legislation such as the Agricultural Pests Act, 1983 (Act No.36 of 1983) and its application. Knowledge of the SA-SPS import and export regulatory systems is a recommendation. Good communication skills (verbal and written) and Computer literacy (MS Office). A valid driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible for conducting Pest Risk Analysis in the scientific field of Entomology and Nematology: pest listings, pest risk assessment and pest risk management. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the International Plant Protection Convention and Phytosanitary legislation/policies as well as relevant recommendations, including the Agricultural Pests Act, 1983 (Act No. 36 of 1983). Provide phytosanitary assessments, recommendations and advise

on Import interceptions. Evaluate and make recommendations on ISPMs, as drafted by the IPPC. Presentations at relevant forums.

ENQUIRIES : Ms R. Mahlakoana Tel, 012 319 6325

POST 31/07 : **CHIEF PLANT HEALTH OFFICER REF NO: 171/2010**
Directorate: Plant Health

SALARY : R192 540 per annum
CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a National diploma or Bachelor's (B.Sc) degree with Botany or Horticulture as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive technical experience in Botany, Horticulture or other closely-related field. Applicable knowledge and experience of the cultivation and propagation of agricultural crops, especially deciduous and subtropical fruit. Knowledge and experience of MS Office software programmes, especially MS Access. Knowledge of the management, maintenance and operation of greenhouse facilities. Well developed communication and information management skills. Must be able to liaise with clients on national and international level. Proven leadership, innovative and organisational qualities as well as a meticulous and accurate approach. A valid driver's licence.

DUTIES : The incumbent will be responsible for facilitating the authorisation and handling of imported plant propagation material destined for post entry quarantine evaluation. Liaison with internal and external stakeholders. Facilitating the release from quarantine of all quarantine plant units. The auditing of quarantine programmes in terms of international protocols at outside and outsourced post entry quarantine stations. Facilitating the gathering and reporting of data or statistics. Management and auditing of applicable databases and record keeping systems. Facilitating the continuous evaluation, optimisation, development and implementation of new procedures and techniques applicable to post entry quarantine protocols and information management services. Attending relevant forums, personnel supervision, maintenance of relevant manuals or recorded procedures and assist management with a quality administrative system. Management of the activities of the information section of the plant quarantine division.

ENQUIRIES : Mr T. Pongolo. Tel, 021 809 1640/00

POST 31/08 : **SENIOR STATE ACCOUNTANT REF NO: 183/2010**
Directorate: Financial Management

SALARY : R161 970 per annum
CENTRE : Cape Town

REQUIREMENTS : Applicants should be in possession of a three year tertiary qualification in Financial Management. Appropriate relevant experience in the financial management environment. Knowledge of the PFMA, Treasury Regulations and Accrual Accounting. Knowledge of International Accounting Standards (IAS), South African Statements of Generally Accepted Accounting Practices (GAAP) and Standards of Generally Recognised Accounting Practices (GRAP). Strong analytical skills. Computer literacy in MS Office and PERSAL. Excellent communication, report writing and organisational skills. Ability to work under pressure.

DUTIES : The incumbent will be responsible for the monthly reconciliation of Balance Sheet Accounts. Assist with daily bank reconciliations. Perform monthly and quarterly statutory reporting. Inputs into the drafting of Quarterly and Annual Financial Statements. Resolve audit queries. Inputs into the drafting of financial procedures, policies and circulars for the MLRF. Donor funding reconciliations. Perform salary administration on PERSAL. Perform budget management. Prepare monthly management accounts including journal entries. Provide a support service to managers in the Directorate: Financial Management.

ENQUIRIES : Ms L. Rix, Tel. 021 402 3687.

POST31/09 : **SENIOR ADMINISTRATIVE OFFICER (LARGE CRUSTACEANS FISHERIES MANAGEMENT) REF 186/2010**
Directorate: Inshore Fisheries Management

SALARY : R 161 970 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a three year tertiary qualification in one of the following fields (Administration, Natural Resource Management or Economics) (you are required to furnish a credit certificate and/or statement of results) OR a Grade 12 Certificate with extensive relevant administrative experience. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. A reasonable knowledge of marine resources, fisheries policies, financial management and supply chain management will serve as added advantage. Good interpersonal, supervisory, administration, communication, decision-making, problem-solving and organising skills are essential. Good computer literacy. Good understanding of public service systems and procedures is a recommendation. Possession of a valid driver's licence.

DUTIES : The incumbent will be responsible to provide support and assistance in the management, development, implementation and control of administrative processes relating to the allocation and verification of commercial fishing rights to fishing sectors by applying the Marine Living Resources Act, 1998, regulations promulgated thereunder and departmental policies. Assist in the co-ordination and facilitation of stakeholder participation. Facilitate the compilation, maintenance and development of databases which includes the rights register. Assist in managing administrative activities within the sub-directorate. Supervise subordinates.

ENQUIRIES : Mr M. Mdledle, Tel. 021 402 3422

POST 31/10 : **SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATION) REF NO: 185/2010**
Chief Directorate: Resource Management

SALARY : R161 970 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a three year tertiary qualification in Administration OR a Grade 12 Certificate with extensive relevant administrative experience. Knowledge of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies. Basic knowledge of financial management and supply chain management. Good interpersonal, supervisory, administration, communication, decision-making, problem-solving and organising skills are essential. Good computer literacy. Good understanding of public service systems and procedures.

DUTIES : The incumbent will be responsible to assist with ensuring the effective and efficient functioning of the Chief Directorate: Marine Resource Management's Access to Information Centre (ATIC) and ensure proper document management in the ATIC and Strong Room. Handle Ministerial and DG enquiries, Parliamentary questions as well as general correspondence and enquiries directed to the Office of the Chief Director, when requested. Perform certain duties related to Human Resource Management within the Chief Directorate. Perform certain duties related to Financial Management and control Refund applications. Provide general administrative support to the Office of the Chief Director.

ENQUIRIES : Mr R Scott, Tel. 021 402 3263

POST 31/11 : **PLANT PRODUCTION OFFICER REF NO: 179/2010**
Directorate: Plant Production

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a B.Sc. (Hons) in Agriculture, a B.Inst. Agrar or a B.Tech degree with Agronomy or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience. Good knowledge of production of various grain crops. Good communication skills (verbal and written), good planning and organisational skills. A valid driver's licence and the ability to drive. Good computer skills (MS Office).

DUTIES : The incumbent's responsibility will be to develop and promote policies to support the production of grain crops. Develop and promote sustainable production

practices for grain crops. Develop and facilitate the implementation of programmes for improving the production of grain crops. Render advisory services to clients on grain production matters. Liaison with all stakeholders in the grain industry. Supervise staff under his/her control.

ENQUIRIES : Mr S. Msibi, Tel. 012 319 6380

POST 31/12 : **SENIOR PLANT HEALTH OFFICER 2 POSTS REF NO: 170/2010**
Directorate: Plant Health

SALARY : R161 970 per annum
CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a B.Sc degree in Microbiology, Plant Pathology or Biotechnology as a major subject (you are required to furnish a credit certificate and/or statement of results) with appropriate working experience. Experience in molecular biology, detection and identification of plant pathogens including bacteria and viruses as well as experience in molecular biology. Proven supervisory skills. Computer literacy in MS Office and must be in possession of a valid driver's licence.

DUTIES : The incumbent will be responsible for the inspection of imported plant material and plant products upon arrival and inspection of plants maintained in offsite quarantine facilities. Detection and identification of plant pathogens including plant bacteria and viruses. Maintenance of apparatus and equipments. Maintenance of reference material, indicator plants and cultures. Maintenance of record keeping systems, for example; information and procedures, samples received and results. Optimising and implementation of diagnostic techniques and procedures. Supervision and performance evaluation of subordinates. Maintenance of laboratory management systems.

ENQUIRIES : Ms M. Arendse, Tel. 021 809 1605

POST 31/13 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 181/2010**
Unit: Facilities and Travel Management

SALARY : R161 970 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma or degree in Public Administration with sufficient experience OR a Grade 12 Certificate with extensive experience in Transport Procedures. The post requires a person with the ability to interpret relevant directives as well as strong organising and problem-solving skills. Experience and knowledge of the application of Government procedures and financial policies and procedures. Good interpersonal relationships and communication skills (verbal and written). Computer literacy (MS Office) and a valid driver's licence.

DUTIES : The incumbent will be expected to supervise the administration of workshops and conferences. Supervise the administration of travel arrangements and accommodation. Attend Steering Committee meetings and assist with all transport related to logistics support. Attend to national and international conference/workshops to render logistical support. Liaise with clients and travel agency (advice, information, enquiries, etc). Supervise/oversee duties of subordinates.

ENQUIRIES : Mr V. Mncube, Tel. 012 319 7146

POST 31/14 : **SENIOR LABORATORY ASSISTANT 2 POSTS REF NO: 172/2010**
Directorate: Plant Health

SALARY : R87 978 per annum
CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Appropriate experience in detection of pathogens (bacteria, fungi, insects, viruses) from plant material as well as preparation of media and solutions. Basic maintenance of equipment, laboratories and glasshouses. Propagation of seedlings/plants and maintenance of indicator plants. Knowledge of good laboratory practices. Knowledge and experience in a quality management system will serve as an advantage. Computer literacy (MS Office Package)

DUTIES : The incumbent will be responsible for the preparation and processing of plant sample material for analysis. Assist with sampling and inspection of plant

material for presence of plant pathogens. Perform basic prescribed sample analysis for the detection and identification of plant pathogens. Preparation of slides, media, solutions, buffers, and reagents. Basic maintenance of equipment and facilities such as laboratories, glasshouses and growth rooms. Maintain tidiness of laboratories, clean/sterilise glassware and equipment and assist with waste management. Perform administrative and related functions, which include inventory control, consumable stock control and record keeping.

ENQUIRIES

:

Ms M. Arendse. Tel, 021 809 1605

POST 31/15

:

ARTISAN REF NO: 177/2010

Directorate: Land Use and Soil Management

SALARY

:

R87 978 per annum

CENTRE

:

De Aar

REQUIREMENTS

:

Applicants should be in possession of a Grade 12 Certificate and a N3 Certificate in Motor Mechanics. A valid driver's licence.

DUTIES

:

The incumbent's responsibility will be to maintain and repair all Locust and Blackfly control spray apparatus. Modify spraying apparatus as to comply with prescribed specifications. Order and keep stock of parts and materials. Supervise general workers under his/her control. Keep record of the distribution and withdrawal of issued locust control apparatus and stock.

ENQUIRIES

:

Ms V. Mpumlwana, Tel. 053 631 3122

POST 31/16

:

ACCOUNTING CLERK REF NO: 169/2010

Directorate: Budget and Reporting

SALARY

:

R73 584 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (you are required to furnish a credit certificate and/or statement of results) (Accounting passed towards obtaining of a diploma or degree will also be accepted if proof of this is submitted). Computer literacy (MS Office - Word and Excel). Good interpersonal and communication skills (both written and verbal). Problem-solving skills, ability to meet deadlines and acceptance of responsibilities.

DUTIES

:

The incumbent will be responsible for reconciliation of Standard Bank accounts with the Paymaster General Account. Communication with commercial banks to obtain information with regard to unidentified transactions. Allocation of deposits received. Re-call of erroneous EBT payments. Distribution of PERSAL and BAS cheques. Batch control.

ENQUIRIES

:

Ms B.L. van Greunen, Tel. 012 319 6727

NOTES

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Short-listed candidates will be subjected to a skills/knowledge test. Preference will be given to candidates that completed an internship in a government financial environment.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 03 September 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 31/17** : **SENIOR WORK STUDY OFFICER**
The post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R161 970 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.
- ENQUIRIES** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
APPLICATIONS : Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
- NOTE** : The candidates will be expected to do a competency test as part of the selection process.
- POST 31/18** : **WORK STUDY OFFICER**
The post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R130 425 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-,

facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

DUTIES : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

ENQUIRIES : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
APPLICATIONS : Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

NOTE : The candidates will be expected to do a competency test as part of the selection process.

POST 31/19 : **SENIOR ADMINISTRATION CLERK GR III**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R105 645 per annum
CENTRE : SA Army HQ, Management and Renewal Services, 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): Computer literate-, interpersonal relationships-, good verbal and written communication-, problem solving- and analytical thinking skills. Ability to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide all administration related services. Compile off strength. Handle incoming post to the platoon section. Report queries. Process promotion and leave enquiries. Handle typing and other administration.

ENQUIRIES : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
APPLICATIONS : Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X 19, Pretoria, 0001 or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street, Sunnyside.
<u>FOR ATTENTION</u>	:	Mr N Ncongwane
<u>CLOSING DATE</u>	:	20 August 2010
<u>NOTE</u>	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and <u>Not</u> to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

<u>POST 31/20</u>	:	<u>ASSISTANT DIRECTOR: CDM PROMOTION AND CAPACITY BUILDING</u>
<u>SALARY</u>	:	R192 540 per annum, Level 9
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Environmental Management/Natural Science/ Energy studies or equivalent qualification relevant working experience in an energy related environment. PLUS the following key competencies ☐ Knowledge of • The legislation, policies, regulations, Protocols pertaining to CDM • Understanding of the United Nation Framework Convention on Climate Change and Kyoto Protocol • Understanding of Rules and Procedures for CDM • Understanding of Sustainable Development and Government objectives • Clean Development Mechanism ☐ Skills: • Ability to organise capacity building events workshops • Research and Presentation skills • Computer literacy • Analytical skills • Project and financial management skills ☐ Communication: • Good communication skills (written-report writing and verbal) • Diplomatic • Stakeholder relations/good interpersonal relations ☐ Creativity • Ability to summarize technical documents • Ability to analyse and solve problems. ☐ Attributes : • Work without constant supervision • Dedicated • Work within structures • Work under pressure • Adaptability. A valid driver's license will serve as a recommendation. The incumbent may be asked to work overtime as and when required.
<u>DUTIES</u>	:	Provide effective support with implementation of promotion and capacity building of Clean Development Mechanism • Assist with the preparations of CDM promotional materials Develop, coordinate and facilitate capacity building programmes for community driven CDM projects • Attend to CDM enquiries and provide guidance to CDM project developers and funders • Conduct research on CDM Market development, methodologies • Provide secretariat functions to CDM steering committee • Provide support with the evaluation and monitoring of CDM projects
<u>ENQUIRIES</u>	:	Mr. T M Rambau ☎012 444 4115
<u>POST 31/21</u>	:	<u>ENERGY OFFICER: TECHNICAL AUDIT AND COORDINATION</u>
<u>SALARY</u>	:	R192 540 per annum, Level 09
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (Electrical Engineering) with a background of project management, relevant experience and knowledge of planning and development. A valid driving license is essential. PLUS the following key competencies: ☐ Knowledge of: • Electricity Industry • INEP Policies and Strategies • Public Finance Management Act (PFMA) • Division of Revenue Act (DORA) ☐ Skills: • Report Writing Skills • Management Skills • Communication Skills • Negotiation Skills • Interpretation Skills • Development Skills

☐ Communication • Verbal and written communication • Proficiency in at least two official languages ☐ Creativity: • Open-minded • Innovative • Good Listener • Ability to work as a team • Ability to work under pressure. Recommendation: A valid driving license is essential.

DUTIES : To coordinate the INEP Regional Planning system and the planning process. To facilitate and Coordinate technical audits; to ensure on confirming the information reported by licensed service Providers during monthly reporting; to ensure on determining the extent to which the desired Objectives/results or benefits of the INEP are being achieved; to coordinate on assessing, Determine status and report on the effectiveness of the programme; to coordinate on determining Compliance of the licensed service providers with the significant standards and regulation applicable to electrifications; To coordinate on determining the asset creation process; To coordinate on ensuring that the correct connection volumes are implemented as compared to the approved allocated funding; To coordinate on determining the technical performance of the connections; To coordinate on verification the level of customers services in line with the appropriate technology; To coordinate on establishing if there are service offices for maintenance, payment of services and purchasing of prepaid cards; To coordinate on ensuring that non-grid service providers monthly claims for installation are being paid after site visit verifications. To coordinate on verifying the quality of installation on non-grid and grid schools and clinics according to the technical standards; To conduct the feasible study before the implementation of electrification projects; To coordinate on reading CAD drawings or technical drawings of electrification projects.

ENQUIRIES : Mr K Bongwe ☎ (012) 444 4125

POST 31/22 : **CHIEF PERSONNEL OFFICER**

SALARY : R161 970 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and practical experience in Conditions of Service matters plus extensive supervisory experience as well as the following key competencies: ☐ Knowledge of • HR Prescripts • HR Legislation • Department's mission and vision and how a Human Resource Utilisation Office can contribute to the achievement of the departmental objectives ☐ Skills • Proven Computer skills/courses (MS Suite and Persal) • Proven supervisory skills (junior management skills) • Sound interpersonal relations • The ability to interpret HR prescripts/legislation and apply them • Basic numeracy skills (calculations) • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients • Good Organizing skills (Ability to work under pressure with several different issues simultaneously). • The ability to identify urgent and/ or important matters • Basic research ☐ Communication: • Good verbal and written communications skills (report and submission writing) ☐ Creativity: • Must be an innovative thinker and be able to express creativity. Recommendations: Further studies and computer courses will be a recommendation. The candidates will also be subjected to competency testing.

DUTIES : Co-ordinate, check and report on all Conditions of Service/benefits, and Establishment issues and ensure service delivery in the section. Supervise the above administration on Persal. • The person will also be responsible for the maintenance of a separate leave system. • Evaluation and development of subordinates (directly and indirectly) • Give advice to clients on Conditions of Service/benefits/Establishment issues • Provide inputs for the development of policies • Compile and submit statistics to STATS SA on a monthly basis • Co-ordinate and Supervise the HR Registry

ENQUIRIES : Mrs J van der Westhuizen ☎ (012) 317-8383

POST 31/23 : **SENIOR ACCOUNTING CLERK: TRAVEL MANAGEMENT**

SALARY : R105 645 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A Degree/National Diploma in Finance/ Accounting/Auditing or grade 12 certificate with 4 years working experience in finance environment. PLUS the following key competencies: ☐ Knowledge of : • BAS and Persal. • PFMA, Treasury Regulations and other relevant Legislation ☐ Skills: • interpersonal

DUTIES

skills, analytical skills and computer Literacy ☐ Communication: • Good verbal and written communication. ☐ Creativity: • problem solving skills, innovative.

: Processing various transactions on PERSAL and BAS System. • Check, verify and capture local and international travelling claims/advances • Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement

- Issue and follow-up on documentation for Order numbers and check the completeness of documents received according to the travel agent records.
- Handle enquiries and keep clients informed.

ENQUIRIES

: Ms Phumla Dingiswayo ☎ 012- 4444 067

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

NOTE : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 31/24 : **DIRECTOR: IT BUSINESS SOLUTIONS REF NO: AP115/2010**

SALARY : R652 572 per annum (an all-inclusive remuneration package)

REQUIREMENTS : A recognized three-year degree/diploma in Information Technology (IT) or relevant recognized training in IT plus extensive proven experience within the field of IT at a management level, with a specific focus on development and implementation of business solutions; Proven strategic management and leadership skills; Relevant experience in contract management; Experience in policy development and implementation; Good experience in project management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.

DUTIES : The successful candidate will provide overall strategic management and leadership to the Directorate: IT Business Solutions and will perform the following key functions: Manage the development and implementation of Information Technology (IT) business solutions for the Department ; Provide IT-related business solutions to the Department ; Manage and co-ordinate the acquisition and maintenance of business applications ; Manage the implementation of strategies regarding systems integration; Analyze the business of the Department to identify possible ICT systems; Develop an enterprise systems architecture for the Department ; Implement standards and best practices.

ENQUIRIES : Mr K Pillay, tel. (012) 395-1854

FOR ATTENTION : Mr JM Kutu

CLOSING DATE : 16 August 2010

NOTE : SMS's candidates will be subjected to SMS competency assessment test. The Department reserves the right not to make an appointment.

OTHERPOSTS

POST 31/25 : **ASSISTANT DIRECTOR: SECRETARIAT SERVICES 2 POSTS REF NO: AP6017/2010**

Directorate: Administration and Coordination

SALARY : R192 540 per annum (Total package of R270 455 per annum/conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A three year tertiary qualification or Diploma in Public Management or Administration and knowledge and understanding of Environmental Management and Project management will be an added advantage. Sound knowledge of administration, good interpersonal, communication (writing and verbal), organising skills, electronic document management system and outcomes approach processes. Excellent computer skills and have good knowledge of report writing, minutes and memos. The applicant should have the ability to work individually, with difficult clients and as a team. Must be willing to work under pressure, multi-tasking and self supervision

DUTIES : The successful candidate will be responsible for providing coordination support for MINTECH, MINMEC, Outcome 10(Delivery forums) as well as policy processes through the following activities; coordinate and manage MINTECH meetings, coordinate and manage DEA Outcome 10 (Delivery forums) and MINMEC meetings. Draft the minutes and action list for MINTECH, MINMEC and Outcome 10(Delivery forums). Assist in coordinating procurement and logistical arrangements for the meetings. Update the list of the Environment MECs, HODs, and CEOs on the regular basis and liaise with various stakeholders. Provide overall support during DEA Makgotla. Develop project plans that will assist in coordinating the meetings.

ENQUIRIES : Mr JM Kutu (012) 310-3051
FOR ATTENTION : Mr G Moroke
CLOSING DATE : 19 August 2010

POST 31/26 : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION AND CO-ORDINATION REF NO: AP6018/2010**

SALARY : R161 970 per annum (Total package of R233 364 per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : The incumbent needs to be in possession of a Grade 12 and diploma in Public Management or Administration and experience in the administration and coordination field. Skills required: Planning and co-ordination skills. Project Management. Financial Administration. Good interpersonal relations, well-developed communication skills, Experience with EDMS. Be able to work independently and efficiently under pressure. The incumbent must have a minimum of three years' experience working in an administrative capacity in an office environment.

DUTIES : Provide the administrative support to the office of the COO and the branch. Manage the documents in the office of the COO. Provide the logistical arrangements for the branch meetings, workshops, planning and team building sessions. Conduct research for the COO. Manage the filing system in the office of the COO and the directorate. Manage the branch telephone accounts and prepare a report for the branch meetings. Provide the financial and procurement support to the office.

ENQUIRIES : Mr G Moroke Tel: (012) 310 3499
FOR ATTENTION : Ms K Selemela
CLOSING DATE : 19 August 2010

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

APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 20 August 2010

NOTES : 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 encouraged to apply.

OTHER POSTS

POST 31/27 : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY CHIEF EXECUTIVE OFFICER**
Branch: Corporate Services

SALARY : All inclusive salary package: R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification: Applicants must be in possession of a Degree in Public Administration or an equivalent qualification and/or high level of understanding of laws governing the public service administration. (Public Service Act and PFMA) Knowledge: An understanding of government communication discipline. Ability to grasp new concepts and assimilate learning. Ability to write creatively and logically using information at hand. Ability to summarise and highlight important actions for the Deputy Chief Executive Officer. Ability to maintain a high level of accuracy and confidentiality concerning financial matters. Competencies: Excellent planning, writing and communication skills. Knowledgeable in software packages (Excel, Word 97 and PowerPoint). Excellent interpersonal skills. Ability to work in a team environment. ?Analytical, decision making and problem solving skills. Effective verbal and listening communication skills. ?Attention to detail and high level of accuracy. Very effective organizational skills. Excellent time management skills. Personal Attributes: The incumbent must maintain strict confidentiality in performing duties and also demonstrate the following personal attributes: professionalism, be honest, trustworthy, respectful, flexible and demonstrate sound work ethics.

DUTIES : Provide support to the responsibilities of the Deputy Chief Executive Officer: Corporate Services. (Human Resource Management, Finance, Supply Chain Management and Auxiliary Services; Project management and strategic planning and performance monitoring; Information Technology and administrative management of Internal audit). Provide secretarial support to the Deputy Chief Executive Officer's Forums. Support to the Deputy Chief Executive Officer in the management of the key deliverables of the Branch: Corporate Services. Manage the secretarial support and administration of the office of the DCEO.

ENQUIRIES : Ms P Williams, tel (012) 314 2414

NOTE : Appointment is subject to security clearance up to the level of top secret

POST 31/28 : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MONITORING**
Directorate: Strategic Planning and Performance Monitoring

SALARY : All inclusive salary package: R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualification: Minimum of three-year tertiary qualification in Management or related field. Job Knowledge and Experience: Business planning and coordination skills, Strategic business planning and performance monitoring • Experience in aspects related to project management, monitoring & evaluation systems. Competencies required: Ability to effectively and timely coordinate the submission

of all organisational planning documents and performance reports, Programme and project management • Sound understanding of government policies: • General knowledge of government mandate and an interest in internal processes • Excellent report-writing skills and ability to write high-level reports to management • Proven capability to facilitate strategic planning sessions • Ability to interpret performance report for management to take necessary actions; • Ability to interact and communicate with senior members of government and other stakeholders at all levels • A proven team player • High level of computer literacy.

DUTIES : The incumbent will be required to • Assist the Director with the development and implementation of strategic, business planning and performance monitoring & evaluation processes in GCIS • Assist develop the multi-year strategic, and business plans in line with relevant legislation • Ensure maintenance of the business plan according to the progress reports and feedback sessions to ensure the effective reporting of the organisational performance • Coordinate the timeous submission of organisational risks, their action plans and updates • Assist with the development of the annual report • Coordinate the submission and consolidation of monthly and quarterly reports • Manage the organisational performance management system (OPMS) • Upload business plans, monthly and quarterly reports on the OPMS • Assist coordinate and facilitate MANCO's planning and performance review workshops.

ENQUIRIES : Ms Zukiswa Potye, tel. (012) 314 2293
NOTE : The successful incumbent must be able to work under pressure without constant supervision and meet deadlines. She/he must be able to interact with people of all levels.

POST 31/29 : **SENIOR SECRETARY GR 111**
 Directorate: Vuk'uzenzele

SALARY : Commencing salary: R105 645 per annum (Medical aid, housing, service bonus and state contribution to pension excluded)

CENTRE : Pretoria

REQUIREMENTS : Qualification: An appropriate B Degree or Diploma in secretarial studies. Experience: Relevant experience in performing secretarial duties with proven track record. Competencies: Ability to work under pressure. Good communication, writing, typing, organizational and general office administration skills. Be creative, innovative, flexible and highly motivated. Job Knowledge Computer literacy with excellent knowledge of Outlook and the Microsoft Office 2007 package, *i.e.* MS Word, MS Excel and PowerPoint. Credible and proven experience in the secretarial, administrative field and in a financial environment. Ability to work independently without direct and constant supervision. Candidates who will be invited for an interview will also be required to do practical exercises. Driver's license (minimum EB) will be an added advantage.

DUTIES : The successful candidate will render a professional administration and support to the Director: Government Magazine – Vuk'uzenzele. It will be expected from the successful candidate to provide effective secretarial and administrative support by: Management and coordination of the Director's diary on a daily basis, Process travelling arrangements, accommodation including subsistence & travel claims, screening incoming and making outgoing calls, including the managing and updating of relevant contact lists; coordinate meetings, booking of venues and catering services as directed by the Director, prepare agendas, take notes, compile accurate minutes and disseminates minutes of meetings accordingly; liaise with both the internal and external clients; receiving of visitors and overall management of the office, arrange visitors' parking; identify stationery needs on a regular basis and ensure sufficient stock levels at all times, procure other office supplies, equipments and management of the assets register; records incoming and outgoing correspondence; draft letters and memos as requested by the Director; manage the internal filing system, photocopying and dispatching of documentation; ensure that all documents are kept safe and filed correctly and easily retrievable; follow up on the outstanding invoices; assist with sourcing of quotations for various goods and services, accordingly assist with the completion of monthly expenditure and projections of the Directorate, provides general administrative management of the office and support to the Senior Manager.

ENQUIRIES : Ms Dorris Simpson, tel. (012) 314 2826

INDEPENDENT COMPLAINTS DIRECTORATE

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

NOTE : Applications should be submitted on a Z83 Form, obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications, ID and driver's license. Applications, quoting the relevant reference number must submit to the above address. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the short - listed candidates only.

OTHER POST

POST 31/30 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2010/37**

SALARY : R192 540 per annum
CENTRE : Mpumalanga Office
REQUIREMENTS : A minimum of Grade 12 and five (5) years proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. In addition, the candidates must be competent in interviewing, report writing as well as verbal and written communication skills. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/ she must be willing to perform standby and overtime duties.

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

ENQUIRIES : Mr Alpheus Mnguni Tel:013 754 1000
APPLICATIONS : Must be posted to P/BAG X11325, Nelspruit 1200 OR Hand Delivered to 2ND Floor, Nedbank Centre.

FOR ATTENTION : MS Emma Mamabolo
CLOSING DATE : 20 August 2010

POST 31/31 : **ASSISTANT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (SECURITY) REF NO: Q9/2010/34**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must be in possession of a relevant three year degree/diploma in ICT and 3 years ICT experience or Matric with a minimum of 5 year working experience in the ICT environment. Knowledge of Windows XP, Server 2003 or latest, A+, N+, Security+, Anti-Virus Software, Acts/Government

prescripts relating to ICT Security. In addition, the candidates must be competent in report writing, as well as verbal and written communication skills. A driver's license is a prerequisite for this post.

DUTIES : Key competencies include: Installing intrusion detection/prevention systems or devices; conducting special investigations; monitoring security compliance; conducting network audits; conducting penetration tests; designing, installing and maintaining a DMZ; researching and evaluating security products; and network or computer security incident response and incident management. Coordinate and monitor the installation and maintenance of information security equipment in the Department, Identify and report security risks, integrity of information backed up is maintained, ensure user calls are attended to, coordinating maintenance and repair of ICT security equipment and giving periodic reports, responsible for network encryption devices, implementation of Information archiving solution, implementation of the disaster recovery plan, advises the department on network security issues., assist in developing and maintaining comprehensive ICT Security Policies, Conduct research on new technologies and trends in ICT Security environment.

ENQUIRIES : Mr T Tsotetsi @ 012 392 0495
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

FOR ATTENTION : Ms T Marumo
CLOSING DATE : 20 August 2010
NOTE : The person must also be prepared to travel and work abnormal hours.

POST 31/32 : **NETWORK CONTROLLER SECURITY 1 POST REF NO: Q9/2010/35**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must be in possession of a relevant three year degree/diploma in ICT and 2 years ICT experience or Matric with a minimum of 3 year working experience in the ICT environment. Knowledge of Windows XP, Server 2003 or latest, A+, N+, Security+, Anti-Virus Software, Acts/Government prescripts relating to ICT Security . A driver's license is a prerequisite.

DUTIES : Administer the firewall and network encryption devices, Run Group Policies and updated it on regular basis, Assist in identifying security risks and give periodic reports; Implement ICT access control solutions and control mechanisms in terms of approved standards, policies and procedures; feasibility studies are conducted on introduction of a new system and user requirements are analysed; maintain access control solutions and systems include: check that logs are kept accordingly; audit report generated by the access control system for rectification purposes are addressed; monitoring security compliance; conducting network audits; conducting penetration tests; designing, installing and maintaining a DMZ; researching and evaluating security products.

ENQUIRIES : Mr T Tsotetsi @ 012 392 0495
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

FOR ATTENTION : Ms T Marumo
CLOSING DATE : 20 August 2010
NOTES : The person must also be prepared to travel and work abnormal hours.

POST 31/33 : **NETWORK CONTROLLER: INFRASTRUCTURE 2 POSTS REF NO: REF/Q9/2010/36**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must be in possession of a relevant three year degree/diploma in ICT and 2 years ICT experience or Matric with a minimum of 3 year working experience in the ICT environment Knowledge of Windows XP, Anti-Virus Solutions, Backup Software, Server 2003 or latest, Patch Management Software, BAS, Logis, Persal etc.). A driver's license is a prerequisite.

DUTIES : Daily operations within the delivery of the IT service include: maintenance and fault resolution; backup and recovery; user administration; set up and configure workstations and connecting the users to the network services they require;

system implementation support; provide LAN/WAN support with regard to access, system availability, provide system support with regard to printing and e-mail; monitoring, formal reporting and statistics; provide Client advice regarding usage of equipment, programmes available, usage of applications and problem reporting; attend to daily help desk calls and other related administrative duties; and quality assurance according to set standards and procedures.

ENQUIRIES : Mr T Tsotetsi @ 012 392 0495
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001
FOR ATTENTION : Ms T Marumo
CLOSING DATE : 20 August 2010
NOTES : The person must also be prepared to travel and work abnormal hours.

POST 31/34 : **REGISTRY CLERK REF NO: Q9/2010/33**

SALARY : R73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 or equivalent qualification. Relevant experience. Computer literate. Knowledge of National Archives and Records Service Act, the Public Finance Management Act and the Promotion of Access to Information Act. Organizational, verbal and writing skills. Have a valid driver's license. Must be able to work in a team.

DUTIES : Keep the Departmental Filing System up-to-date. Update and Maintain files, open post and files, distribute incoming documents. Pend files according to the pending system. Responsible for operating and control over the franking machine. Disposal of files. Quarterly audit of files, Collect and delivery of documents (fetch post/parcels). Perform messenger services for the department.

ENQUIRIES : Ms M.S Mokae @ 012 423 1400/12
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001
FOR ATTENTION : Ms T Marumo
CLOSING DATE : 20 August 2010

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

OTHER POSTS

POST 31/35 : **STATE LAW ADVISER, LP-8: REF NO: 10/234/CS**

SALARY : R464 013 – R 653 499 (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB degree or recognized four year legal qualification; At least nine (9) years appropriate post qualification litigation/advisory experience; Admittance as an Advocate or Attorney; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescripts; Experience in and understanding of the Constitutional Framework and the South African Judicial System. Skills and Competencies: Legal research, Advocacy; Legal drafting; Dispute resolution Project management; Computer literacy; Communication skills; Presentation and facilitation skills; Ability to stay up to date with new development in South African Law. DUTIES: Undertake legal research, policy development and analysis; Draft memoranda, reports and Government notices; Scrutinise legislation related to the Chief Directorate's responsibilities; Draft legal opinions; Consult and engage with research institutions within Government and external bodies.

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

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

CLOSING DATE : 23 August 2010

POST 31/36 : **DEPUTY DIRECTOR REF NO: 10/236/COO**
Division: Programme Management Support: Donor Fund

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

CENTRE : national office, pretoria

REQUIREMENTS : An appropriate Bachelor Degree in Management Administration or equivalent qualification; Three years management experience. Skills and Competencies: Financial Management; Good communication (verbal and written) skills; computer literacy; Strategic Planning; Project Management; People and Resource Management; Research and analytical; Statistical analysis; Negotiation and Coordination. DUTIES: Coordinate all donor funded programmes within the DOJ & CD; Report on all donor funded programmes and projects; Manage and support the existing electronic programme management database; Support and develop programme management competencies within the DOJ & CD;

Standardise programme management templates and reports; Synchronise all donor funded programmes with the departmental MTSF.

ENQUIRIES APPLICATIONS : Ms. T. Mdluli ☎ (012) 315 1893

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

CLOSING DATE : 23 August 2010

POST 31/37 : **ASSISTANT DIRECTOR: SYSTEMS AND CONTROL REF NO: 10/238/CFO**
Division: Financial Transaction Processing and Reporting Services

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

CENTRE REQUIREMENTS : National Office, Pretoria

A Bachelors Degree in Finance or equivalent qualifications; Three years relevant experience in financial environment; Knowledge of the Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS), PERSAL and relevant prescripts; A valid drivers license. Skills and Competencies: Computer literacy (Microsoft Word and Excel); Communication (written and verbal); Good interpersonal skills; Ability to work in a team and independently as well as with internal and external clients; Ability to work under pressure and be self motivated.

DUTIES : Manage, monitor and report on the reconciliation of suspense/control accounts; Manage and monitor batch control within the Sub Directorate by ensuring that all batches are accounted for; Supervise all administrative activities including the supervision of staff; Manage and monitor Performance Agreements; Manage and control Assets; Manage and control supplier registration and Safety Net.

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎ (012) 315 - 1436

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

CLOSING DATE : 23 August 2010

POST 31/38 : **ASSISTANT DIRECTOR REF NO: 2010/119/GP**
Division: Civil Section

SALARY : R192 540 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate, Johannesburg

A three-year Bachelor's degree in Administration or equivalent qualification. Management or supervisory experience; Three years relevant experience; Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal).

DUTIES : Manage the Civil Section Supervise Registrars, Assistant Registrars, Clerks of The Civil Court Work closely with the Judiciary and Attorneys NOC reporting on Civil matters; Manage the Small Claims Court

ENQUIRIES APPLICATIONS : Mr Sobahle @ 011 491 5000

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 8, Johannesburg. 2001

CLOSING DATE : 23 August 2010

POST 31/39 : **INTERNAL AUDITOR REF NO: 10/239/IA**

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

CENTRE REQUIREMENTS : National Office, Pretoria (Cluster 2)

An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least one year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act and Standards set by the IIA and working knowledge of Auditing; Successful candidates will be required to complete a security clearance.

- DUTIES** : Provide input in conducting risk assessments ;Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;
- ENQUIRIES APPLICATIONS** : Ms D Modibane ☎ (012) 315 1668
- APPLICATIONS** : Applicants must specify which centre applying for. One application per post. Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 23 August 2010
- POST 31/40** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: 10/217/CFO**
Division: Supply Chain Management
- SALARY** : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate ;Knowledge of Financial Supply Chain Management and/or Office administration procedure and processes applied in Office Management. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.
- DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remain up to date with regards to prescripts/policies and procedures application to the work terrain to ensure effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.
- ENQUIRIES APPLICATIONS** : Ms. E.Zeekoei ☎ (012) 315 1436
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 23 August 2010
- POST 31/41** : **ADMINISTRATION CLERK REF NO: 10/240/CLO**
- SALARY** : R73 584- R 86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the State Attorney: Mthatha
- REQUIREMENTS** : An appropriate Grade 12 or equivalent qualification; Relevant experience; Knowledge of JYP and procurement procedures will serve as a recommendation. Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Ability to plan and organize; Attention to detail.
- DUTIES** : Complete new item request form and manual requisition forms; Perusal of JYP catalogue from suppliers for each item to be purchased; Order and purchase stock; Receive and sign delivered items; Maintain inventory control register; Prepare documents for payments of accounts; Safekeeping of inventory stock; Communicate with internal clients and the supplier in person and telephonically.
- ENQUIRIES** : Ms. L. Kumalo ☎ (012) 357 8650

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

CLOSING DATE : 23 August 2010

POST 31/42 : **SENIOR ACCOUNTING CLERK REF NO: 10/235/GP**
Division: System and Accounts Control of the CFO

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification with Accounting and/or Mathematics as a passed subject; Relevant experience; Knowledge of Basic Accounting System (BAS), will be an advantage; Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Skills and Competencies; Computer literacy (Ms Excel, Word, Outlook); Communication(written and verbal) skills; Interpersonal skills; Ability to work under pressure and be self motivated.

DUTIES : Receive batches from various section for filling; Sort the batches numerically according to BAS generated numbers and file them accordingly; Draw requested batches by auditors and other officials; Keep, maintain and control batch register manually and electronically; Assist external and internal clients with proof of payment; Assist clients by converting CL number into payment numbers on BAS; Assist with capturing on safety net when required and; Follow up on external auditor's communications with regard to batches.

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

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

CLOSING DATE : 23 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
- FOR ATTENTION** : Ms M Palare / Mr H Marakalala
- CLOSING DATE** : 20 August 2010
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. 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 31/43** : **ASSISTANT DIRECTOR (MIS): OCCUPATIONAL HEALTH**
This is a re-advert, those who applied before are encouraged to re-apply.
- 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** : 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 ☎ 012-444 3516
- NOTE** : Must be in possession of a valid driver's licence and willing to travel frequently
- POST 31/44** : **MINERAL ECONOMIST: SPECIAL STUDIES**
- SALARY** : R161 970 per annum, Level 08
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : An appropriate 3 or 4 years diploma/ degree or equivalent in Economics, Statistics, , Chemical / Mining Engineering , Metallurgy or Geology, with substantial working experience in the minerals and mining industry, PLUS the following key competencies:☐ Knowledge: • Basic knowledge of mineral commodities & mining industry • Knowledge of Minerals / Mining acts and policies and other related policies • Numerical analysis • Computer applications, e.g. spreadsheets, databases, presentation, word processing and internet software☐ Skills : • Analytical, research and presentation capabilities • Problem solving and organisational capabilities • Computer literacy e.g. spreadsheets, databases, presentation, word processing and internet software☐ Communication : • Sound verbal and written communication capabilities • Public speaking capability☐ Creativity: • Ability to compile, analyse and interpret data • Innovative and creative thinking capabilities. Capability to work under pressure and a valid driver's license are essential • The incumbent will be required to travel both locally and internationally on a regular basis

DUTIES : To gather, evaluate and analyse statistics and mineral economic information regarding the availability, exploitation, marketing and utilization of minerals; • To make projections and forecasts of expected markets trends on basis of prevailing and anticipated consumption patterns • To give advice about aforementioned, with due consideration to mineral policy. • Priorities, in order to promote the optimum utilization of mineral resources of South Africa • Assist in the promotion of South Africa's mineral industry through participation in conferences, seminars, forums, workshops, exhibitions, etc., both locally and internationally.

ENQUIRIES : Mr P Mwape ☎ 012 444 3716

POST 31/45 : **ADMIN OFFICER: BID MANAGEMENT**
This is a re-advert, those who applied before are encouraged to re-apply

SALARY : R161 971 per annum, Level 8
CENTRE : Head Office
REQUIREMENTS : An appropriate National Diploma/ B Degree in Logistics/Finance/Procurement or any related field of study plus relevant experience in Bid Management PLUS the following key competencies:☑ Knowledge of: • PFMA • SCM • PPPFA and its regulation • LOGIS☑ Skills: • Numeric skills • Computer skills • Analytical & report writing skills☑ Communication: Excellent written & verbal Communication • Good interpersonal relations at all levels☑ Creativity: • Self-drive Problem solving capabilities • Ability to work under pressure • Analytical thinking. Understanding of costing/forecasting/budgeting will be an added advantage

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

ENQUIRIES : Mr. Tuelo Tubisi ☎ 012 444 3032

POST 31/46 : **SENIOR ADMINISTRATION OFFICER**

SALARY : R161 97 per annum, Level 8
CENTRE : Klerksdorp
REQUIREMENTS : A Degree or Diploma in Administration or Finance, coupled with relevant administration and applicable financial experience. Experience in handling complex organisational matters. Demonstrated experience in planning, managing and developing human resources within all levels of the organisation. Broad understanding of HR, SCM, Budgeting and Financial Reporting. Capacity to manage a large team of cultural diverse individuals. Strong leadership and decision making skills. Valid driver's licence code 8. PLUS the following key competencies☑ Knowledge of: • Knowledge of the PFMA, MPRDA, Public Service Act, Royalty and Prospecting Fees Regulations • Basic conditions of Employment Act, Labour relations and Basic Accounting System • Knowledge of Departmental Policy, Systems, Procurement, Transport and Administration Procedures. ☑ Skills: • Personnel Management skills, Leadership and Computer literacy, • Good problem solving and organisation skills • Sound Planning and organizational skills • Good interpersonal skill • Good financial skills ☑ Communication: • Well developed Interpersonal relations, proven Ability to communicate effectively (written and verbal) in English at all levels.☑ Creativity: • Ability to act with tact and discretion. Note: Ability to work with people.

DUTIES : Effective management of staff (administration), Effective management and administration of assets, Registry and Transport in the region. • Draft submissions to the Director General, Ministerial and the Regional Managers • Day ending of BAS, Checking of revenue collection from application (Prospecting, Mining rights and permits) Petty cash management, Help desk service to assist clients with regard to requirements of the MPRDA, Access to Information, Surface Use and Procurement. • Procurement of assets, stock, stationery and services (electrical, plumbing and maintenance of assets and the building) • Proper administration of leave of officials in the region.

ENQUIRIES : Mr. A Kharihve ☎ (018) 487 9830

POST 31/47 : **MINERAL LAWS OFFICER**

SALARY : R130 425 per annum, Level 7
CENTRE : Klerksdorp
REQUIREMENTS : LL B degree or equivalent law degree. Legal experience will be an added advantage. PLUS the following key competencies:☐ Knowledge of • Knowledge of the MPRDA and Minerals Act • Knowledge of previous minerals legislation • Knowledge of Departmental Policy, Systems, Document tracking, and Administration Procedures. • Commitment to redistribution of Mine wealth, Black Economic Empowerment, Mining Charter, Women empowerment in Mining and general transformation of the entire Mining Industry☐ Skills: • Computer literacy, ability to analyse and interprets mining and prospecting contracts by applying relevant legislation and dept procedures • Good problem solving and organisation skills • Sound Planning and organizational skills • Good interpersonal skills • Excellence human relation, Ability to handle applications for prospecting and mining right and authorisation through the official channels and to make meaningful recommendations to the regional managers on issues relating to prospecting, mining and surface development ☐ Communication: • Well developed Interpersonal relations, proven Ability to communicate effectively (written and Verbal) in English at all levels. ☐ Creativity: • Ability to act with tact and discretion. Note: Ability to work with people.

DUTIES : Process application in terms of the Mineral and Petroleum Development Act • Draft submissions to the Director General, Ministerial and the Regional Managers • Rendering services at the Help desk to assist clients with regard to requirements of the MPRDA. • Evaluation of BEE Contracts. • Attending to execution and issuing of granted prospecting and mining right applications.

ENQUIRIES : Mr. D Ledwaba ☎ (018) 487 9830

POST 31/48 : **STATE ACCOUNTANT REVENUE**

SALARY : R130 425 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : An appropriate degree or diploma in Accounting coupled with relevant experience. PLUS the following key competencies:☐ Knowledge of: • PFMA and Treasury Regulations • Basic Accounting System☐ Skills: • Excellent financial management skills • Negotiation and conflict resolution • Computer literacy • Numeracy skills • ☐ Communication: • Ability to interact with persons on various levels • Good verbal and written communication. • Innovative and self confident • Ability to analyse and solve problems, ☐ Creativity: Ability to work under pressure.

DUTIES : Administration of PMG account and bookkeeping activities Administration of cashier's office Clearing and reconciliation of ledger accounts Prepare and consolidate monthly revenue registers Administration of departmental cell phones and telephone accounts Prepare monthly revenue payments and classification reports Supervision and development of personnel

ENQUIRIES : Mrs M Jonker ☎ 444 3376

POST 31/49 : **INTERNAL AUDITORS 2 POSTS**
Note: This is a re-advertisement, candidates who applied need not to re-apply as their applications will still be considered.
(5 Months Contract)

SALARY : R105 645 per annum, Level 6
CENTRE : Head Office
REQUIREMENTS : A Degree or Diploma in Internal Audit coupled with internal audit experience gained within the public sector. PLUS the following key competencies:☐ Knowledge of: • IIA Standards • Accounting Standards • PFMA, Treasury Regulations ☐ Skills: • Computer Skills (Word, Excel and PowerPoint) • Analytical Skills ☐ Communication: • Written and Verbal☐ Creativity: • Innovative. Note: Candidates with Internal Audit Technician qualification as offered by the IIA will have an added advantage.

DUTIES : Assist in gaining an understanding of the processes of the audit client. • Compile system descriptions and assess risk relating to the audited process. • Perform

audit tests as per the approved audit program • Prepare detailed and self explanatory working papers with proper conclusions. • Prepare draft audit findings • Perform other administrative duties as and when requested by the supervisor

ENQUIRIES

: Ms E Kgogome 📞(012) 444 3206

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

<u>APPLICATIONS</u>	:	The Director-General, Office of the Public Service, Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia
<u>FOR ATTENTION</u>	:	Ms A West
<u>CLOSING DATE</u>	:	30 August 2010
<u>NOTE</u>	:	Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original <i>certified</i> copies of qualifications, ID document and Matric (Grade 12) certificate. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to security clearance procedures and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post. Candidates whose promotion/transfer will promote representivity will receive preference.

OTHER POST

<u>POST 31/50</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/Degree in Financial Accounting coupled with at least 3 years relevant experience • Preference will be given to candidates with appropriate experience; who have in-depth knowledge of the Basic Accounting System (BAS) and PERSAL • Experience in salary remuneration control • Ability to work under pressure with strict deadlines • An-depth knowledge of the requirements of the PFMA, Treasury Regulations, Supply Chain Management and related policies • Good interpersonal relations and communication skills • Good computer literacy skills (MS Excel and MS Word).
<u>DUTIES</u>	:	Check and authorize salary related transactions on PERSAL and BAS • Check and authorise Local and Foreign travel and subsistence claims • Control payments of salary claims • Control the correctness of the distribution of salary pay sheets to all officials including regional offices • Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions • Control, follow up, clear, reconcile and report on state of salary related ledger accounts • Control over PAYE, recalculation of Income Tax, monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile • Check SARS tax directives for assessment • Check leave and lump sum payments • Check issue/reissue of IRP 5 Certificates • Compile Monthly BAS/PERSAL interface reconciliations • Follow up and resubmit PERSAL exceptions on BAS • Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation • Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr N Fabricius Tel: (012) 352 1080

DEPARTMENT OF PUBLIC ENTERPRISES


- APPLICATIONS** : Submit applications, to The Directorate: Human Resources, Private Bag X15, Hatfield 0028 or 1090 Infotech Building, Corner of Arcadia & Hilda Streets, Hatfield
- CLOSING DATE** : 20 August 2010
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, and attach a concise CV and certified copies of qualifications.

OTHER POST

- POST 31/51** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
- SALARY** : R130 425 per annum
- REQUIREMENTS** : Applications are invited from persons in possession of an appropriate secretarial diploma/post-matric secretarial qualification coupled with relevant experience in an administrative function. The successful applicant must be a dynamic and confident person. This person must have good interpersonal and networking skills, with the ability to organize and plan activities within the office .The successful candidate must have excellent writing and communication skills and a high level of computer literacy especially Excel, Word and PowerPoint are essential for this position. Working knowledge of the BAS and LOGIS systems will be an added advantage. If you have good organizational skills, the ability to work under pressure, and the willingness to go the extra mile, then we invite you to apply for the position.
- DUTIES** : The person appointed to this position will be responsible for: Distribution of documents, Maintaining the Director's diary within the Directorate: Human Resources, Responsible for all logistical arrangements within the Directorate, Responsible for all Administrative activities within the Directorate: Human Resources, including procurement and budgeting, Custodian of all Internal and External documents. Filing of all correspondence to and from the Directorate, Provide secretarial support to the Directorate
- ENQUIRIES** : Ms Dorah Mawela, (012) 431 1183

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. 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.

CLOSING DATE : 13 August 2010 

NOTE : 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. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 31/52 : **DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM MANAGER, EPWP REF NO: 2010/179**

SALARY : All inclusive salary package of R 652 572 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 31/53 : **DEPUTY DIRECTOR: NON STATE SECTOR MOBILISATION, EPWP OPERATIONS REF NO: 2010/172**

SALARY : All inclusive salary package of R 378 456 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 31/54 : **DEPUTY DIRECTOR: NON STATE SECTOR PROGRAMME COORDINATOR & INCENTIVES, EPWP OPERATIONS REF NO: 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 31/55 : **DEPUTY DIRECTOR: TRAINING TECHNICAL SUPPORT EPWP TRAINING SUPPORT REF NO: 2010/174**

SALARY : All inclusive salary package of R 378 456 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 31/56 : **DEPUTY DIRECTOR: PROVIDER CAPACITY BUILDING AND COORDINATION, EPWP TRAINING SUPPORT REF NO: 2010/175**

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

REQUIREMENTS : 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 31/57 : **DEPUTY DIRECTOR: PROGRAMME CO- ORDINATION EPWP PARTNERSHIP SUPPORT REF NO: 2010/176**

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

REQUIREMENTS : 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
: 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 31/58 : **DEPUTY DIRECTOR: TRAINING QUALITY MANAGEMENT EPWP OPERATIONS REF NO: 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
: 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 31/59 : **DEPUTY DIRECTOR: LEARNING PROGRAMMES EPWP OPERATIONS REF NO: 2010/178**

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 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 31/60 : **DEPUTY DIRECTOR: ANALYST, EPWP MONITORING AND EVALUATION REF NO: 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 31/61 : **DEPUTY DIRECTOR: VUK'UPHILE PROGRAMME 2 POSTS EPWP REF NO: 2010/181**

SALARY : All inclusive salary package of R 378 456 per annum
CENTRES : 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 31/62 : **ASSISTANT DIRECTOR PROCUREMENT REF NO: 2010/182**

SALARY : R 192 5400 per annum
CENTRE : Mthatha Regional Office

- 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, Comer Jacob Mare and Paul Kruger, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 20 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 31/63** : **SENIOR PROVISIONING CLERK: SERVICE PROVIDER MANAGEMENT (VARIOUS) REF NO: S8/3/2010/589**
Directorate: Demand and Acquisition Management
- SALARY** : R105 645 per annum, Level 6
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Senior Certificate and two years working experience in supplier's database environment. * Degree or Diploma will be an added advantage. * Knowledge of the public sector procedures, rules and regulations. * Understanding of PFMA, Treasury Regulations and other related prescripts. * Excellent verbal and written communication skills, Interpersonal relations, time management and office administration management. * Knowledge and understanding of the LOGIS system. * Working experience in database management and supplier performance management. * Good computer literacy in Microsoft Office Suite. * Ability to work under pressure and deliver to tight deadlines.
- DUTIES** : Assist with the maintenance of the Departmental database. * Update the database on a regular basis. * Capture supplier registration forms. * Assist in accreditation process of service providers. * Assist in managing banking details of service providers. * Create suppliers in the LOGIS system. * Assist suppliers with the registration matters. * Check and verify the credibility of information provided by the supplier on an on-going basis. * Keep proper records of supplier details. * Provide support and assistance to clients with usage of the database. * Assist in managing the performance of service providers. * Assist supervisor in the preparation of management information, statistics and reporting on service provider's information
- POST 31/64** : **SENIOR ADMINISTRATION CLERK REF NO: S8/3/2010/590**
Branch: Land Reform (Senior Executive Manager)
- SALARY** : R105 645 per annum, Level 6

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate with relevant administration experience in the office of the Branch Head: Senior Executive Manager. * Computer literacy, including extensive in MAGIC, ACESS record systems, Logis, Ms Excel, Ms Word, E-mail. * Good verbal and written communication skills with specific reference to the general public and all levels of officials and Ministry. * Knowledge of the Branch Land Reform communication with and responsibility relating to Department Provincial Offices.

DUTIES : The successful candidate will be responsible to: * Render general administrative support services to the component within the Branch. * Branch keeping and handle queries with regard to all documents received and distributed on the relevant electronic systems is of primary importance and systems must be operated with dedication. * To follow up on Minister and Director General tasks. * Perform procurement functions for the component. * Organise meetings and workshops for the Senior Executive Manager by procuring accessible venues, conference facilities and refreshments with the Secretary. * Check and submit T&S claims for the Branch.

ENQUIRIES : Ms C Bouwer Tel: (012) 312 9741

POST 31/65 : **HUMAN CAPITAL OFFICER REF NO: S8/3/2010/595**
Directorate: Human Resource Management

SALARY : R87 978 per annum, Level 5

CENTRE : Pretoria (Persal Control)

REQUIREMENTS : The candidates must be in the possession of a Grade 12 (or equivalent) certificate. * The ability to deal with conflict and work with people of a diverse culture and to communicate and interact on high level is recommended, excellent computer literacy, good written and verbal communications skills. * This position call for self motivated, assertive, innovative and reliable persons.

DUTIES : The successful candidates will ensure adherence to effective implementation of Employee Benefits and Service Terminations. * Research and implement policies in line with the new regulatory framework. * Ensure proper dissemination of information on these policies to departmental staff through workshops and ensure that they are well informed of current issues related to policies. * Provide support to employees on the implementation of Employee Benefits and/or Service Termination policies through advice and guidance.

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION : Ms J Malala

CLOSING DATE : 20 August 2010

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

POST 31/66 : **ASSISTANT DIRECTOR: AWARENESS, ADVOCACY AND OUTREACH**
Directorate: Prevention Programmes

SALARY : R192 540 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelors Degree (or equivalent qualification) plus credible experience in prevention programmes implementation. Willingness to travel. It will be to the advantage of the successful candidate to be proficient in at least four official languages. Experience in Marketing will be an added advantage. Knowledge and experience in the HIV and AIDS field. Knowledge of Prevention Programmes. Competencies needed: Project management skills. Policy development and analytical skills. Presentation skills. Financial management skills. Planning and organising skills. Liaison, communication, negotiation and report writing skills. Computer user knowledge and experience. Attributes: Ability to work under pressure. Ability to function independently.

DUTIES : Facilitate the development of a policy framework for youth and gender infected and affected by HIV/AIDS. Facilitate the development of training packages for persons rendering services in the HIV/AIDS prevention field. Implement, monitor and evaluate HIV awareness workplace programmes. Develop and implement programmes for vulnerable people. Render support to programmes of the National Association for People living with Aids and other Non-Governmental Organisations, Community Based Organisations and Faith Based Organisations.

ENQUIRIES : Ms I Mngadi Tel: (012) 312-7301

POST 31/67 : **SENIOR SYSTEM DEVELOPER 3 POSTS**
(two year contract)
Directorate: Systems Development

SALARY : R192 318 per annum. PLUS in lieu of benefits.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in Information Systems or related field / National Diploma in Information Technology (or equivalent qualification) PLUS credible experience in systems development. Knowledge and experience in developing and deploying .NET application. Extensive knowledge of implementing SDLC. Knowledge and understanding of: ASP .Net 2.0, VB. Net or C#, SQL 2005, XML, HTML, JavaScript, DHTML, XHTML, CSS, RSS, XML Web Services, WML, VBScript, the benefits of the various design methodologies and object oriented environments and browser specific compatibility issues.

Understanding of server and networking environment will be an add advantage. A valid driver's license. Competencies needed: System Development skill. Analytical. Communication (verbal and written) skills. Coordination skills. Planning and organising skill. Problem-solving skills. Presentation skills. Business ethics. Monitoring and evaluation skills Project management skills. Negotiation skills. Client orientation and customer focus skills. Computer literacy. Financial management skills. Financial management skills. Research skills. Facilitation skills. Attributes: Ability to work independently and as part of a team. Confidence. Trustworthiness. Integrity. Patience. Accuracy. Assertiveness. Compliance. Creative and innovative. Friendliness.

DUTIES : Interpretation of User Requirements Specifications (URS) and development of applications to meet requirements, within agreed timeframes. Design, develop and maintain SQL database and create efficient and logical databases. Design and code superior technical solutions. Recognize system deficiencies and implement effective solutions. Maintain and enhance existing development standards and assume responsibility for the development environment. Communicate and enforce coding standards. Ensure continuous sharing of source codes and knowledge with colleagues to support the Directorate's skills retention programme and review work of junior developers and interns. Work with System Analysts and Business Analysts to design and develop applications. Create well designed and re-usable objects.

ENQUIRIES : Ms P Moabelo Tel no: (012) 312 7108

POST 31/68 : **SYSTEM ADMINISTRATOR 2 POSTS**
(two year contract)
Directorate: Systems Development

SALARY : R161 970 per PLUS in lieu of benefits.
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma or Bachelor's Degree in Information Systems (or equivalent qualification) PLUS credible experience in systems administration and maintenance. Experience in troubleshooting government transversal systems (BAS, PERSAL, LOGIS) will be an added advantage. Experience in developing and deploying .NET applications. Knowledge and understanding of: ASP.Net 2.0, VB. Net or C#, SQL 2005, XML, HTML, JavaScript will be an added advantage. Knowledge of systems administration, maintenance and support. Competencies needed: System Development skills. Analytical. Communication (verbal, written and liaison) skills. Policy development and implementation skills. Coordination skills. Planning and organising skills. Problem-solving skills. Presentation skills. Business ethics. Strategic capacity and leadership skills. Monitoring and evaluation skills Project management skills. Negotiation skills. Client orientation and customer focus skills. Computer literacy. Financial management skills. Research skills. Facilitation skills. Attributes: Ability to work independently and as part of a team. Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Creative and innovative. Self starter. Friendliness.

DUTIES : Key Responsibilities: To provide system support on all business specific application to all users within the Department of Social Development. Prepare systems roll-out/implementation plans in conjunction with project managers and infrastructure team. Attend to system troubleshooting within a given turn around time. The applicant will from time to time be required to develop some application and or fix bugs of the applications. Develop course manuals and give systems functional training to end-users for newly developed systems. Ensure that application systems are available, reliable and secure.

ENQUIRIES : Ms P Moabelo Tel no: (012) 312 7108

POST 31/69 : **PROJECT ADMINISTRATOR 2 POSTS**
(two year contract)
Directorate: Systems Development

SALARY : R192 540 per annum PLUS in lieu of benefits.
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in Information Systems / National Diploma or equivalent qualification PLUS sufficient experience in project administration.

Knowledge of public service legislative framework. Competencies needed:
 Project management skills. Communication (verbal and written) skills.
 Coordination skills. Planning and organising skills. Problem-solving skills.
 Presentation and facilitation skills. Minutes taking and administration skills.
 Negotiation skills. Computer literacy. Research and analytical skills.
 Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Confidence. Integrity. Patience. Assertiveness. Compliant.
 Creative and innovative.

DUTIES : Key Responsibilities: Administer programme activities within the Programme Management Office. Assistant with the development executable project plans, project charters, and resource plans. Manage IJS projects deliverables in collaboration with the Quality Assurance unit. Consolidate input document and assist with the preparations of project progress reports and keep record of lessons learnt from other pilot projects. Take minutes of the project meetings and serve as a secretariat to IJS project meetings. Create a project repository as well as develop and administer records/ documents management. Maintain manual and computerised filing system. Compile the project monthly financial report. Liaise with all stakeholders on matters relating to the project activities. Provide continuous feedback to project managers, project owners and communicate project risks and mitigation plans.

ENQUIRIES : Ms P Moabelo Tel no: (012) 312 7108

POST 31/70 : **DATABASE ADMINISTRATOR**
 (two year contract)
 Directorate: Systems Development

SALARY : R161 970 Per annum. PLUS 37% in lieu of benefits.
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Information Technology or related field (or equivalent qualification) PLUS credible experience in database development / administration. Experience in information application. Knowledge of database development using MS SQL 2005, my SQL, Oracle. Knowledge of .NET application will add advantage. Competencies needed: Database administration skills. DBMS. Communication (verbal, written and liaison) skills. Planning and organising skills. Problem-solving skills. Computer literacy. Attributes: Ability to work independently and as part of a team. Innovative and creative. Accuracy and thoroughness.

DUTIES : Key Responsibilities: Design databases and implement schemes, build queries, store procedures as well as perform general technical troubleshooting. Consult the development teams on database turning and the maintenance of the database. Monitor the efficiency of the current databases as well as integrate and enhance databases as and when required. Mapping out the conceptual design for a planned database. Liaise with IT infrastructure team regarding the backup, restore and recovery of databases. Implement and maintain databases security. Conduct testing schedules to ensure databases are operating as expected. Modify databases according to departmental objectives. Monitoring performance and manage parameters to provide fast query responses to front-end users.

ENQUIRIES : Ms P Moabelo Tel no: (012) 312 7108

POST 31/71 : **STATE ACCOUNTANT (BOOKKEEPING)**
 Directorate: Financial Administration

SALARY : R130 425 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Diploma or bachelors Degree in Accounting PLUS sufficient experience in Government Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the LOGIS and BAS. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Analytical Skills. Liaison Skills. Client orientation skills. Financial Management skills. Presentation skills. Customer care skills. Attributes: Friendly and trustworthy. Accuracy. Confidence. Ability to work under pressure. Ability to work in a team and independently. Assertiveness. Self starter.

DUTIES : Key Responsibilities: Clear BAS bank exceptions online on a weekly basis.
 Investigate balances in relevant ledger accounts and pass necessary journals.
 Liaise with relevant stakeholders in order to obtain necessary source documents. Attend to payments rejected by the banks and enquiries related to payments. Perform monthly closure on BAS before due date.

ENQUIRIES : Ms H Gqogqa Tel no: (012) 312 7367

POST 31/72 : **SENIOR ACCOUNTING CLERK: PAYMENTS**
 Directorate: Financial Administration

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of the BAS system. Knowledge and understanding of Financial and supply chain procedures. Competencies needed: Ability to analyse and interpret financial statements. Planning and organising skills. Communication (verbal and written) skills. Problem-solving skills. Presentation skills. Customer care skills. Computer literacy. Analytical skills. Financial management Skills. Attributes: Accurate. Compliant. Ability to work under pressure and. Adaptable. Disciplined. Diversity Commitment. Friendly and trustworthy. Diplomacy. Ability to work independently and in a team. Self starter. Assertive. Persuasive.

DUTIES : Key Responsibilities: Verify all requests for payments received for allocation codes and supporting documentation. Capture all payments. Ensure payments adhere to legislation, government prescripts and departmental policies and procedures. Prepare payment advices for large account. Perform monthly reconciliation of accounts to ensure that all invoices are paid in time. Perform administrative tasks relating to safeguard of documents. Attend to queries related to payments.

ENQUIRIES : Ms H Gqogqa Tel no: (012) 312 7367

DEPARTMENT OF TOURISM

The National Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of these posts

- APPLICATIONS** : The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)
- FOR ATTENTION** : Ms N Sebola
- CLOSING DATE** : 23 August 2010
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

OTHER POSTS

- POST 31/73** : **ASSISTANT DIRECTOR: EQUITY AND TRANSFORMATION FACILITATOR**
REF NO: NDT134/2010
- SALARY** : R192 540 per annum (Total package of R270 455.00) conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or appropriate relevant qualification in the field of Human Resources or Public Administration. Extensive experience in Organizational Transformation. Valid Driver's License and willingness to travel. Competencies: Knowledge and application of Public Service Acts and Regulations; Employment Equity Act; Labour Relations Act; Government's transformation prescripts and other relevant prescripts; Knowledge and experience in compiling Employment Equity reports; In-depth knowledge and application of Service Delivery Improvement (Batho Pele) and Change management initiatives; Good numeracy skills; Good interpersonal and communication skills; Good business writing skills; Good presentation skills; Innovation and flexibility; Good organizing and planning skills; Good project management and stakeholder engagement skills.
- DUTIES** : Coordinate the implementation of the Employment Equity Plan and related activities within the Department; Coordinate the implementation of the Service Delivery Improvement Plan (SDIP) with relevant Branches; Coordinate the implementation of Change Management strategy within the Department; Develop the Disability Management policy; Manage the disability audit quarterly and Equity audit annually; Develop the Departmental Gender, and Youth development strategy; Mainstreaming of Gender, Disability, Youth and Children Rights issues into the core business of the Department; Monitor the implementation of events related to Special Projects according to the National Calendar; Manage the compilation of the Employment Equity reports; Manage the division staff and financial resources.
- ENQUIRIES** : Mr S V Nkosi 012 310 3580
- POST 31/74** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND OCCUPATIONAL HEALTH COORDINATOR**
REF NO: NDT135/2010
- SALARY** : R192 540 per annum (Total package of R270 455.00) conditions apply
- CENTRE** : PRETORIA
- REQUIREMENTS** : Appropriate Bachelor's degree in Social Work or Psychology. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Appropriate experience in Employee Health & Wellness and Occupational Health & Safety field. Valid Driver's License and willingness to travel. Competencies: Knowledge and application of Employee Health & Wellness

and Occupational Health & Safety prescripts; Counselling Skills; Program design and implementation skills; good presentation skills; assessment / diagnostic skills; well-developed communication skills (verbal and written); programme marketing skills; problem-solving; project management; innovative; flexible; quality oriented; computer literacy; planning and organizing skills; financial management skills; knowledge of promoting the social well-being of employees; knowledge and understanding of relevant legislations and their alignment to the Public Service EHW strategic framework.

DUTIES : Coordinate the implementation and ensure compliance on the following policies and standards: - Occupational Health & Safety and occupational safety standards; HIV&AIDS and TB management; Health and productivity management; Wellness management; Sports and recreation management; Bereavement and Workplace violence management policies. Design the implementation and evaluation mechanisms for these policies; Identify and monitor trends that influence the implementation of these policies and strategy. Conduct needs assessment and climate surveys; render direct EHW services to employees of the Department; conduct diagnostic assessments, short-term interventions, referral and follow-up services; consult and train relevant stakeholders of EHW procedures; market EHW to increase its visibility and promote utilization; Manage the infected and affected employees through treatment, care and support mechanisms; Manage the Departmental Peer Educators; Occupational Health & Safety representatives; Sports and recreation committee; Serve on the Employment Equity and OHS committee and other relevant structures

ENQUIRIES : Mr S V Nkosi 012 310 3580

POST 31/75 : **SENIOR ADMINISTRATIVE OFFICER: EQUITY AND TRANSFORMATION COORDINATOR REF NO: NDT 136/2010**

SALARY : R161 970 per annum (Total package of R233 364.00) conditions apply
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or appropriate relevant qualification in the field of Human Resources or Public Administration. Extensive experience in Organizational Transformation. Valid Driver's License and willingness to travel. Competencies: Knowledge and application of Public Service Acts and Regulations; Employment Equity Act; Labour Relations Act; Government's transformation prescripts and other relevant prescripts; Knowledge and experience in compiling Employment Equity reports; In-depth knowledge and application of Service Delivery Improvement (Batho Pele) and Change management initiatives; Good numeracy skills; Good interpersonal and communication skills; Good business writing skills; Good presentation skills; Innovation and flexibility; Good organizing and planning skills; Good project management and stakeholder engagement skills.

DUTIES : Compile and analyze monthly & quarterly Coordinate the implementation of the Employment Equity Plan and related activities within the Department; Coordinate the implementation of the Service Delivery Improvement Plan (SDIP) with relevant Branches; Coordinate the implementation of Change Management strategy within the Department; Develop the Disability Management policy; Manage the disability audit quarterly and Equity audit annually; Develop the Departmental Gender; and Youth development strategy; Mainstreaming of Gender, Disability, Youth and Children Rights issues into the core business of the Department; Monitor the implementation of events related to Special Projects according to the National Calendar; Manage the compilation of the Employment Equity reports; Manage the division staff and financial resources.

ENQUIRIES : Mr S V Nkosi 012 310 3580

POST 31/76 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION CENTRES REF NO: NDT137/2010**

SALARY : R161 970 per annum (Total package of R233 364.00) conditions apply
CENTRE : Pretoria

REQUIREMENTS : A three year qualification in Public Administration or Grade 12 certificate plus appropriate experience in office administration. A qualification in the tourism field will be an added advantaged. Good understanding of finance and procurement procedures. Good computer literacy with knowledge of MS Excel, MS

PowerPoint, MS Word, email and the internet. Good communication (written and verbal), interpersonal and organising skills. The ability to work individually and in a team, document management skills, the ability to work under pressure and to multi task.

DUTIES : The successful candidate will be responsible for the following key performance areas: Provision of Administrative support; Rendering of Logistical and Financial services support; Management of the Directorate's assets; General information retrieval, dissemination and packaging.

ENQUIRIES : Ms N Sebola 012 310 3604

POST 31/77 : **SENIOR ADMINISTRATIVE OFFICER: KNOWLEDGE LIBRARY REF NO: NDT138/2010**

SALARY : R161 970 per annum (Total package of R233 364.00) conditions apply
CENTRE : Pretoria

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

DUTIES : The successful candidate will be responsible for the following key performance areas: Provision of Administrative support; Rendering of Logistical and Financial services support; Management of the Directorate's assets; General information retrieval, dissemination and packaging.

ENQUIRIES : Ms N Sebola 012 310 3604

THE PRESIDENCY

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

OTHER POSTS

POST 31/78 : **SENIOR INTERNAL AUDITOR (ASD): INTERNAL AUDIT (ASSURANCE AND CONSULTANCY SERVICES) 2 POSTS**

Note: This is a re-advertisement, the position was initially advertised at salary level 10. People who previously applied are encouraged to apply.

SALARY CENTRE REQUIREMENTS : R192 540 per annum, Level 9
 : Pretoria
 : B degree in Accounting and Auditing or National Diploma in Internal Auditing qualifications. Knowledge of Standards of the Institute of Internal Auditors, audit process and knowledge of accounting principles in national government. Must be conversant with PFMA and Treasury Regulations. Knowledge of national government systems (BAS, PERSAL, LOGIS). At least three years in low management environment. Skills and Competencies: Good communication skills (verbal & written). Good management and interpersonal skills to build effective relationships with the client and audit staff. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

DUTIES : Determine the audit objectives, risk specific to the allocated projects. Implementation of the operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the effectiveness of the systems of internal control, risk management and governance across the organization. Gathering of evidence for all audit findings documented in the working papers, preparation of a complete audit file for review by Deputy Director. Attending of meetings, workshops, training and development. Perform all administrative tasks as allocated by supervisor; timeously notify the supervisors of any incidents that may affect the deadlines of the allocated audit projects.

ENQUIRIES : Ms Elna Erasmus 012 300 5364

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- APPLICATIONS** : Please quote the reference number and forward your application to the following Centre/ District Office Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown Enquiries may be directed to Ms Mzinjana at 045 - 8083709
- FOR ATTENTION** : Ms N. Mzinjana
- CLOSING DATE** : 13 August 2010
- NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful. Please Note: people from the designated groups and those with disabilities are encouraged to apply as the department is in a process of closing the gap in terms of equity targets.

OTHER POST

- POST 31/79** : **SOCIAL AUXILIARY WORKER GRADE 1 SW – A1) (REF NO: 68364)**
(Re – advertisement)
District: Chris Hani
- SALARY** : R75 069 – R84 498 per annum (NB Final salary will be determined by appropriate/recognizable experience in Social Services Professions after registrations with SACSSP as a Social Auxiliary Worker)
- CENTRE** : Inxuba Yethemba
- REQUIREMENTS** : Registration certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year), A grade 12 certificates, Minimum of 12 months computer certificate from recognized institution, Ability to work independently and under pressure, Knowledge and understanding of public administration, Code 08 driver's /learners will be an added advantage
- DUTIES** : Provide administration support to Social Workers, Monitor ECD facilities/daycare centres, Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and the disabled, Monitor Home Community Based Care Centres, Monitor an affected and efficient system to ensure smooth flow, Establish structures in the community, Maintain and update proper filing system, Monitor and assess subsidized NGO sector and Network with other organizations.
- ENQUIRIES** : Ms B. Nxusani at 040 - 6089215

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

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

MANAGEMENT ECHELON

- POST 31/80** : **HEAD OF CLINICAL UNIT(MEDICAL) GRADE 1 REF NO: 70253558**
Directorate: Medical Gastro
- SALARY** : R892 287 per annum (All inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : At least 7 years registration with HPCSA as a Medical Specialist and 5 years experience in Medical Gastro subspeciality. Management and administrative experience in Gastro.
- DUTIES** : Management and training of registrars, fellows and students. Hands on involvement with clinical services especially invasive procedures. Active involvement in outreach programmes. Experience in research will be an advantage.
- ENQUIRIES** : Dr. M.I. Mofokeng, Tel. no: (011) 488- 3365/4800
CLOSING DATE : 16 August 2010

OTHER POSTS

- POST 31/81** : **CLINICAL MANAGER: MEDICAL 2 POSTS REF NO: 70255827**
Directorate: Ekurhuleni/Sedibeng Health region B (NatalSpruit Hospital)
- SALARY** : R596 694 – 662 502 (All inclusive packages)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the HPCSA Practitioner. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Ability to work under pressure and willing to perform overtime whenever need arises. Knowledge of all Legislations governing Public Service and Human Resource, Hospital administration manuals will serve as an advantage.
- DUTIES** : Support the Chief Executive Officer with specific reference to Medical Management. Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. Be involved in the training of Medical Interns and Community Doctors. Actively participate in the academic programme of the department. Render overtime duties. Ensure adherence of the department to quality assurance standards and other departmental policies
- ENQUIRIES** : Dr S. Gaelejwe, Tel. no: (011) 389-0518 / 0664
CLOSING DATE : 16 August 2010
- POST 31/82** : **MEDICAL SPECIALIST GRADE I REF NO: 70253552**
Directorate: Medicine(Rheumatology), Medicine(Medical Oncology),
Medicine(Clinical Hematology)
- SALARY** : R 554 109 per annum (All inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Full registration with the HPCSA as a Specialist Physician. Maximum of 3 years and subject to regular performance assessments.

DUTIES : The successful applicant will act as a Consultant Specialist in the Department of Medicine and undertake all service (in and out patients, after hours, outreach) and academic (teaching, research, publication) duties within the Department and Division. Service and academic duties include both current program(s) undertaken by the Department and Division and may also include future program(s) deemed important by the Department and Division. Eligibility for sitting examinations will be subject to approval by the Divisional/Departmental Head, demonstration of satisfactory clinical service including outreach service, completion of College of Medicine logbook and completion of MMed.

ENQUIRIES : Prof. J. Wing, Tel. No: (011) 488- 3654

CLOSING DATE : 16 August 2010

POST 31/83 : **MEDICAL OFFICER GRADE II REF NO: 70255833**
Directorate: Emergency Medicine

SALARY : R470 406 –R 529 905 per annum (All inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Full registration with HPCSA as a Medical Practitioner for 5yrs or more. ACLS, ATLS, PALS.

DUTIES : Rotation in all areas of the Emergency Medicine Unit. Compulsory commuted overtime. Contribution to management duties of the Unit. Teaching of Undergraduate students. Attendance at M & M and All Unit meetings.

ENQUIRIES : Dr. F Motara Tel. no: (011) 488- 3165

CLOSING DATE : 16 August 2010

POST 31/84 : **DEPUTY DIRECTOR REF NO: 70255835**
Directorate: Clinical Engineering

SALARY : R448 521 –R 520 035 per annum (All inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : A degree or Diploma in Clinical Engineering. A thorough knowledge of health systems technology. Extensive experience in management of medical equipment in hospitals. Good knowledge of procurement, finance and tender regulations. Proven supervisor experience and competency. Computer literacy.

DUTIES : Management of staff and activities of the Clinical Engineering work-shop. Management of medical equipment. Maintenance of contracts. Oversees the training of clinical engineering students. Maintenance and repair budget management.

ENQUIRIES : Mr. M.E Malepe Tel. no: (011) 488- 3798/3207

CLOSING DATE : 16 August 2010

POST 31/85 : **REGISTRAR REF NO: 70253550**
Directorate: Public Health Medicine

SALARY : R423 846 per annum (All inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Full registration with HPCSA as general practitioner with MBCHB degree. Completion of internship as well as community service. Include full CV with previous experience.

DUTIES : The successful candidate will in addition to the responsibilities and requirements necessary for the completion of the Mmed in Community Health (Public Health Medicine) also participate in the teaching activities of the Department of Community Health. In addition, responsibilities include the rendering of services and conducting research.

ENQUIRIES : Dr. R. Jina, Tel. no: (011) 717 2622

CLOSING DATE : 16 August 2010

POST 31/86 : **REGISTRAR REF NO: 70253551**
Directorate: Department of Surgery

SALARY : R423 846 per annum (All inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Full registration with the HPCSA as a Medical Practitioner. Successful completion of the primary examination of the College of Medicine SA. Successful completion of the Advance Trauma Life Support Course(ATLS). Successful completion of the Basic Surgical Skills Course. Ability and willingness to perform after hours duties. Ability to communicate with patients and colleagues..

DUTIES : The successful applicant will act as a Registrar at all Hospital within our teaching complex, as part of a team consisting of consultants, registrars and other medical officers.

ENQUIRIES : Prof. K. Boffard, Tel. no: (011) 488- 3373

CLOSING DATE : 16 August 2010

POST 31/87 : **RTC MANAGER (DEPUTY DIRECTOR) REF NO: 70255846**
Directorate: Professional Development

SALARY : R378 456 per annum (plus benefits)

CENTRE : Regional Training Centre – RegionA (JHB Metro and West Rand)

REQUIREMENTS : A 3-year degree in any Health Sciences fields. Post graduate qualification in Human Resource Management /Development. Three year experience in Management and supervisory position. Current registration with the relevant statutory council, e.g. SANC, HPCSA. Ability to develop and / or manage curricula. Experience in the field of HIV, AIDS, STI and TB (HAST). Computer skills (Ms Word, Excel and Power Point), Verbal and Written Communication Skills, Planning, Organization and Facilitation Skills. Project Management, Financial Management and Procurement Procedures. Knowledge of Policy Development. Valid driver’s license. Recommendations: Experience in the field of Human Resource Management / Development. Research skills. Knowledge of Human Resource Development Legislations. Ability to work under pressure and meet set deadlines.

DUTIES : Overall Management of the RTC. Responsible for the performance of the RTC Objectives. Manage the implementation of the RTC Business Plan. Plan, organize and monitor activities pertaining to the RTC. Management of resources financial, physical and human for the RTC. Develop and maintain internal financial and procurement systems for the RTC. Performance Management of Personnel. Liaise with Higher Education Institutions and School of Public Health on National and Provincial priority health projects. Develop and manage activities for the curriculum development, standardization and accreditation of all training programmes in order to meet the requirements set by the National Department of Health. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Compile training information and statistics reports monthly, quarterly and annually. Develop and manage the processes for policy development and review.

ENQUIRIES : Ms. N.A. Suping, Tel no: (011) 298 2466

CLOSING DATE : 16 August 2010

POST 31/88 : **CHIEF TRAINING OFFICERS 3 POSTS REF NO: 70255844**
Directorate: Professional Development

SALARY : R192 540 – R 232 590 per annum (plus benefits)

CENTRE : Regional Training Centre Region A (JHB Metro and West Rand)

REQUIREMENTS : A 3-year degree in any Health /Social Sciences fields. Post graduate qualification in Human resource Development /Training. Current registration with the relevant statutory council, e.g. SANC, HPCSA. Ability to develop and / or manage curricula. Experience in the field of HIV, AIDS, STI and TB (HAST). Computer skills (Ms Word, Excel and Power Point), Verbal and Written Communication Skills, Planning, Organization and Facilitation /Presentation Skills. Project Management. Valid driver’s license(able to drive). Recommendations: Experience in the field of Human Resource Management / Development. Assessor /moderator qualification. Research skills. Knowledge of Human Resource Development Legislations. Knowledge of financial management and procurement procedures. Knowledge of policy development. Ability to work under pressure and meet set deadlines. All the above will be an advantage. Must be prepared to travel extensively to the Districts in the Province.

DUTIES : Support the performance of the RTC Objectives. Plan, organize and monitor all education, training and development activities for the RTC. Conduct skills audits and training needs analysis. Develop Annual training plans /calendar for

RTC. Liaise with subject matter experts and specialists in the Department. Liaise with Higher Education Institutions and Schools of Public Health on National and Provincial health priority projects. Curriculum development, standardization and accreditation of all training programmes in order to meet the requirements set by the National Department of Health. Conduct /facilitate of training programmes for the RTC. Managing training information and statistics by compiling monthly, quarterly and annual reports. Management of resources, finances and procurement for training issues. Participate in training policy development and review for the RTC.

ENQUIRIES : Ms. N.A. Suping, Tel no: (011) 298 2466/2482
CLOSING DATE : 16 August 2010

POST 31/89 : **ASSISTANT DIRECTOR REF NO: 70255845**
 Directorate: Professional Development

SALARY : R192 540 – R232 590 per annum (plus benefits)
CENTRE : Regional Training Centre- Region A (JHB Metro and Westrand)
REQUIREMENTS : A 3-year Degree in any Health Sciences field. Post Graduate Qualification in Human Resource Management /Development. Current registration with the relevant statutory council, e.g. SANC, HPCSA. Ability to Develop and Manage Curricula. Experience in the field of HIV, AIDS, STI and TB (HAST). Three (3) years Experience in Management and Supervisory position. Computer skills, (Ms Word, Excel and Power Point), Valid Driver's License, Verbal and Written Communication Skills, Planning, Organization and Facilitation Skills. Project Management, Financial Management and Procurement Procedures. Knowledge of Policy Development. Recommendations: Experience in the field of Human Resource Management /Development. Research skills. Knowledge of Human Resource Development Legislations. A qualification in general management will be an advantage. Ability to work under pressure and meet set deadlines.

DUTIES : Assist the Deputy Director with the day to day Operations and Management of the following activities: Management of Resources. Coordinate and support the implementation of the RTC Business Plan. Implementation of Financial and Procurement Legislations. Liaise with Higher Education Institutions on National and Provincial Priority Health Projects. Curriculum Development, Standardization and Accreditation of all Training Programmes. Support and manage the activities of conducting Skills Audits and Training Needs analysis. Policy development and review.

ENQUIRIES : Ms. N.A. Suping, Tel no: (011) 298 2466/2482
CLOSING DATE : 16 August 2010

POST 31/90 : **SENIOR CLINICAL PSYCHOLOGIST REF NO: 70255880**
 Directorate: Medical Services
 This is a re-advertisement, those who applied before need to re apply.

SALARY : R192 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 31/91 : **CHIEF RADIATION THERAPIST REF NO: 70253554**
 Directorate: Radiation Therapy

SALARY : R161 970 - R 188 048 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : B. Rad or Diploma in Radiotherapy. An Honours or B. Tech in Radiotherapy will be an advantage. Minimum of 5 years experience in Radiotherapy, of which there must be some period spent on supervisory/managerial position. Registration with HPCSA as a Radiation Therapist. Knowledge of IMRT. Good knowledge of Quality Assurance policies and programs applicable in Radiotherapy. Excellent

communication and inter-personal skills. Innovative thinking skills and Research skills.

DUTIES : Delivery of radiation treatment including IMRT treatments. Participate in localization and treatment planning procedures. Apply excellent patient care by attending to physical and emotional needs. Provide required information to patients and their families and to other stakeholders. Perform clinical and administrative duties on a managerial/supervisory level. Implement Quality Assurance programs in the area of work.

ENQUIRIES : Miss. E. Kani, Tel. no: (011) 481 2215

CLOSING DATE : 16 August 2010

POST 31/92 : **CHIEF SPEECH THERAPIST AND AUDIOLOGIST REF NO: 70253556**
Directorate: Speech and Audiology Department

SALARY : R161 970 - R 188 048 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : An appropriate tertiary qualification in Speech Therapy and Audiology. Registration with the relevant Health Professional Council as a Speech Therapist and Audiologist. Knowledge of and adherence to relevant legislation. Relevant and appropriate clinical and managerial experience. A minimum of 4 years working experience. Computer skills. Effective interpersonal skills, strategic planning and leadership qualities.

DUTIES : Provide clinical services in compliance with policies, procedures and standards as set out by the institution, provincial and national authorities. Application of advanced diagnostic and therapeutic procedures. Contribution to the development and coordination of services. Participation in research activities of the department. Planning and implementation of all aspects of financial management and resource allocation in accordance with PFMA. Responsibility of continuous professional development and facilitation of the team. Performance administrative and managerial duties as delegated. Contribution to the development and promotion of the department and profession, including participation in provincial and national committees. Supervision of activities of junior and senior therapist, including performance appraisals, according to the regulations of the public service.

ENQUIRIES : Ms. T. Joghiana, Tel. no: (011) 488- 4293/6

CLOSING DATE : 16 August 2010

POST 31/93 : **COMPUTER TECHNOLOGIST REF NO: 70253557**
Directorate: Information Technology

SALARY : R161 970 - R 188 046 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : National Diploma/ Degree in Information Technology or MCSE. A+ or N+ will be an added advantage. Extensive 3 years experience in desktop support and installation of hardware components. Knowledge of Microsoft product such as MS office, Windows 2000/3/XP. LAN and WAN basic knowledge.

DUTIES : Provide first line support to end users. Configure and troubleshoot computers, laptops and printers. Periodic auditing of IT equipment, Anti-virus management at desktop level, set-up e-mail accounts and user training. Installation, configuration and maintenance of operating system and applications. Manage computer consumables and equipment. Provide monthly reports. Execute any function assigned by the supervisor.

ENQUIRIES : Ms. J. Makhubela, Tel. no: (011) 488- 4996

CLOSING DATE : 16 August 2010

POST 31/94 : **STATION MANAGER GRADE 3 TO 6**
REF NO: 70256012: Johannesburg
REF NO: 70256013: Ekurhuleni
REF NO:70256014: Westrand
REF NO:70256015: Sedibeng
REF NO:70256016: Tshwane
REF NO: 70256017: Metsweding
Directorate: Emergency Medical Services

SALARY : R161 088 – R258 249 per annum (plus benefits) Salary will be determined by the qualification as per OSD.

REQUIREMENTS : AEA/ECT/CCA/ECP with 12 year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control over resources in the station. Undertake any other duties as allocated by management.

ENQUIRIES : Ms. NE. Manganyi, Tel no: (011) 564 2005

CLOSING DATE : 17 August 2010

POST 31/95 : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70255828**
Directorate: Ekurhuleni Sedibeng Health Region B (Natalsspruit Hospital)

SALARY : R 130 425 per annum (plus benefits)

CENTRE : Natalsspruit Hospital

REQUIREMENTS : Bsc Occupational Therapy or equivalent qualifications Registration with the HPCSA as Occupational Therapists. Between 0 and 2 years relevant experience after registration as an Occupational Therapists.

DUTIES : Render Occupational Therapy services in the Hospital, according to treatment protocols. Manage a subsection, supervise allocated staff and /or students from Universities, including performance appraisal of subordinates. Assessment and treatment of patients with physical disorders. Record keeping, data collection and management of duties in the absence of the Chief Occupational Therapists.

ENQUIRIES : Mr. Jeremia Motupa, Tel no. (011) 389-0848

CLOSING DATE : 16 August 2010

POST 31/96 : **PHYSIOTHERAPIST REF NO: 70256133**
Directorate: Allied

SALARY : R130 425 per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : A bachelor of science in Physiotherapy. Registration with the HPCSA as an Physiotherapist. Must have completed community service as a physiotherapist and preferably one year experience. High level administrative, co-ordination and organising skills

DUTIES : To admit and manage patients who require Admission specifically for rehabilitation as well as other patients requiring physio services. To Assist the Chief physiotherapist with general administration involved in the day to day running of the department. To comply to and work towards the goals of the department. Attend and initiate staff, MDT and other meetings. Efficient record keeping and proficient electronic record keeping skills. Responsible for self education and supervision of junior staff. Take on leadership role. Be able to work efficiently in multi disciplinary setting. Rendering a high standard of quality assurance.

ENQUIRIES : Dr.I. Kabale, Tel no: (011) 681 -2008

CLOSING DATE : 24 August 2010

POST 31/97 : **SENIOR RADIATION THERAPIST REF NO: 70253553**
Directorate: Radiation Therapy

SALARY : R130 425 - 153 153 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : B. Rad or Diploma in Radiotherapy. An Honours degree or B. Tech in Radiotherapy will be an advantage. Minimum of 1 year experience in Radiotherapy. Registration with the HPCSA as a Radiation Therapist. Empathetic and good team worker. Good knowledge of Quality Assurance policies and programs applicable in Radiotherapy. Excellent communication and interpersonal skills. Innovative thinking skills and Research skills.

DUTIES : Delivery of radiation treatment. Participate in localization and treatment planning procedures. Apply excellent patient care by attending to physical and emotional needs. Provide required information to patients and their families and to other stakeholders. Perform clinical and administrative duties on a supervisory level. Implement QA programs in the area of work.

ENQUIRIES : Miss. E. Kani, Tel. no: (011) 481 2215

CLOSING DATE : 16 August 2010

POST 31/98 : **ADMIN CLERK (TRAINING ASSISTANT) REF NO: 70255875**
Directorate: Professional Development

SALARY : R105 645 per annum (plus benefits)

CENTRE : Regional Training Centre, Region A (JHB-Metro and Westrand)

REQUIREMENTS : Grade 12 certificate and 5 years experience or National Diploma in Administration, with at least 3 years relevant work experience. Must have a valid Driver's License(able to drive). Computer literacy (Word, Power Point and Internet). Able to work independently. Good interpersonal and communication skills. Recommendations: Experience in the field of Human Resource Management /Development will be an advantage. Must be prepared to travel to Districts, Other Departments and Government Printers.

DUTIES : Render administrative and training support to Regional Training Centre. Order relevant training materials /guidelines. Compile training materials and manuals, Deliver training materials to institutions. Assist Training Facilitators with setting up of training equipments/ media in training venues/ classrooms and training logistics. Maintain good physical and electronic records.

ENQUIRIES : Ms NA Suping Tel No: (011) 2982466/2482

CLOSING DATE : 16 August 2010

POST 31/99 : **ADMINISTRATION CLERK 2 POSTS REF NO: 70255876**
Directorate: Professional Development

SALARY : R105 645 per annum (plus benefits)

CENTRE : Regional Training Centre (RTC), Region A (JHB- Metro and Westrand)

REQUIREMENTS : Grade 12 Certificate with 5 years experience or National Diploma in Administration with at least 3 years relevant work experience. Computer skills (Word, power point and excel). Good communications interpersonal skills. Recommendations: Experience in the field of Human Resource Management/Development will be an advantage.

DUTIES : Render administrative services to the Regional Training Centre (RTC). Procurement of goods and services. Marketing of training throughout the Province. Book training venues. Capturing of training data, capturing of training statistics. Maintain good physical and electronic records. Arrange internal and external meetings and write minutes

ENQUIRIES : Ms NA Suping Tel No: (011) 2982466/2482

CLOSING DATE : 16 August 2010

POST 31/100 : **OCCUPATIONAL THERAPIST REF NO: 70256138**
Directorate: Allied

SALARY : R105 645 per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Degree in Occupational Therapy. Registration with the HPCSA as an Occupational Therapist. Minimum 1 year experience- 1 year experience in a Rehabilitation Unit would be an advantage. Good verbal and written communication skills, interaction, team work skills and computer literate

DUTIES : To render and manage an occupational therapy Services that complies with the standards and norms as indicated by Health Policies in the physical and paediatric fields. Assessment and rehabilitation of paediatric and adults with physic and cognitive disorders. Development, implementation and co-ordination

of programmes and protocols in above mentioned field. Administrative duties including record keeping, ICF records and DG application. Supervise allocated students, preferably only after 6 months in rank, according to the agreement with Wits University and contribute to related training activities. Participate in continuous professional development activities and provide in service training. Participate in formulation and review of strategies in allocated area of work as required.

ENQUIRIES : Ms. T.S Goncalves Tel no: (011) 681 -2070
CLOSING DATE : 24 August 2010

POST 31/101 : **ADMINISTRATION CLERK REF NO: 70255877**
 Directorate: Professional Development

SALARY : R105 645 per annum (plus benefits)
CENTRE : Regional Training Centre (RTC), Kalafong, Atteridgeville
REQUIREMENTS : Grade 12 Certificate with 5 years experience or National Diploma in Administration with at least 3 years relevant work experience. Computer skills (Word, power point and excel). Good communications interpersonal skills. Recommendations: Experience in the field of Human Resource Management/Development will be an advantage.

DUTIES : Render administrative services to the Regional Training Centre (RTC). Procurement of goods and services. Marketing of training throughout the Province. Book training venues. Capturing of training data, capturing of training statistics. Maintain good physical and electronic records. Arrange internal and external meetings and write minutes

ENQUIRIES : Ms NA Suping Tel No: (011) 2982466/2482
CLOSING DATE : 16 August 2010

POST 31/102 : **INFORMATION TECHNOLOGY HELPDESK SUPPORT OFFICER REF NO: 70253555**
 Directorate: Information Technology

SALARY : R105 645 - R 122 658 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma in Information Technology/ I.T. Certificate/ A+ and N+. 2 years experience. Extensive knowledge of hardware and Software components. I.T. Helpdesk Support Certificate will be an added advantage.

DUTIES : Provide Helpdesk Support Function (i.e.) First line support. Troubleshoot telephonically, receive, log and distribute calls. Follow up and close all calls. Manage consumables and hardware store. Perform general office administration duties. Support hospital information system and other applications. Dispatch I.T Consumables and Hardware accessories. Provide monthly reports. Take orders from supervisors and managers.

ENQUIRIES : Mr. M. Molefe, Tel. no: (011) 488- 4963
CLOSING DATE : 16 August 2010

POST 31/103 : **PHIOTHERAPIST REF NO: 70256134**
 Directorate: Allied

SALARY : R105 645 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : A bachelor of science in Physiotherapy. Registration with the HPCSA as a Physiotherapist. Must have completed community service as a physiotherapist

DUTIES : To admit and manage patients who require Admission specifically for rehabilitation as well as other patients requiring physio services. Attend and initiate staff, MDT and other meetings. Efficient record keeping and proficient electronic record keeping skills. Responsible for self education. Good time management and must be able to manage own case load effectively. Be able to work efficiently in multi disciplinary setting. Rendering a high standard of quality assurance. To comply to and work towards the goals of the department.

ENQUIRIES : Ms.F.Jassat, Tel no :(011) 681 -2069
CLOSING DATE : 24 August 2010

POST 31/104 : **DATA CAPTURER REF NO: 70256136**
 Directorate: Admin and Support Services (ART)

SALARY : R87 978 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 12 certificate. Data capturing knowledge. Good interpersonal communication skills. Ability to work with data and figures, work independently and proactively. Computer skills are essential.

DUTIES : Ability to work on data and figures accurately. Work independently, adhere to strict deadlines and work under pressure. Ability to relate with other staff members and the public, to be able to take initiative and be self motivated. This position requires high degree of confidentiality. Oversee the safe keeping of data. Ensure effective and efficient flow of data information and timeous reporting.

ENQUIRIES : Mrs.P.S.Tshabalala Tel no: (011) 681-2111
CLOSING DATE : 24 August 2010

POST 31/105 : **CLIENT INFORMATION CLERK REF NO: 70255878**
 Directorate: Professional Development

SALARY : R76 194 per annum (plus benefits)
CENTRE : Regional Training Centre (Kalafong, Atteridgeville, Pretoria)
REQUIREMENTS : Grade 12 certificate with 5 years experience or National Diploma in Administration or Secretarial, with at least 3 year relevant work experience. Computer skills (Word, power point and excel). Good communications skills, verbal and written. Good customer relations. Recommendations: Experience in reception or client relations environment will be an advantage.

DUTIES : Render client information services to the District PHC/ ART Sub- Directorate. Manage the reception area and the switch board. Receive and distribute circulars and memos. Receive visitors. Manage bookings of lecture rooms. Arrange internal and external meetings.

ENQUIRIES : Ms NA Suping Tel No: (011) 2982466/2482
CLOSING DATE : 16 August 2010

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course.

OTHER POSTS

POST 31/106 : **MEDICAL SPECIALIST 1 POST REF NO: MEDSPECDERM/1/2010**
Department: Dermatology

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

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
Minimum Requirements: The applicant must be registered as a Specialist Dermatologist with the Health Professions Council of South Africa.

DUTIES : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his / her control, Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research Train undergraduate and postgraduate medical students and allied Health personnel and participate in formal teaching as required by the department. Promote community-orientated services. Conduct outpatient clinics and provide expert opinion where required.

ENQUIRIES APPLICATIONS : Professor J Aboobaker – 031 2604504
All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 20 August 2010

POST 31/107 : **MEDICAL OFFICER GRADE 2 (ART ROVING TEAM) REF NO: UTHUNG 19/2010**

SALARY : An all inclusive salary package of R423 846 per annum
CENTRE : Uthungulu Health District Office
REQUIREMENTS : MBCHB Degree. Current registration with the HPCSA as a Medical Officer. Proof of renewal of annual registration for 2010 with HPCSA. At least 5 years experience after registration with HPCSA as a Medical Practitioner. Valid code 08

Driver's Licence. Knowledge, Skills, Training and Competencies Required: - Sound clinical knowledge. Knowledge of ARV/ TB procedures and protocols. Knowledge of sound ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment analysis and management skills.

DUTIES : Key Performance Areas: - Provide clinical care to patients as part of multidisciplinary ART Roving team. To participate in developing and meeting the strategic objectives of the Antiretroviral rollout programme. Assist with the development and upgrading of ART clinical protocols. Ensure the provision of safe ethical and high quality medical care.

ENQUIRIES : MRS L DLAMINI 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Ms T.K. Ndlovu

CLOSING DATE : 13 August 2010

POST 31/108 : **PHARMACIST GRADE 2 (ART ROVING TEAM) REF NO: UTHUNG 20/2010**

SALARY : An all inclusive salary package of R349 263 per annum

CENTRE : Uthungulu Health District Office

REQUIREMENTS : National Diploma/ Degree in Pharmacy Plus Current valid registration as a Pharmacist with the South African Pharmacy Council Plus Proof of renewal of registration for 2010 with SAPC. At least 5 years experience after registration with HPCSA as a Pharmacist Plus Valid code 08 Driver's Licence. Knowledge, Skills, Training and Competencies Required: - Professional concern for excellence. Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practices. Appropriate theoretical and clinical knowledge. Organisational skills and good communication skills.

DUTIES : Key Performance Areas: - Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Maintain accurate and appropriate records in line with legal and accounting requirements. Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered. Maintain optimal use and proper care of all resources. Provide pharmaceutical services as part of a multidisciplinary ART roving team. Provide out-reach services in the community.

ENQUIRIES : MRS L Dlamini 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Ms T.K. Ndlovu

CLOSING DATE : 13 August 2010

POST 31/109 : **MEDICAL SPECIALIST (SESSIONAL) REF NO: MEDSPECORTHO/1/2010**
Department: Orthopaedics

SALARY : Salary Grade 2: Medical Specialist R310 per hour, Experience: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Orthopaedic Surgery
Salary Grade 3: Medical Specialist R359 per hour
Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Orthopaedic Surgery.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. A minimum of 5 years experience after full registration as an Orthopaedic Specialist is mandatory. All applicants must have completed a Fellowship in the respective sub-speciality, namely Foot and Ankle Surgery or Shoulder and Elbow Surgery or Hip and Knee Arthroplasty. Substantial experience and skills in Arthroscopic surgical techniques are an essential pre-requisite for the above appointment. The candidate must be dedicated to the development of the sub-specialities within the provincial health sector.

DUTIES : Participation in the clinical services as directed by the Head of Dept of Orthopaedics at IALCH. Inter-disciplinary co-ordination of the management of the patients. Supervision of the orthopaedic trainees rotating through the unit : ensuring the highest standards of clinical, professional, and ethical behaviour. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act.

ENQUIRIES : Prof IE Goga Tel: 031-240 1000
APPLICATIONS : All applications must be addressed to the Human Resources Manager and should be handed in at HR reception, Level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 13 August 2010

POST 31/110 : **OPERATIONAL MANAGER NURSING (SPEC UNIT) (PN-B3) 1 POST REF NO: OPM (NURS) SPEC/1/2010**

SALARY : R287 745 per annum Plus 13th Cheque, Medical Aid (Optional), Housing allowance
CENTRE : IALCH
REQUIREMENTS : Degree/Diploma in General Nursing plus 1 year post basic qualification in Critical Care and or Paediatrics Registration with SANC as General Nurse and Critical Care and or Paediatric Nursing Science. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in general nursing of which at least 5 years must be appropriate/recognisable experience after obtaining the one year post basic qualification in Critical Care and or Paeds Nursing Science Current SANC receipt. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC Rules and regulations, Knowledge of legislative Framework and departmental prescripts. Ability to formulate patients care related policies, Knowledge of sound nursing care delivery approaches and Good communication skills and decision-making.

DUTIES : Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as part of a multidisciplinary team at unit level to ensure quality nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Ability to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Ability to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery

ENQUIRIES : Mrs PP Zungu – 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 20 August 2010

POST 31/111 : **ASSISTANT MANAGER NURSING (PN-A7) (NIGHT DUTY) 1 POST REF NO: ANM/1/2010**

SALARY : R287 745 per annum Plus 13th Cheque, Medical Aid (Optional), Housing allowance
CENTRE : IALCH
REQUIREMENTS : Degree/ Diploma in General Nursing: Proof of registration with South African Nursing Council as a General Nurse. Current SANC receipt. A minimum of eight 8 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognisable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: Leadership, management, planning, organizing and co- ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant Nursing Acts Good verbal and written communication Skills. Conflict management. Leadership mentorship and supervisory skills

DUTIES : Co-ordinate provision of support services during night duty. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a basic understanding of HR and financial policies and practices.

Demonstrate effective communication with supervisors, other health professionals and support services personnel and colleagues, including more complex report writing when required. Ability to direct a multidisciplinary team to ensure good nursing care at area/facility level. Ability to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Provide effective and efficient infection prevention and control at the Institution. Ability to manage and resolve conflict, complaints and grievances. Promote health for all staff including HIV Counselling and Testing in the work place.

ENQUIRIES : Mrs PP Zungu – 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 20 August 2010

POST 31/112 : **CLINICAL PROGRAMME COORDINATORS REF NO: GTN 18/2010**
 Those who had apply, must reapply

SALARY : R233 958 per annum, Additional Benefits: (Rural Allowance 12 %) 13th Cheque (Service Bonus), Medical Aid (Optional) and Housing Allowance: Employee must meet prescribed requirements

REQUIREMENTS : Grade 12/ senior certificate, Degree/Diploma in nursing science and art, current registration with SANC, 7 years experience as a registered nurse after registration with SANC

DUTIES : To provide support to the hospital management team to meet the patient care needs. To execute to the best of his/her ability the duties that may be reasonable assigned by the management, To develop a written mission and objectives of the programme and quality improvement programme. To provide infection control guidelines that protects employees from occupational risks and hazards and to ensure that the environment is infection free. To manage the infection control committee and to ensure that it is functional and all members are knowledgeable. To ensure that written policies and procedures for activities of the infection control service are in line with current standards of practice, regulations and the objectives of the service, Implement and monitor the programme at clinics and hospital, Provide training and update to all staff, facilitate and monitor its implementation thereof.

ENQUIRIES : Mr MP Khoza 033 413 9452
APPLICATIONS : Human Resource Manager, Greytown Hospital, Private bag x5562, Greytown, 3250

FOR ATTENTION : Mr BB Mkhize) Tel: 033 413 9483
CLOSING DATE : 13 August 2010

POST 31/113 : **CLINICAL PROGRAMME COORDINATOR (PN-A5) 1 POST REF NO: CASE MANAGER (NURS)/1/2010**

SALARY : Grade 1 – R227 148 per annum .Plus 13th Cheque, Medical Aid (Optional), Housing allowance.

CENTRE : IALCH

REQUIREMENTS : Degree/ Diploma in General Nursing. A minimum of seven years (7) Appropriate/recognisable experience in Nursing after Registration as Professional Nurse with the SANC in General, Nursing. Current SANC receipt. Knowledge, Skills, Training And Competencies Required: Knowledge of SANC rules and regulations, Sound knowledge of provincial and national acts and policies, Knowledge of sound nursing care delivery approaches Basic financial management skills. Responsible for the administrative aspects of all patients on medical aid, hospital plans and road accident fund by updating the patients condition with the respective funders. Leadership and supervisory skills, Good communication skills, decision making and negotiating skills. Computer skills (Excel, Word, Powerpoint)

DUTIES : Efficient and effectively interpreted and implemented Case, Management policies, protocols and procedures within the institution. Efficiently and effectively communicated updated clinical information to Managed Care Organisations (MCOs), Medical Schemes filed efficiently. Managed and supported hospital

Case Management administration personnel. Monitoring of the bed state /occupancy throughout the day. Facilitating the repatriation of in-patients to/ from other Hospitals. Providing situational reports. Providing advice on admissions and discharges. Manage and utilize resources in accordance with relevant directives and legislation. Ability to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Ability to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery

ENQUIRIES : Mrs PP Zungu – 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.
CLOSING DATE : 20 August 2010

POST 31/114 : **OPERATIONAL MANAGER-GENERAL NURSING (PNA -5) 2 POSTS REF NO: OPM (NURS) GEN/1/2010**

SALARY : Grade 1 – R227 148 pa. Plus 13th Cheque, Medical Aid (Optional), Housing allowance

CENTRE : IALCH

REQUIREMENTS : Degree/ Diploma in General Nursing. A minimum of 7 years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patient care related policies. Sound knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches.

DUTIES : Co-ordinate all clinical and nursing activities as executed by various members of multidisciplinary team at unit level to ensure high quality service delivery. Work effectively and amicably, at the supervisory level, with persons of diverse intellectual, cultural, racial and religious differences. Ensure that all staff members receive induction training and have regular staff development reviews to identify development needs. In association with Domain Assistant Nurse Manager and Domain Business Manager, manage the ward budget in consultation with Financial Manager. Ability to manage own work, time and that of junior colleagues to ensure proper nursing care in the service. Display concerns of promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the Principles of Batho Pele and Patients Rights Charter. Monitor and evaluate quality assurance programmes as flagged by clinical effectiveness, clinical governance and accreditation process. Demonstrate basic computer literacy as support tool to enhance service delivery.

ENQUIRIES : Mrs PP Zungu – 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 20 August 2010

POST 31/115 : **CLINICAL PSYCHOLOGIST REF NO: CLINPSYCH/1/2010**
 Department: Clinical Psychology

SALARY : R192 540 per annum .Plus 13th Cheque, Medical Aid (Optional), Housing allowance: Employee must meet prescribed requirements

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Masters degree in Clinical Psychology. Registration Certificate with HPCSA and Proof of current registration as a clinical psychologist. Knowledge, Skills, Training and Competence Required: Comprehensive knowledge of psychological diagnosis and treatment. Psychodiagnostic assessment and research methods at master's level. Application of theoretical knowledge of assessment and treatment procedures of different communication pathologies as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. Sound knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good

interpersonal, decision-making and problem solving abilities. Adaptable, empathetic, assertive, self motivated.

DUTIES : To ensure effective and efficient management of all persons referred for psychological services in accordance with Batho Pele principles at IALCH. To manage clients within a multi-disciplinary team framework. Mentoring and supervision of clinical psychology interns. Ensure that safe and effective policies and procedures are in place and fully implemented.

ENQUIRIES APPLICATIONS : Lokash Viranna Tel No: 031 240 1439

CLOSING DATE : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.
20 August 2010

POST 31/116 : **CHIEF TECHNOLOGIST (VASCULAR LABORATORY) REF NO: CHIEFTECHVAS/2/2010**

SALARY : R161 970 pa plus other benefits: 13th cheque, Medical Aid: optional & Housing Allowance: employee to meet prescribed requirements

REQUIREMENTS : Tech Degree or Diploma in Clinical Technology (Critical Care).* Current registration, with the Health Professions Council of S.A, as a critical care technologist (vascular), as well as a minimum of 3 years post registration clinical experience as a Clinical Technologist of which a minimum of 18 months must be in the Vascular laboratory.

DUTIES : Supervise, and undertake all areas of Vascular laboratory investigations.*Supervise and train all junior staff within that division, and contribute towards the development of advanced laboratory procedures, and the implementation thereof.*Contribute towards quality initiatives, patient driven services ,and be responsible for the monitoring of the maintenance of equipment, and accessories. Participation in departmental academic activities ,including research, and teaching of students. Maybe required to perform investigations at DFR hospitals.

ENQUIRIES APPLICATIONS : Mr B.Pillay – PH: 031-2401000.

CLOSING DATE : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.
20 August 2010

POST 31/117 : **PROFESSIONAL NURSE: GENERAL NURSING STREAM (PN-A3) 1 PIST REF NO: PN (GEN NURS) /2/2010**

SALARY : Grade 2: R 160 032 per annum .Plus 13th Cheque, Medical Aid (Optional), Housing allowance, Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of which should be in nursing education and training

CENTRE REQUIREMENTS : IALCH: Staff Development
Degree/Diploma in General Nursing. A Diploma in Nursing, Education will be an advantage. Registration with SANC as a General Nurse and Current SANC receipt. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations, Ability to formulate patient care related policies, Knowledge of sound nursing care delivery approaches. Possess good leadership, supervision communication and decision- making skills. Ability to provide mentoring and coaching to her/his supervises.

DUTIES : Ensure and perform clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care. Good communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Identification of staff training needs and be able to draw up training programmes for the whole hospital to address these needs. Involvement in the formulation of patient care related policies. Resuscitation and the IHRDC will form part of the duties.

ENQUIRIES APPLICATIONS : Mrs PP Zungu – 031 2401063

CLOSING DATE : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 20 August 2010

POST 31/118 : **DIETICIAN/NUTRITIONIST (ART ROVING TEAM) REF NO: UTHUNG 22/2010**

SALARY : R105 645 per annum plus benefits 13th Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements) Level 6

CENTRE : Uthungulu Health District Office

REQUIREMENTS : B. Sc Dietetics (3 year degree) Plus Post Graduate Diploma in Hospital Dietetics or B. Sc Dietetics (4 year degree) or B. Sc Human Nutrition (3 year degree) Plus 1 year Post Graduate Diploma in Human Nutrition. Registration with HPCSA as a Dietician/ Nutritionist. Proof of annual renewal for 2010. Valid code 08 Driver's Licence. Knowledge, Skills, Training and Competencies Required: - sound knowledge of Therapeutic Dietetics, implications and implementation. Nutritional analysis and assessment. Counselling skills. Knowledge of nutrition management for people with HIV/ AIDS and TB. Team building. Micronutrient malnutrition control. Computer skills. Sound communication, planning and organizational skills. Report writing, procedures and protocols of the department.

DUTIES : Key Performance Areas: - Maintain clinical competence by ensuring that scientific of Dietetics are implemented. Provide nutrition training, education and advocacy. Execute all Dietetics/ nutrition management duties in line with relevant legislations. Provide customer care to uphold Batho Pele principles. Household food security. Quality improvement projects. Monitoring of stock, stock control of patients' supplements and feeds.

ENQUIRIES : MRS L Dlamini 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Ms T.K. Ndlovu

CLOSING DATE : 13 August 2010

POST 31/119 : **CLINICAL TECHNOLOGIST: PERFUSION 2 POSTS REF NO: CLINTECH PERFUSION/1/2010**

Department: Cardio Thoracic

SALARY : R105 645 per annum .Plus 13th Cheque, Medical Aid (Optional), Housing allowance: Employee must meet prescribed requirements

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Trained in Cardiovascular Perfusion in a unit registered by the Professional Board of Clinical Technology. National Diploma in Clinical Technology-Cardiovascular Perfusion, Current registration with the HPCSA as a Clinical Technologist. Knowledge, Skills and Competency Requirements: A clear understanding of cardiopulmonary bypass techniques, and life support systems in the intensive care unit. Good management of Intra-aortic balloon pump and its associated functions A good understanding of pediatric and neonatal perfusion procedures. A working knowledge of blood gas analyzers.

DUTIES : To provide a clinical service encompassing cardiopulmonary bypass techniques and procedures during open heart surgery, To actively participate in the academic program run by the department for post-graduate training, and training of student perfusionists. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at a scientific congress.

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 20 August 2010

POST 31/120 : **PHARMACIST ASSISTANT (BASIC) GRADE 1 (ART ROVING TEAM) REF NO: UTHUNG 21/2010**

SALARY : R62 094 per annum plus benefits 13th Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements) Level 3

CENTRE : Uthungulu Health District Office

REQUIREMENTS : A Senior Certificate (Grade 12) Plus Registration with South African Pharmacy Council as a Pharmacist Assistant (Learner Basic). Valid code 08 Driver's Licence will be an added advantage. Knowledge, Skills, Training and Competencies Required: - High level of accuracy. Ability to work under pressure

without compromising quality of work. Willingness to undergo further training. Sound communication, planning and organizational skills. Ability to take and carryout instructions.

DUTIES : Key Performance Areas: Maintain housekeeping in the pharmaceutical environment. Maintain accurate and appropriate records and statistics. Requisition for and prepare medicine for dispensing as part of multidisciplinary ART roving team. Perform all duties according to regulations and standard operating procedures. Pre-pack pharmaceuticals under supervision of a Pharmacist. Provide basic primary health education to individuals and counselling to patients on safe and effective use of medication especially ARV's.

ENQUIRIES : MRS L Dlamini 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Ms T.K. Ndlovu

CLOSING DATE : 13 August 2010

POST 31/121 : **LAY COUNSELOR (ART ROVING TEAM) REF NO: UTHUNG 23/2010**

SALARY : R62 094 per annum plus benefits 13th Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements), Level 3

CENTRE : Uthungulu Health District Office

REQUIREMENTS : Grade 12 Certificate or Equivalent Plus Certificate in HIV/ AIDS Counselling (10 days course). Training on ARV's will be an added advantage. Knowledge, Skills, Training and Competencies Required: - Good communication skills and be fluent in local language. Good interpersonal relationship. Ability to maintain confidentiality. Past/ present involvement in some aspect of the community. Ability to work in a multidisciplinary team. Knowledge of Batho Pele and its implementation.

DUTIES : Key Performance Areas: - Provide ongoing education and HTC services to all clients. Conduct literacy classes preparing for ARV initiation. Facilitate development of support groups. Ensure compilation of HCT/ ARV statistics. Conduct health promotion talks to clients on HTC, HIV, AIDS, STI and TB. Provide outreach services in the community and clinics. Provide support to Roving team.

ENQUIRIES : MRS L DLAMINI 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Ms T.K. Ndlovu

CLOSING DATE : 13 August 2010

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : Direct your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post applied for to the Head Department of Public Works , Private Bag X 9142, Pietermaritzburg , 3200. Applications may alternatively be hand delivered to 251 Church Street, Fedsure House, Pietermaritzburg 3200.

FOR ATTENTION : Ms CG Sikhakhane

CLOSING DATE : 20 August 2010

NOTE : All applications must be submitted on Z83 form obtainable from any Public Service Department, and must be accompanied by comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the ID and drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

MANAGEMENT ECHELON

POST 31/122 : **MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: M/HRM: 2010**

SALARY : R652 572 per annum Level 13 (all inclusive packages to be structured in accordance with the rules for Senior Management Services [SMS])

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
 : A Bachelors Degree/ National Diploma or equivalent qualification plus work experience in the broad Human Resource Management areas covering Human Resource Development, Human Resource Employment Practices, Human Resource Administration, Employee Wellness and Employee Relations, An in-depth understanding of enabling legislation (BCEA, Employment Equity , Labour Relations Act, Skills Development Act, Public Service Act., Public Service Regulations etc) . Appropriate management experience in theHR environment. Computer literacy and valid drivers licence. The successful candidate must be able to display the following skills and competences. Strategic Capability, Leadership, Project and Financial Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment , Client Orientation and Customer Focus, Communication, Research and Policy Formulation, Analytical, Creative and Innovative thinking, Presentation and Facilitation Honesty and Integrity.

DUTIES : Provide strategies direction to the Human Resource Management Directorate in all matters relating to human resource management in the Department. Formulate policies relating to human resource development, human resource employment practices, human resource support services, human rights, employment equity and service delivery, employee wellness, performance management and development. Promote a sound working relationship between management and employees. Provide advice and assistance to other senior managers on human resource matters. Manage all resource within the component.

ENQUIRIES : Mr P.W. Duma (General Manager: Corporate Services) Tel no. 033-2604158

POST 31/123 : **MANAGER: MAJOR PROJECT MANAGEMENT REF NO: MMP/2010**

SALARY : R652 572 Annum, Level 13
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelors' Degree in the field of built environment (Architects, Quality Surveyors, Civil/Structural Engineering) excluding electrical and mechanical engineering. Registration with professional council is a prerequisite. Registration with Project Management Council will be an added advantage. Computer literacy is a requirement. Extensive management is required. A valid driver's license. Knowledge Skills and Competencies: Good knowledge of Public Service Act / Regulations, policies and strategies. Departmental Provincial Policies/Practices Public Finance Management Act (PFMA). SCM policy guidelines-management Treasury Regulations.

DUTIES : Key Performance Areas: Manage major infrastructure projects. * Manage project design. * Manage delivery of infrastructure projects-comprising on going management of the project to achieve the project delivery on time to specification and within budget.* Monitor, evaluate and report on the ability of departments with regard to compliance with infrastructure management and utilization of norms and standards. * Manage infrastructure development grants.* Lead the process of capital budgeting and infrastructure plans.* Prepare progress on the development of manual on capital spending.* Manage and develop strategies in respect of infrastructure projects for the Department.* Analyze departmental infrastructure development plans and based on the application of scientific analysis mechanism, provide technical advice to the Cabinet. * Formulate and co-ordinate input into the development of policies and procedures relevant to major project planning. *Manage resources within the component.

ENQUIRIES : Mr TA Mdadane (033 – 355 5401)

OTHER POSTS

POST 31/124 : **GIS SPECIALIST REF NO: GIS/2010**

SALARY : R378 456 per annum, Level 11
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A national degree (T/N Stream) in Geographic Information Systems plus appropriate and relevant experience * proficiency in Microsoft packages (MS Word, Excel, and Powerpoint) good communication , organizing and planning skills * a valid drivers licence. Recommendations: knowledge of a wide range of procedures and processes such as GIS, Data Management , Arcview and Arcgis, GIS Web enabling and Architecture , website technology and practices , Financial

- Management System, project management , human relations, planning and organizing and organizing skills.
- DUTIES** : Key Performance Areas: conduct investigations to observe GIS processes * determine user requirements * analyze data flow as well as specific departmental GIS projects.* maintain the departmental GIS Data Server.* undertake web graphic design and conduct research of new technology advances.* maintain GIS server infrastructure and directions for data storage, querying, retrievals and back-ups * monitor and provide user / client support and provide effective web content and reporting facilities.
- ENQUIRIES** : Mrs M.S. Linda (General Manager : Property Management) (033- 355 5572)

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- FOR ATTENTION** : Ms S Mazeka
- CLOSING DATE** : 20 August 2010
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

OTHER POST

- POST 31/125** : **ROAD SAFETY AMBASSADOR: ROAD SAFETY DIRECTORATE 2 POSTS**
(08 Month Contract)
- SALARY** : R161 970 per annum
- CENTRE** : Durban Regional Office (Ref. P02/2010)
Empangeni Regional Office (Ref. P03/2010)
- REQUIREMENTS** : *Appropriate qualification in Biblical Studies/Ministries; *Minimum of 2 years' working experience in Community Development; *Practical counselling skills and proven network skills with stakeholders at various levels; *Possession of a valid driver's licence (minimum Code B); *Proficiency in isiZulu and English. Knowledge, Skills, Training and Competencies Required: *Understanding of the PFMA and Treasury Regulations. *Understanding of the Directorate's strategies and road safety projects. *Knowledge of computer-based information systems, e.g. FMS and other software packages (MS Excel, Word, PowerPoint, Access, etc.). *Knowledge of community development projects. *Proven knowledge of Biblical Studies. *Sound knowledge of Department policies. *Excellent communication skills (both written and verbal). *Ability to interpret and apply policies and procedures. *Analytical and innovative thinking skills. *Report writing skills. *Planning, Organising and co-ordinating skills. *Computer literacy. *Interpersonal relationship and counselling skills. *Good networking skills. *Community development skills. *Team leader. *Public relations skills. *Approachable, honest, self-motivated with integrity. *Team and people oriented.

DUTIES

: *Ability to solve problems and work under pressure and weekends. *Must be receptive to suggestions and ideas. *Innovative thinker and accountable.
: *Network with various religious organizations at Provincial, regional and district level. *Assist in the implementation of road safety education and awareness campaigns liaison with respective stakeholders through proper support and monitoring. *Provide post-trauma support and spiritual counseling to victims of the road accidents. *Assist bereaved families and community members with Road Accident Fund-related matters. *Provide any other related services, as assigned by the Head of Department or his designee.

ENQUIRIES

: Mr EB Nxumalo Tel No: 033 – 355 8082

NOTE

: It is the intension of the Department to fill these posts with persons from the disabled community or an African female.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

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

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

OTHER POSTS

- POST 31/126** : **PERSONNEL OFFICER 2 POSTS**
- SALARY** : R105 645 per annum, Level 6
- CENTRE** : Head Office (1 post) and Capricorn District (1 post)
- REQUIREMENTS** : Relevant NQF level 5 or equivalent qualifications. 1-2 years experience in Human Resource Management. Extensive knowledge of Human Resource management. Knowledge of Public Service Act and Regulations. Computer proficiency skills will be tested. PERSAL knowledge is an added advantage.
- DUTIES** : Handle long service awards and recognition of higher qualifications. Processing of payment of Resettlement and acting allowance. Handle housing allowance. Issuing of state guarantee. Handle medical aid problems. Handle injury on duty. Management of leaves e.g. receiving, recording, capturing of leaves, auditing, leave application verifications and filing. Calculations and creation of leave gratuity. Coordination of leave plans.
- APPLICATIONS** : Direct your applications to Ms Mashau V.R and Ms Nong C.J at 015 294 3000 and Mr Gololo P.L at 015 632 9094/9096, Private Bag X28, CHUENESPOORT 0745
- POST 31/127** : **ACCOUNTING CLERK 1 POST**
- SALARY** : R105 645 per annum, Level 6
- CENTRE** : Waterberg District
- REQUIREMENTS** : Relevant NQF level 5 or equivalent qualifications. 1-2 years experience in Accounting. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Working experience in BAS and PERSAL. Computer proficiency

		skills will be tested. Ability to work under pressure. Good numerical , communication and writing skills. Valid driver's license.
<u>DUTIES</u>	:	Capturing of Receipts. Clearing of Revenue suspense Accounts. Safekeeping of Revenue collected. Banking of revenue collected. Submit inputs for review of revenue tariffs. Prepare early warning reports on revenue collection. Keep proper record of revenue collection.
<u>APPLICATIONS</u>	:	Direct your applications to Ms Marema M and Ms Serumula DD: Private Bag X1048 Modimolle 0510, Tel 014 717 1064/4949/2523,
<u>POST 31/128</u>	:	<u>ACCOUNTING CLERK: REQUISITIONS 4 POSTS</u>
<u>SALARY</u>	:	R105 645 per annum, Level 6
<u>CENTRE</u>	:	Head Office (3 posts) and Tompi Seleka (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF level 5 or equivalent qualifications.1-2 years experience in handling requisitions. Knowledge of transversal systems (BAS and FINEST). Computer literacy in MS Word, Excel and PowerPoint. Understanding of public service finance prescripts. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Capturing of requisitions on Finest System. Capturing of entities on Finest System. Registering of orders in the prescribed register. Capturing entities on BAS.Capturing of orders on Bas.Filing of relevant documents for records purposes. Handling of internal and external enquiries.
<u>ENQUIRIES</u>	:	Ms Mashau V.R and Ms Nong C.J at 015 294 3000
<u>POST 31/129</u>	:	<u>ACCOUNTING CLERK: PAYROLL 1 POST</u>
<u>SALARY</u>	:	R105 645 per annum, Level 6
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Related NQF level 5 or equivalent qualifications. Knowledge of PERSAL will be an added advantage. Drivers License. Knowledge of PFMA and Treasury Regulations. Payroll Management Skills.
<u>DUTIES</u>	:	Capturing of Persal transactions. Compiling of Garnishee Orders, Filling of records. Recording of all incoming and outgoing correspondences. Handling of salary related queries. Conduct Staff Audits. Handling of IRP5's.
<u>ENQUIRIES</u>	:	Ms Mashau V.R and Ms Nong C.J at 015 294 3000
<u>POST 31/130</u>	:	<u>REVENUE CLERK 1 POST</u>
<u>SALARY</u>	:	R105 645 per annum, Level 6
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Relevant NQF level 5 or equivalent qualifications.1-2 years experience in revenue. Knowledge of Public Finance Management Act(PFMA) and Treasury Regulations. Working experience in BAS and PERSAL, Computer proficiency skills will be tested. Ability to work under pressure. Good numerical , communication and writing skills. Valid driver's license.
<u>DUTIES</u>	:	Capturing of Receipts. Clearing of Revenue suspense Accounts, Safekeeping of Revenue collected. Banking of revenue collected. Submit inputs for review of revenue tariffs. Prepare early warning reports on revenue collection. Keep proper record of revenue collection.
<u>APPLICATIONS</u>	:	Direct your applications to Ms Marema M and Ms Serumula DD: Private Bag X1048 Modimolle 0510, Tel 014 717 1064/4949/2523,
<u>POST 31/131</u>	:	<u>LIBRARY ASSISTANT 2 POSTS</u>
<u>SALARY</u>	:	R105 645 per annum, Level 6
<u>CENTRE</u>	:	Madzivhandila College of Agriculture (1 post) and Tompi Seleka College of Agriculture (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF level 5 or equivalent qualifications.1-2 years experience in library. Knowledge of library programs. Internet usage. Good communication skills. Good interpersonal skills. Computer proficiency will be tested.
<u>DUTIES</u>	:	Deal with customer enquiries. Assist in cataloguing and classification and subject analysis of library stock. Information retrieval. Shelving of library books and shelve maintenance. Typing of spine labels. Computerized bibliographic checking on SABINET.Library orientation to first time users. Mending of damaged library books. Operate photocopier machine.
<u>APPLICATIONS</u>	:	Ms Mashau V.R and Ms Nong C.J at 015 963 3000

POST 31/132 : **TRANSPORT CLERK 1 POST**

SALARY : R87 978 per annum Level 5
CENTRE : Sekhukhune District Office
REQUIREMENTS : Relevant NQF level 5 or equivalent.1-2 years experience in handling of subsidised vehicles. Knowledge of transport policy will be an added advantage. Practical experience in the use of MS excel, word and outlook. Valid code EB drivers license. Knowledge of PFMA & Treasury Regulations. Ability to handle complaints and queries. Computer proficiency skills will be tested.

DUTIES : Implement transport policies and maintain them. Control subsidized fleet asset register. Conduct regular inspections on subsidised vehicles. Keep record of accidents. Submit log sheet to the Provincial Office for payment.

APPLICATIONS : Direct your applications to Ms Makhafola K.C and Ms Mphahlele R.S at Tel 015 632 4145, Private Bag X01,Chuenespoort 0745

POST 31/133 : **REGISTRY CLERK 1 POST**

SALARY : R87 978 per annum, Level 5
CENTRE : Capricorn District
REQUIREMENTS : Relevant NQF level 5 or equivalent qualifications.1-2 years relevant experience in records management. Computer proficiency skills will be tested. Good communication skills. Ability to work under pressure. Knowledge of MISS and National Archive Act.

DUTIES : Maintain Departmental file plan. Monitor movement of files. Receive , sort and dispatch of incoming and outgoing mail. Ensure collection of mail by courier and messengers. Administration of registry office. Ensure effective flow of information.

APPLICATIONS : Direct your applications to Mr Gololo PL at 015 632 9094/9096, Private Bag X28, Chuenespoort 0745

POST 31/134 : **ADMINISTRATION CLERK 6 POSTS**

SALARY : R73 584 per annum, Level 4
CENTRE : Sekhukhune District - Elias Motsoaledi Municipality (1 post) , Marble Hall Municipality (1 post), Mopani District - Greater Letaba (1post) Ba-Phalaborwa Municipality (1post) and Vhembe District – Makhado Municipality (1 post) and Thulamela Municipality (1 post)

REQUIREMENTS : Relevant NQF Level 5 or equivalent qualifications.1-2 years experience in Supply Chain management. Knowledge of legislative framework (PFMA, PPPFMA and Treasury Regulations etc).Practical experience in the use of MS excel, Word and outlook. Knowledge of Records Management. Knowledge of Transport Management. Valid code EB drivers licence will be an added advantage. Computer proficiency skills will be tested.

DUTIES : Update asset registers. Ensure receipts and the correctness of all necessary attachments for the assets, e.g. copies of invoices, requisition papers ,etc.Allocate custodians of assets. Classification of assets. Valuation of assets. Compile submissions of writing off damaged and stolen assets. Implement the decision of the board of survey. Ensure proper flow of information. Prepare and process of records for disposal. Develop and maintain an effective document tracking system for incoming and outgoing correspondence. Receiving and posting of mail.

APPLICATIONS : Direct your applications to Ms Makhafola K.C and Ms Mphahlele R.S at 015 632 4145, Private Bag X01,Chunespoort 0745 and Mr Zitha S.S at 015 812 3210,Private Bag X577,GIYANI 0826 and Mr Netshiombo D.G and Mr Todani M.P at 015 963 2005/7,Private Bag X2247 SIBASA 0970

POST 31/135 : **TELKOM OPERATOR 4 POSTS**

SALARY : R62 094 per annum, Level 3
CENTRE : Capricorn Cluster: Lepelle-Nkumpi Municipality (1 post) and Sekhukhune District Office (3 posts)
REQUIREMENTS : Grade 12/Standard 10 or equivalent qualifications.1-2 years experience in switchboard management. Communication skills. Interpersonal skills. Knowledge

	:	of Batho Pele principles. Speak at least two official languages fluently (English is compulsory).
<u>DUTIES</u>	:	Answer incoming calls. Address general enquiries and other needs. Give customer's assistance by answering their general enquiries and other needs. Identify faults/ defects and report malfunctioning telephone equipments to GITS. Take messages and enroute to relevant officials and units. Maintain a reference directory for switchboard use.
<u>APPLICATIONS</u>	:	Direct you application to Mr Gololo PL at 015 632 9094/9096, Private Bag X28, Chuenespoort 0745 and Ms Makhafola K.C and Ms Mphahlele R.S at 015 632 4145,Private Bag X01,Chunespoort 0745
<u>POST 31/136</u>	:	<u>DRIVER 1POST</u>
<u>SALARY</u>	:	R62 094 per annum Level 3
<u>CENTER</u>	:	Capricorn Cluster: Blouberg Municipality
<u>REQUIREMENTS</u>	:	Relevant NQF level 4 or equivalent qualifications. Code 10 drivers license with public drivers license. Ability to write and read. Ability to work under pressure and during early hours and late hours.
<u>DUTIES</u>	:	Deliver goods. Complete log book of the truck. Inform the transport officer when the truck is due for service. Ensure that the truck is kept clean and in a safe place. Take vehicles for services. Perform other duties as directed by supervisor. Report any defects, repairs and maintenance of vehicles.
<u>APPLICATIONS</u>	:	Direct your applications to Mr Gololo PL at 015 632 9094/9096, Private Bag X28, Chuenespoort 0745
<u>POST 31/137</u>	:	<u>CLEANER 10 POSTS</u>
<u>SALARY</u>	:	R62 094 per annum Level 3
<u>CENTER</u>	:	Capricorn Cluster: District Office (3 posts) Aganang Municipality (4 posts) and Sekhukhune District (3 Posts)
<u>REQUIREMENTS</u>	:	Relevant NQF level 3 or equivalent qualifications.1 year experience in cleaning services. Ability to operate cleaning machine. Good communication and interpersonal skills. Ability to work under pressure. Must be able to read and write
<u>DUTIES</u>	:	Perform cleaning services of a routine nature. Perform cleaning tasks e.g cleaning floors, passages and windows. Fill up water bottles. Be prepared to rotate within the scope of work. Check and empty waste bags.
<u>APPLICATIONS</u>	:	Direct your applications to Mr Gololo PL at 015 632 9094/9096, Private Bag X28, CHUENESPOORT 0745 and Ms Makhafola K.C and Ms Mphahlele R.S at 015 632 4145, Private Bag X01, Chunespoort 0745
<u>POST 31/138</u>	:	<u>MESSENGER 2 POSTS</u>
<u>SALARY</u>	:	R62 094 per annum, Level 3
<u>CENTER</u>	:	Capricorn Cluster: Molemole (1 post) & Polokwane Municipality (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF level 3 or equivalent qualifications.1-2 year experience in messenger services. Be able to read and write. Be able to keep confidential information. Good interpersonal relations and communication skills. Valid drivers license.
<u>DUTIES</u>	:	Collection of outgoing and incoming documents. Distribution of mail in various sections within the municipality. Control and make copies from photocopier machine. Carry out other duties as directed by supervisor. Collect and deliver documentations and related items to and from the Department. Copy and fax documents. Assist in the registry office. Assist in the transportation of officials to workshops, seminars etc.
<u>APPLICATIONS</u>	:	Direct your applications to Mr Gololo PL at 015 632 9094/9096, Private Bag X28, Chuenespoort 0745
<u>POST 31/139</u>	:	<u>FARM AID 10 POSTS</u>
<u>SALARY</u>	:	R51 936 per annum, Level 2
<u>CENTRE</u>	:	Tompi Seleka Agric Training Centre (1 post) and Madzivhandila Agric Training Centre (9 posts)
<u>REQUIREMENTS</u>	:	Grade 8 or Equivalent qualifications. Able to read and write, Knowledge of using various types of cleaning machines,

DUTIES : Apply chemical crop protection. Soil cultivation and preparation, Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock Daily. Tending of rops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Fire fighting and prevention. Maintain windmills and water supply system.

APPLICATIONS : Direct you're your applications to Ms Mashau V.R and Ms Nong CJ at 015 294 3000

POST 31/140 : **STORE ASSISTANT 1 POST**

SALARY : R51 936 per annum, Level 2
CENTRE : Sekhukhune District
REQUIREMENTS : Grade 12/ standard 10 with extensive experience. Ability to work under pressure. Good time management skill. Good communication skill, both written and verbal. Good interpersonal skills and ability to work as a team. General computer skill. Good record keeping skill.

DUTIES : Maintain service delivery standards of the stores section. Manage the Departmental stock register. Monitor the stock flow. Monitor stock precautionary level, monthly stock reconciliation counts and stock analysis. Handle requisitions for inventory and stores(order stationary and cleaning materials).Prepare monthly reports and work plans.

APPLICATIONS : Direct your applications to Ms Makhafola K.C and Ms Mphahlele R.S at Tel 015 632 4145, Private Bag X01, Chuenespoort 0745

**PROVINIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

The Office of The Premier is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735
- CLOSING DATE** : 13 August 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be accompanied by a Z83 Form obtainable from any Public Service Department, certified copies of ID and Certificates and a comprehensive C, with 3 contactable referees. Failure to submit the requested documents will result in the application not being considered. Qualifications will be verified. The successful candidates will be required to undergo security clearance. NB: It will be the responsibility of all applicants to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

MANAGEMENT ECHELON

- POST 31/141** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**
REF NO: K59196
- SALARY** : An all-inclusive remuneration package of R652 572 per annum (Level 13)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate degree (or equivalent qualification) and relevant experience in the field of Human Resource Management and Development that will transform the unit into a Strategic Partner, Change Agent, Employee Champion and Administrative Expert. Proven extensive management experience in the following fields: Human Resource Organizational Strategy and Planning, Human Resource Utilization and Capacity Building; Human Resource Practices and Administration, Employee Health and Wellness, Employee Relations, Performance Management and Development, •Strong conceptual and policy formulation skills. •Strategic Management and Leadership Skills, People Management Skills, Proven track record of the ability to multi-task and manage under rapidly changing and pressurised circumstances •Understanding of the Government regulatory framework and processes •Sound analytical, interpretive and high level communication skills (verbal and written) •Excellent organisational skills •Willingness to work under pressure •Ability to find workable solutions while dealing with multiple constituents and conflicting objectives •Willing to facilitate continuous improvement.
- DUTIES** : Strategically manage the Directorate: Human Resources Management for the Office of the Premier •Provide strategic leadership and operational oversight of all programmes and projects in the directorate. •Ensure that the directorate plays a strategic role within the department especially in relation to Human Resource Planning, Organisational Development and Human Resource Development. •Drive organisational transformation at a strategic and operational level •Actively advance the development of Human Resources through prioritising skills development and empowerment •Ensure implementation of the human resource management strategic frameworks of the DPSA •Develop and monitor the implementation of human resource policies, systems and practices within the Office •Ensure alignment of the departmental establishment structure to strategic medium term imperatives and yearly operational plans •Facilitate the preparation of the oversight report and quarterly reports in terms of the Public Service legislation. •Ensure all statutory requirements are met, specifically the implementation of the Public Service Act and Regulations, Skills Development Act, Employment Equity Act, Promotion of Administrative Justice Act and Promotion of Access to Information Act and other legislation governing the Public Service •Find workable human resource management solutions in response to organisational and environmental challenges. Maintain collaborative relationships with all internal and external stakeholders.
- ENQUIRIES** : Ms. R.K. Moseki, tel, (018) 3883105

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

The Northern Cape Provincial Government is an equal opportunity affirmative action employer, Woman and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications stating the relevant number must be sent to: The Head of Department: Department of Transport Safety and Liaison, Southey Chambers Building, Southey Street, Private Bag X1368, Kimberley, 8300
- FOR ATTENTION** : Ms.M Tlaletsi
- CLOSING DATE** : 20 August 2010
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications; identity document and comprehensive CV. Faxed applications will not be considered. The successful candidates will have to undergo security vetting. Candidates who have not been contacted within one after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidates only.

OTHER POSTS

- POST 31/142** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: S4.1.1 / 06 / 09**
Directorate: Corporate Services
- SALARY** : R192 540 – R232 590 per annum, Level 9
- CENTRE** : Head Office: (Kimberley)
- REQUIREMENTS** : An appropriate three year Degree/Diploma or equivalent Qualification. At least 5 years experience in the field of HR administration and 3-5 years supervisory experience. Through knowledge on PERSAL and HR Connect system. Understanding of applicable Human Resource Regulatory Framework. Knowledge of Employment Equity, PMDS and Job Evaluation. Excellent planning and organizing skills. Ability to work under pressure, Computer literacy in Ms.Word and Power Point and a valid driver's licence.
- DUTIES** : Key Performance Areas: Coordinate the development and implementation of comprehensive Human Resource Management Planning, Develop and monitor the implementation of relevant HR policies and procedures. Implement Performance Management and Development System and Job Evaluation, Coordinate personnel administration services and conditions of Service (authorise transactions on PERSAL) and maintenance of the HR Connect system, Coordinate the recruitment processes, Coordinate the development and implementation of Employment Equity plan, report and Affirmative Action Programme. Effective Management of HRA Section
- ENQUIRIES** : Ms.M.G.Tlaletsi or Mr. B. Mareko Tel: 053 - 839 1795 / 053 839 - 1736
- POST 31/143** : **ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: S4.1.1 / 06/ 04**
Directorate: Programme Civilian Oversight
- SALARY** : R192 540 – R232 590 per annum, Level 9
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate three year degree / diploma (or equivalent qualification), Relevant experience in Policing Policies, Procedures and General Policing * A valid Code 8 driver's licence.
- DUTIES** : To assess the effectiveness, efficient and economic performance of the South African Police Force in the Northern Cape, To assess and evaluate the effectiveness, efficiency and appropriateness of Policing and the impact of operations, projects, programmes, procedures, processes, practices and policies, against levels of crime. The effective rendering of advisory service to the Sub Directorate Head: Policy and Research on how to enhance Police Performance. The successful candidate will furthermore be required to travel extensively and work under pressure.
- ENQUIRIES** : Mr.Willem Gerber / Mr.Batsile Marekwa Tel: (053) 839 1752 / (053) 839 1795

POST 31/144 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S4.1.1/06 / 11**
Re- Advertisement
(Directorate Financial Management Services)

SALARY : R192 540 - R232 590 per annum, Level 9
CENTRE : Provincial Head Office (Kimberley)
REQUIREMENTS : A relevant degree or diploma in Finance/Commerce with minimum of three years' experience in procurement or a senior certificate but working towards acquiring a degree/diploma. Working knowledge of BAS or LOGIS and knowledge of PMFA, Treasury Regulations and PPPFA. A valid driver's licence is essential. Computer literacy. Knowledge: Manage the departmental procurement processes in line with PPPFA and BBEEA. Manage and maintain the departmental asset register. Set and maintain the inventory levels place orders and monitor vendor points prior to awarding of a bid. Monthly preparation of procurement statistics and implementation of National/Provincial procurement policies.

ENQUIRIES : Mr. David Van Der Merwe / Mr. Batsile Marekwa Tel: 053 - 839 1708 or 053 839 1795

POST 31/145 : **CHIEF PROVINCIAL INSPECTOR REF NO: S4.1.1 / 06 / 02**
Directorate: Traffic Management

SALARY : R192 540 – R232 590 per annum, Level 9
CENTRE : Richmond
REQUIREMENTS : Applicants must be in possession of a relevant tertiary qualification (3 year diploma / Degree or equivalent) , a minimum of 3-5 years supervisor experience (Principle Provincial Inspector level) and 7-10 years working experience in the traffic law enforcement field is the minimum requirements for appointment to this position. An Unendorsed Code A and EC drivers license are also essential. In addition to the abovementioned requirements applicants will also be required to have knowledge, training and mentoring skills. Knowledge of administrative, personnel and labour related legislation, work procedures and programmes. Sound knowledge of administrative of Road Traffic Act, 93 of 1996, National Land Transportation Act 1977. Knowledge of budget and expenditure control in terms of the PMFA. Organisational skills to organize the activities and staff under his/her control in such a manner that organizational goals are achieved in the most effective way. Good verbal and written communication skills to communicate effectively with his/her co-workers and public as well as ensuring manner with regard to progress and processes. Analytical and independent thinking skills to determine the most effective and efficient work procedures and methods required to achieve economic/ district/ regional/ departmental goals. Computer literacy.

DUTIES : The successful candidate's duties amongst others will include: Maintaining committed goal directed enforcement and traffic management. Complete and update environmental analysis to ensure that is used as baseline for planning. Ensure effective and efficient Leadership. Co-ordinate stakeholders with order state departments and law Enforcement Agencies Acts Policies of the Department are implemented and adhere to. Management of Service Delivery Improvement. Ensure that prescribe Acts, Policies of Department are implemented and adhere to. Management of Human Resources Develop and implemented in service training program and monitor formal needs of the unit. Financial Management, monitor monthly expenditure an inspect reports from the province. Ensure effective and efficient Assets Management, manage assets as per inventories of station and vehicle cost for station. On acceptance of the post the official shall enter into performance agreement with his/her manager.

ENQUIRIES : Mr.Nkululeko Nqumashe or Mr.Batsile Marekwa Tel: (053) 830 4904 / (053) 839 1795

POST 31/146 : **SENIOR ADMINISTRATIVE OFFICER: (LAW ADMINISTRATION) REF NO: S4.1.1 / 06 / 03**
Directorate: Traffic Management

SALARY : R161 970 – R190 791 per annum, Level 8
CENTRE : Kimberly

<u>REQUIREMENTS</u>	:	Candidates must be in possession of a Senior or equivalent certificate and a valid code B driving license (or higher) A legal background will be an added advantage. The following will serve as recommendations: Good interpersonal liaison, verbal and written communication skills. Ability to work under pressure and display initiative, Computer literacy with high level of proficiency in using Microsoft Office software package will be required. Good organizational abilities, Knowledge of the National Road Traffic Act and Regulations, Good report writing and general administration skills, Sound knowledge of the eNaTIS
<u>DUTIES</u>	:	The incumbent will be responsible for: Issuing of permits for racing, filming and sporting events on public roads, Registration of manufacturers, importers and builders of motor vehicles, Registration and administration duties pertaining to number plate manufacturers, Processing odd applications for Professional Drivers Permit (PrDP). Drafting of submissions to the MEC. Capturing & administer court convictions in respect of learners / driving licences and permits, Administer learners / driving licence functions (reclassification, cancellation evaluation, oral learner's licences, etc, Responsible for exemptions (safety belts, motor cycle, trailer, etc) in terms of the Act/Regulations. Administer the registration of Vehicle Testing Stations and Driving Licence Testing Centres within the province, Supervision of subordinates as well as keeping and maintaining PMDS reports of subordinates. Submitting reports to management, Dealing with the appointment and registration of authorized officers, e.g. traffic officers, examiner of vehicles, etc. General office procedures, e.g. enquiries, correspondence, typing, filling, faxing, etc, Maintaining a high level of professional ethics, Signing a contract of confidentiality, National Code of Conduct and Disciplinary Code on procedures in the Public Service
<u>ENQUIRIES</u>	:	Mr.Ramon Barlow or Mr Batsile Marekwa Tel: (053) 802 5536 / (053) 839 1795
<u>POST 31/147</u>	:	<u>REGIONAL FIELD WORKER REF NO: S4.1.1 / 06/ 05</u> Directorate: Programme Civilian Oversight
<u>SALARY</u>	:	R130 425 – R153 636 per annum, level 7
<u>CENTRE</u>	:	John Taole Gaetsewe Regional Office (Kuruman)
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors Degree/ Diploma or Matric plus a minimum of five years demonstrated experience relevant to the successful execution of the key performance areas of the position. A valid Code EB driver's licence and willingness to work extra hours and travel extensively are definite prerequisites. Proven facilitation, co-ordination, networking, conflict management, verbal and written communication and reporting as well as problem solving skills. Sound understanding of the municipal integrated development planning process as well as familiarity with the safety, security and policing environment and related legislation.
<u>DUTIES</u>	:	The implementation of integrated Social Crime Prevention, Community Police Relations and Monitoring and Oversight programmes and activities in the region. Develop programmes, work plans and draw up business plans in regard to the above. Liaise, consult and co-operate with different stakeholders and advise relevant stakeholders. Facilitate the establishment , support and sustenance of community policing. Embark on oversight visits to police stations to evaluate police performance and conduct. Liaise and consult with Provincial Office on the delivery of departmental services in the region
<u>ENQUIRIES</u>	:	Ms.Esther Molete / Mr. Batsile Marekwa Tel 053 – 712 1130 or 053 - 839 1795
<u>POST 31/148</u>	:	<u>REGIONAL FIELD WORKER REF NO: S4.1.1 / 06 / 07</u> Re-Advertisement Directorate: Programme Civilian Oversight
<u>SALARY</u>	:	R130 425 – R153 636 per annum, Level 7
<u>CENTRE</u>	:	Namaqua Regional Office (Springbok)
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors Degree/ Diploma or Matric plus a minimum of five years demonstrated experience relevant to the successful execution of the key performance areas of the position. A valid Code EB driver's licence and willingness to work extra hours and travel extensively are definite prerequisites. Proven facilitation, co-ordination, networking, conflict management, verbal and written communication and reporting as well as problem solving skills. Sound understanding of the municipal integrated development planning process as well

- as familiarity with the safety, security and policing environment and related legislation.
- DUTIES** : The implementation of integrated Social Crime Prevention, Community Police Relations and Oversight and Monitoring programmes and activities in the region. Develop programmes, work plans and draw up business plans in regard to the above. Liaise, consult and co-operate with different stakeholders and advise relevant stakeholders. Facilitate the establishment, support and sustenance of community policing. Embark on oversight visits to police stations to evaluate police performance and conduct. Liaise and consult with Provincial Office on the delivery of departmental services in the region
- ENQUIRIES** : Mr. Lebogang Abrams / Mr. Batsile Marekwa Tel: 053 – 718 2695 or 053 – 839 1795
- POST 31/149** : **SENIOR ROAD SAFETY OFFICER REF S4.1.1/06/01**
Directorate: Traffic Management
- SALARY** : R130 425 – R153 6366 per annum, Level 7
CENTRE : Upington
REQUIREMENTS : The candidate must in possession of a relevant degree or equivalent qualification and a valid code 08 driver's license. The successful candidate must be prepared to travel extensively and perform duties outside normal working hours.
- DUTIES** : Successful candidate will be required to conduct formal, informal Road Safety Education at various institutions and community road safety programmes. The intergration of Road Safety Education at all levels of education. Implementation of intergrated community road safety programmes. Identification of hazardous locations and proposed solutions/interventions. Implement Provincial and National Road Safety programmes and projects at all levels of society.
- ENQUIRIES** : Ms. Nonkoliseko Joka / Mr. Batsile Marekwa Tel: (053) 830 4909 or (053) 839 1795
- POST 31/150** : **TRANSPORT OFFICER 2 POSTS REF: S4.1.2/1 REF NO: DSL/02/06/08**
Directorate: Corporate Services
- SALARY** : R106 335 – R 124 866 per annum, Level 7
CENTRE : Provincial Head Office Kimberley
REQUIREMENTS : Tertiary qualifications or Grade 12 plus 3 years experience in fleet management. Knowledge of all Transport Policies, PFMA and all relevant legislation/regulations. Ability to interpret and implement policies and directives. Ability to analyse data and make projections for future transport needs based on the analysis. Sound interpersonal and conflict management skills. Ability to interact with officials at all levels. Practical experience in Ms Excel, Ms Word, Ms Outlook, Valid Code EB/ B Driver's Licence, Computer proficiency.
- DUTIES** : Reconcile logsheets of government owned and leased vehicles, Allocation of vehicles to regional and traffic stations, Control and Maintain the Department's vehicle registers. Assess and analyse monthly reports from the regions, stations and all Directorates, Attend to acquisition and withdrawal of vehicles, Oversee finalization risk management/ vehicle accident cases. Process applications for subsidized vehicles, Liaise with third party service providers and fulfill applicable functions and obligations in this regard, Inspection of government owned and leased vehicles. Administer the renewal of licenses, Administer of fleet assets register, Coordinate, monitor and manage all subsidized transport as well as government leased vehicles in the Department, Safe custodian of vehicle keys and petrol cards.
- ENQUIRIES** : Mr. T.L.Aaron / Mr.B.S.Marekwa Tel: 053 -839 1780 – 053 839 1795
- POST 31/151** : **REGIONAL ADMINISTRATIVE CLERK REF NO: S4.1.1/06/06**
Directorate: Programme Civilian Oversight
- SALARY** : R87 978 – R106 635 per annum, Level 5
CENTRE : John Taole Gaetsewe Regional Office (Kuruman)
REQUIREMENTS : Senior certificate or equivalent qualifications plus relevant general office administration experience. Applicants should be computer literate. Excellent organisational abilities, good interpersonal relations as well as good verbal and written communication skills. Knowledge of information management (registry

required). A minimum of two (2) years related experience and driver's license would be an advantage.

DUTIES

: The successful candidate will provide overall support to the regional office. Perform secretarial duties, receptionist and general administration support functions. Keep and maintain a registry, make logistical arrangements for meetings. Make travelling arrangements and prepare S & T claims for the officials in the office. Attend meetings to taking minutes. Handle correspondence and open dispatch posts. Develop and implement a system to ensure smooth and timeous flow of correspondence and communication between the regional office and provincial office.

ENQUIRIES

: Ms.K.E.Molete / Mr.B.S.Marekwa Tel: (053) – 712 8200 or (053) – 839 1795

**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.

APPLICATIONS : Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 24 August 2010
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 31/152 : **LECTURERS (POST BASIC NURSING SPECIALTY QUALIFICATIONS) 3 POSTS**
POST 1. MEDICAL AND SURGICAL NURSING SCIENCE: OPERATING THEATRE NURSING (R212 OF 19 FEBRUARY 1993).
POST 2. MEDICAL AND SURGICAL NURSING SCIENCE: CRITICAL CARE NURSING: TRAUMA AND EMERGENCY (R 212 OF 19 FEBRUARY 1993).
POST 3. DIPLOMA IN CLINICAL NURSING SCIENCE, HEALTH ASSESSMENT, TREATMENT AND CARE (R48 OF 22 JANUARY 1982)

SALARY : Remuneration: Grade 1: R 195 936 (PN-D1) per annum, Grade 2: R 240 981 (PN-D2) per annum, Please note: Employees who are employed in the Public Service as a Professional Nurse (Production – Speciality) will retain their current salary positions on appointment as Lecturer Grade 1 or 2.

CENTRE REQUIREMENTS : Western Cape College of Nursing, Surwell, Directorate: Nursing Services
 Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post –basic nursing qualification in Nursing Education registered with the SANC. Post –basic nursing qualification in one of the specialty areas mentioned above registered with the SANC. Please take note: the educational qualification requirements for the three posts mentioned above will be different for each post, therefore applicants must please indicate clearly for which post they are applying. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Inherent requirement: Valid driver's licence (Code B). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education. A minimum of 2 years experience in one of the speciality areas mentioned above. Experience in Community-Based Education, Problem Based Education and Outcome Based Education. Competencies (knowledge/skills) Good verbal and written communication skills. The ability to function both independently as well as in a multi-disciplinary team. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice Problem-solving skills. Computer literacy (MS Word, Excel, Power Point). Ability to communicate in two of the three official languages of the Western Cape. Note: The Provincial Government of the Western Cape entered into a Memorandum of Agreement on the 28 October 2005 with Cape Peninsula University of Technology (CPUT), according to which CPUT assumes responsibility for the institutional and operational management of the WCCN under an agency mandate with possible relocation in the future.

DUTIES : Key result areas/outputs: Facilitate the learning process and co-ordinate the post-basic course programmes for post basic student nurses. Evaluate the theoretical and clinical performance of the post-basic student nurses to ensure a safe,

ENQUIRIES

competent nurse practitioner. Evaluate and revise the curriculum relevant to the post basic course objectives. Manage the identified post-basic nurse education programmes. Conduct surveys and research relating to nursing education and nurses service matters, specifically in the specialty areas.
: Mrs J Davids, tel. no (021) 684-1216