



DATE OF ISSUE: 13 AUGUST 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 32 OF 2010

1. Introduction

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) **must be forwarded** to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.**
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

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DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 27 August 2010
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

OTHER POST

- POST 32/01** : **PRINCIPAL MESSENGER/ DRIVER (LEVEL 3)**
Directorate: Security and Office Services
- SALARY CENTRE** : R 62 094.00 per annum (Ref: 001/PDM)
Pretoria
- REQUIREMENTS** : Grade 12 certificate. Valid code 8 driver's licence. 2-3 years experience in registry and driving. Good interpersonal relations. Good verbal communication. Proficiency in other official languages will be added advantage. Ability to solve problems by applying standing instructions and procedures. Experience in filing. Knowledge of the surrounding area (Pretoria). Knowledge of the procedure to ensure that the motor is maintained properly. Knowledge and prescript for the utilisation of the motor vehicle. Ability to read and write. Good communication and interpersonal relations
- DUTIES** : The successful candidate will be responsible to collect and deliver mail including the post bags. Collect payslips and cheques from different places. Assist in sorting of received mail. Provide shuttle services to staff members to and from meetings. Administrative functions as delegated related to making copies, faxing, etc. Routine maintenance and garaging of GG vehicle and timely reporting defects. Completion of the trip/ log form and submitting it weekly. Completion of transport request forms.
- ENQUIRIES** : Ms N Ngcama, Tel 012 441-3430

DEPARTMENT OF DEFENCE

NOTE

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

OTHER POSTS**POST 32/02**

: **ARTISAN FOREMAN ELECTRONICS (GUIDED WEAPONS WORKSHOP) (2 X POSTS)**

SALARY

: R154 107 per annum

CENTRE

: Naval Armament Depot, Simon's Town

REQUIREMENTS

: *Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Standardised departmental test. NTC 3 (or equivalent) certificate. Qualification (/trade test) to be in an electronics field. Special requirements (skills needed): Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Ability to interpret technical drawings and specifications used in working environment. Ability to use specialised hand tools, precision instruments, electronic, electrical and mechanical tools and equipment. Ability to analyse data. Ability to plan for activities and resources. Leadership-, supervision- and team leadership skills. Ability to work with minimum supervision.

DUTIES

: Prepare, maintain and repair torpedoes, sub-assemblies and torpedo test equipment. Prepare 02/03 ground mines. Prepare exercise and combat torpedoes for issue. Prepare and maintain torpedo counter measures. Carry out mobile missile testing. Purging and pressure checks of missile tube. Carry out 2-yearly functional test on missile. Adhere to quality standards in accordance to SABS ISO9001. Adhere to OHAS.

ENQUIRIES

: Cdr M. van Zyl, Tel: (021) 787 5612

APPLICATIONS

: Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

NOTE

: *Statutory requirements apply.

CLOSING DATE

: 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/03

: **ARTISAN FOREMAN ELECTRICAL**

SALARY

: R154 107 per annum

CENTRE

: Fleet Maintenance Unit, Simon's Town

REQUIREMENTS

: *Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Standardised departmental test. NTC 3 (or equivalent) certificate. Qualification (/trade test) to be in an electrical field. Special requirements (skills needed): Knowledge of electrical test equipment and machinery. Ability to train and supervise subordinates and apprentices. Ability to communicate effectively (verbal and written) in English. Ability to interpret

technical drawings and work dossiers. Knowledge of safety standards. Ability to operate advanced machinery. Ability to compile time sheets, job cards and survey reports. Ability to plan and organize own work and that of subordinates.

DUTIES : Use and order miscellaneous stores. Render technical advice. Perform assignments in compliance with set standards. Supervise and train subordinates and apprentices. Conduct electrical tests. Operate electrical machinery

ENQUIRIES APPLICATIONS : WO1 H.V Davids, Tel: (021) 787 4243

APPLICATIONS : Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : *Statutory requirements apply. Willingness to work at sea and heights.

POST 32/04 : **ARTISAN FOREMAN SHIPWRIGHTS**

SALARY : R154 107 per annum

CENTRE : Fleet Maintenance Unit, Simon's Town

REQUIREMENTS : *Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Standardised departmental test. NTC 3 (or equivalent) certificate. Special requirements (skills needed): Ability to communicate effectively (written and verbal) in English. Ability to decorate, finish or refurbish relevant surfaces. Ability to interpret technical drawings and work dossiers. Knowledge of safety standards. Ability to train and supervise subordinates and apprentices. Ability to operate advanced machinery. Ability to plan and organize own work and that of subordinates. Knowledge of construction, installation, maintenance and manufacture of structures, systems and buildings.

DUTIES : Render technical advice. Co-ordinate work schedules. Perform assignments in compliance with set standards. Supervise and train subordinates and apprentices

ENQUIRIES APPLICATIONS : WO1 R.R Volkwyn, Tel: (021) 787 4244

APPLICATIONS : Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : *Statutory requirements apply. Willingness to work at sea and heights.

POST 32/05 : **ARTISAN FOREMAN MECHANICAL (GUIDED WEAPONS WORKSHOP)**

SALARY : R154 107 per annum

CENTRE : SA Naval Armament Depot Simon's Town

REQUIREMENTS : *Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in mechanical field. Experience in marine environment would be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organizing and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings: ship terminology; knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawing, samples and templates. Ability to use specialized hand tools, precision instruments, mechanical tools and equipment and specialized hand tools. Mechanical tools and equipment. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Note: Statutory requirements apply/

DUTIES : Analysing underwater weapons control equipment maintenance and repair date, using electrical and mechanical tools equipment. Receiving work orders from the Supervisor and carrying out required maintenance and repair. Ensuring that all underwater weapons mechanical systems are serviceable and safe to handle. Repair and maintain of SUT torpedo's, sub-assemblies and SUT torpedo test equipment using the required test equipment, manufacturer's manuals drawings and tools. Recording all readings and type of work carried out onto the relevant history card and logbook. Repair and maintain torpedo counter measures jammers and emulators (training will be provided). Purging and pressure checking of Exocet Missile tubes and recording of results.

Functional testing of missile rounds. Preparing, assembling and ensuring safety and serviceability of combat mines prior to issuing. Adhering to quality standards in accordance with SABS ISO9001. Comply with OH&S Act.

APPLICATIONS : Mrs M Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

ENQUIRIES : Cdr M. Van Zyl, Tel (021) 787 - 5612

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/06 : **CHIEF ADMINISTRATION CLERK**
The post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum

CENTRE : Defence Intelligence Division (Directorate Vetting), Pretoria.

REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent), preferable. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Computer literate-, Analytical-, problem solving-, good planning-, organize-, administrative- and good inter personal relations skills. Competent in effective communication (written and verbal). Must be able to analyze information in an objective and decisive manner. Basic Information management skills. Sense of responsibility and cross cultural awareness. Must be able to obtain a Top Secret security clearance within a year.

DUTIES : Integrate new information with existing information on the files. Allocate MZ numbers to Vetting files with new cases. Update the date base register for each new application. Maintain the filling system for the directorate. Route security clearance applications. Maintain registers for security clearance applications and clearance certificates. Administer the vetting administration support equipment.

ENQUIRIES : Ms E. Foster, (012) 315-0175.

APPLICATIONS : Department of Defence & Military Veterans, Private Bag X367, Pretoria, 0001.

CLOSING DATE : 10 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Preference will be given to applications that enhance representivity.

POST 32/07 : **SENIOR PROVISIONING ADMINISTRATION CLERK III**

SALARY : R105 645 per annum

CENTRE : Naval Armament Depot, Simon's Town

REQUIREMENTS : NQF Level 2-4 (Grade 10-12). Applicants with prior learning, either by means of experience or alternative courses, may also apply. Special requirements (skills needed): Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Knowledge of accounting administration. Negotiation skills. Ability to interpret relevant directives. Organising and planning skills. Interpersonal relations.

DUTIES : Ensuring compliance with Log Instructions wrt accounting procedures. Compliance with Occupational Health and Safety act. Supervise the application of Quality standards. Personnel Administration. Assist in supervision of stock take. Exercise over stores voucher and documentation. Adhering to all relevant policies and SOP's. Training of subordinates.

ENQUIRIES : Cdr M.D Monkhe, Tel: (021) 787 5323

APPLICATIONS : Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/08 : **ARTISAN (B-GRP) TAILOR**

SALARY : R96 564 per annum

CENTRE : Naval Base Simon's Town (Detail clothing store), Simon's Town

REQUIREMENTS : *Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Standardised departmental test. NTC 3 (or equivalent) certificate. Qualification (/trade test) as a Tailor. Special requirements (skills needed): Knowledge of tailoring. Knowledge of clothing alterations and braid work. Knowledge of safety standards. Interpersonal skills. Ability to communicate effectively (written and verbal) in English. Ability to operate tools and equipment and to perform first line maintenance.

DUTIES : Supplying a tailoring service to all uniform members in the SA Navy. Sewing on badges of rank on uniforms. Assembling medals and medal ribbons. Doing braid work for promotions.

NOTE : *Statutory requirement apply. Candidates will be required to do a practical assessment. The successful candidate must be willing to travel nationally.

ENQUIRIES APPLICATIONS : WO1 G.A Petersen, Tel: (021) 787 3228
Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/09 : **SENIOR PROVISIONING ADMINISTRATION CLERK II**

SALARY : R87 978 per annum
CENTRE : Naval Armament Depot, Simon's Town
REQUIREMENTS : NQF Level 2-4 (Grade 10-12). Applicants with prior learning, either by means of experience or alternative courses, may also apply. Special requirements (skills needed): Proficiency in MS Office package. Knowledge of OSIS and CALMIS will be an advantage. Proven ability to communicate effectively (written & verbal) in English at all levels. Knowledge of depot inventory and accounting management administration. Negotiation skills. Ability to interpret relevant prescripts. Organising and planning skills. Interpersonal relations.

DUTIES : Receipt of explosive stores and related components. Issue of explosive stores and related components. Safe storage of ammunition, explosives and related components in accordance with policy. Stocktaking. Compliance with Occupational Health and Safety act, Adhering to all relevant policies and SOP's. .

ENQUIRIES APPLICATIONS : Cdr M.D Monkhe, Tel: (021) 787 5323
Ms A.M Kau, Department of Defence, Flag Officer Fleet, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/10 : **SENIOR ADMINISTRATION CLERK GRADE II (CONFIGURATION)**

SALARY : R87 978 per annum
CENTRE : Fleet Command HQ (NES), Simon's Town
REQUIREMENTS : NQF 2 – 4 (Grade 10 – 12) Preferable. Applicants with prior learning, either by means of experience or alternative courses, may also apply. Special requirements: Knowledge of configuration processes would be an advantage. Experience in managing technical documentation. Intermediate proficiency in MS Office packages. Accurate data capturing skills. Good communication skills (verbal and written) in English. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team.

DUTIES : Providing a configuration administration service. Performing configuration auditing. Control and distribution of documentation. Performing configuration control

ENQUIRIES APPLICATIONS : Mr R. Moody, Tel: (021) 787 4252
Mrs. A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town. 7995.

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/11 : **SENIOR ADMINISTRATION CLERK GRADE II (CONFIGURATION)**

SALARY : R87 978 per annum
CENTRE : Fleet Command HQ (NES), Simon's Town
REQUIREMENTS : NQF Level 2 - 4 (Grade 10 – 12) Preferable. Special requirements: Knowledge of configuration processes will be advantageous. Knowledge of managing technical documentation. Proficiency in MS Office packages. Accurate data capturing skills. Good communication skills (verbal and written) in English. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team.

DUTIES : Providing a configuration administration service. Performing configuration auditing. Control and distribution of documentation. Performing configuration control

ENQUIRIES APPLICATIONS : Mr R. Moody, Tel: (021) 787 4252
Mrs. A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town. 7995.

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/12 : **SENIOR HANDYMAN**
The post is advertised in the DOD and broader Public Service.

SALARY : R73 584 per annum
CENTRE : Defence Intelligence Division (Directorate Intelligence Support), Pretoria.
REQUIREMENTS : NQF Level 2: preferable. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Physically fit. Good communication skills (verbal and written)

DUTIES : Ensure that all deficiencies such as Plumbing, Electrical, Woodwork, Welding and Building are repaired. Ensure that facilities are serviceable and usable. Manage, motivate and train subordinates to ensure productivity. Conduct regular inspections throughout the building. Compile maintenance programme and equipment requirements. Compile reports and maintenance register on a daily basis.

ENQUIRIES : Ms E. Foster, (012) 315-0175.
APPLICATIONS : Department of Defence & Military Veterans, Private Bag X367, Pretoria, 0001.
CLOSING DATE : 10 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Preference will be given to applications that enhance representivity.

POST 32/13 : **SENIOR HANDYMAN**

SALARY : R73 584 per annum
CENTRE : SA Naval Armament Depot - Simon's Town (Ordnance Support Workshop)
REQUIREMENTS : NQF Level 1 (ABET L1-L4). Previous ordnance experience would be an advantage. Special requirements (skills needed): Ability to communicate effectively in English (written and verbal). Knowledge of safety standards. Ability to move materials and equipment. Ability to operate basic hand tools e.g drilling, grinding and band saw.

DUTIES : Assisting Artisan with the maintenance and repairs of cannon and machine gun mountings as well as other ordnance related components. Assist with inspections. Assist with ceremonial components. Assist with stores administration.

APPLICATIONS : Ms A.M. Kau., SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
ENQUIRIES : Mr M. Loofer, Tel: (021) 787 5393
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/14 : **SENIOR HANDYMAN**

SALARY : R73 584 per annum
CENTRE : SA Naval Armament Depot - Simon's Town (Ordnance Support Workshop)
REQUIREMENTS : NQF Level 1 (ABET L1-L4). Previous ordnance experience would be an advantage. Special requirements (skills needed): Ability to communicate effectively in English (written and verbal). Knowledge of safety standards. Ability to move materials and equipment. On-the-job training will be provided.

DUTIES : Assisting Artisan with the maintenance, repair and manufacture of weapons, mountings and related components. Assisting mechanics and electronics with purging and pressure testing on missiles.
Lt Cdr M. Reijnders, Tel: (021) 787 5612

ENQUIRIES :
APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/15 : **SENIOR HANDYMAN**

SALARY : R73 584 per annum
CENTRE : SA Naval Armament Depot - Simon's Town (Ordnance Support Workshop)
REQUIREMENTS : NQF Level 1 (ABET L1-L4). Previous ordnance experience would be an advantage. Special requirements (skills needed): Ability to communicate effectively in English (written and verbal). Knowledge of safety standards. Ability to move materials and equipment. Ability to operate basic hand tools e.g drilling, grinding and band saw. On-the-job training will be provided.

DUTIES : Operating and cleaning sand and wet blasting machines in the gun coat plant. Assist the Spray painter in testing the chemical tanks as well as maintaining the correct balance

ENQUIRIES : Mr M. Loofer, Tel: (021) 787 5393

APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/16 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR I**

SALARY : R73 584 per annum

CENTRE : Fleet Maintenance Unit, Simon's Town

REQUIREMENTS : NQF Level 2-4 (Grade 10-12). Experience in stores administration and management will be a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses, may also apply. Special requirements (skills needed):

DUTIES : Ability to communicate effectively (written & verbal) in English at all levels. Interpersonal-, planning- and administration skills. Proficiency in MS Office package. Demanding and replenishing of material and spares and the control thereof. Maintaining a safe working environment.

ENQUIRIES : WO1 R.R Volkwyn, Tel: (021) 787 4244

APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/17 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR I**

SALARY : R73 584 per annum

CENTRE : Fleet Maintenance Unit, Simon's Town

REQUIREMENTS : NQF Level 2-4 (Grade 10-12). : Experience in electrical stores environment would be an advantage. Applicants with prior learning, either by means of experience or alternative courses, may also apply. Special requirements (skills needed): Knowledge of Human Resource matters. Knowledge of document tracking, storage and retrieval.

DUTIES : Knowledge of provisioning administration. Knowledge of how to manage specific line of supplies in a store. Computer literate (MS Office). Ability to obtain and attend relevant system courses e.g. PERSOL/LOGIS. Interpersonal relationships. Planning and organizing skills. Typing skills. Liaising with personnel. Complete logs/forms. Distribute documents by post and fax. Issuing of stock according to procedures and policy. Record capital transactions.

ENQUIRIES : WO1 H.V Davids, Tel: (021) 787 4243

APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/18 : **SNR HANDYMAN (MECHANICAL)**

SALARY : R73 584 per annum

CENTRE : Fleet Maintenance Unit, Simon's Town

REQUIREMENTS : NQF Level 1 (ABET L1-L4). Special requirements (skills needed): Ability to communicate effectively (written & verbal) in English at all levels. Ability to work under pressure and meet target dates. Knowledge of and ability to operate applicable hand tools and light machinery. Knowledge of basic safety and quality standards. Ability to work with minimum supervision.

DUTIES : Assist artisan with the performance of their duties. Maintain a safe and orderly working environment. Execute duties in compliance with safety standards. Workshop husbandry.

APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

ENQUIRIES : WO1 M.D Calitz, Tel: (021) 787 4150

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/19 : **SNR HANDYMAN (ELECTRICAL)**

SALARY : R73 584 per annum

CENTRE : Fleet Maintenance Unit, Simon's Town

REQUIREMENTS : NQF Level 1 (ABET L1-4). Special requirements (skills needed): Ability to communicate (written & verbal) in English at all levels. Ability to work under pressure and meet target dates. Knowledge of and ability to operate applicable hand tools, equipment and light machinery. Knowledge of basic safety and quality standards. Ability to work with minimum supervision. Ability to work in a team.

DUTIES : Assist artisan with the general maintenance and repair of electrical wiring and installations. Maintain a safe and orderly working environment. Execute duties in compliance with safety standards. Workshop husbandry.

ENQUIRIES : WO1 H.V Davids Tel: (021) 787 4243
APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
NOTE : Willingness to work at sea and heights.
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/20 : **SENIOR HANDYMAN (7 X POSTS)**

SALARY : R73 584 per annum
CENTRE : 5 X Simon's Town
1 X Silvermine-Tokai
1 X Gordon's Bay

REQUIREMENTS : NQF Level 1 (ABET 1 – 4). Previous building maintenance and supervisory experience would be an advantage. Special requirements (skills needed):. Ability to communicate effectively in English (written and verbal). Basic knowledge of health and safety. Ability to move materials and equipment. Knowledge of general building maintenance, electrical, plumbing and mechanical activities. Ability to supervise and work in a team. Sound interpersonal relationship

DUTIES : Manage general maintenance of allocated facilities and structures. Carry out day to day maintenance on buildings re painting, plastering, unblocking of drains, replace light fittings. Reporting of defects. Checking of serviceability of equipment and machinery and report defects on terrain. Keeping attendance and equipment register. Assist with the training of subordinate personnel with regards to equipment usage.

ENQUIRIES : WO2 A. Prins, Tel: (021) 787 4086
APPLICATIONS : Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Candidates must indicate geographical area.

POST 32/21 : **SNR FOREMAN GROUND SERVICES (3 X POSTS)**

SALARY : R 73 584 per annum
CENTRE : 2 X Simon's Town
1 X Wingfield- Goodwood

REQUIREMENTS : NQF Level 1 (ABET L1-4). Special requirements (skills needed): Knowledge/skills: Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Ability to move materials and equipment.. Sound knowledge of plants and garden equipment. Gardening skills. Ability to supervise and work in a team. Sound interpersonal relationships.

DUTIES : Supervisory skills. Maintain cleanliness of outside terrains. Preparing soil and irrigation and mowing of lawns, cutting of edges and removal of alien vegetation. Removal of refuse. Cleaning swimming pools and treating with chemicals. Assist with preparing grounds for functions and parades. Handling and maintenance of all gardening equipment. Maintaining fences and practicing pest control. Checking serviceability of equipment and machinery and report defects on terrain. Assist with the training off and introduction and use of equipment to subordinates.

APPLICATIONS : Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995
ENQUIRIES : WO2 A. Prins, Tel (021) 7874086
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/22 : **FOREMAN CLEANING SERVICES**

SALARY : R 73 584 per annum
CENTRE : Simon's Town
REQUIREMENTS : NQF Level 1 (ABET L1-4). Previous cleaning and supervisory experience would be an advantage. Special requirements (skills needed): Knowledge/skills: Ability to

communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Knowledge of specific cleaning aids and processes. Knowledge of basic functioning of cleaning equipment. Ability to supervise and work in a team. Sound interpersonal relationships.

DUTIES : Supervisory skills. Undertaking of inspection of buildings and premises and reporting deficiencies. Removal of refuse. Keep attendance registers. Handling and maintenance of all gardening equipment. Maintaining fences and practicing pest control. Checking serviceability of equipment and machinery and report defects on terrain. Assist with the training of subordinate personnel with regards to equipment usage.

ENQUIRIES : WO2 A. Prins, Tel (021) 7874086
APPLICATIONS : Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/23 : **SENIOR SPECIALISED AUXILIARY SERVICES OFFICER (PRINTING SERVICES)**

SALARY : R73 584 per annum
CENTRE : Naval Engineering Section, Simon's Town
REQUIREMENTS : NQF Level 2 (Grade 10 or equivalent). Special requirements: Competence in CAD is essential. Knowledge of Caddie is essential. Proficiency in MS Office, CAD and other software used in a design environment is essential. Good knowledge of Auto-Cad would be advantageous. Knowledge of Safety regulations, ISO Drawing standards, SANDES 085-500 and work package preparation is essential. Proven ability to function as part of a team is essential. Ability to adapt to procedures of a Design environment is essential. Good communication skills (verbal and written) in English is essential. Ability to work under pressure and meet target dates.

DUTIES : Plot Electronic Media. Scan paper images. Convert Raster images to Vector images. Assist in the production of acceptance and trials documents under direction of Industrial Technicians and Engineers.

ENQUIRIES : Mr R. Moody, Tel: (021) 787 4252
APPLICATIONS : Mrs. A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town. 7995
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/24 : **FOREMAN CLEANING SERVICES (2 X POSTS)**

SALARY : R 62 095 per annum
CENTRE : 1 X Silvermine – Tokai
1 X Gordon's Bay
REQUIREMENTS : NQF Level 1 (ABET L1-4). Previous cleaning and supervisory experience would be an advantage. Special requirements (skills needed): Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Knowledge of specific cleaning aids and processes. Knowledge of basic functioning of cleaning equipment. Ability to supervise and work in a team. Sound interpersonal relationships.

DUTIES : Supervisory skills. Undertaking of inspection of buildings and premises and reporting deficiencies. Removal of refuse. Keep attendance registers. Handling and maintenance of all cleaning equipment. Checking serviceability of equipment and machinery and report defects. Assist with the training of subordinate personnel with regards to equipment usage.

ENQUIRIES : WO2 A. Prins, Tel (021) 7874086
APPLICATIONS : Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995
CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/25 : **FOREMAN GROUND SERVICES (6 X POSTS)**

SALARY : R 62 095 per annum
CENTRE : 2 X Simon's Town
3 X Wingfield- Goodwood
1 X Gordon's Bay
REQUIREMENTS : NQF Level 1 (ABET L1-4). -Special requirements (skills needed): Knowledge/skills: Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Ability to move materials and equipment. Sound knowledge of plants and

	:	garden equipment. Gardening skills. Ability to supervise and work in a team. Sound interpersonal relationships.
<u>DUTIES</u>	:	Maintain cleanliness of outside terrains. Preparing soil and irrigation and mowing of lawns, cutting of edges and removal of alien vegetation. Removal of refuse. Cleaning swimming pools and treating with chemicals. Assist with preparing grounds for functions and parades. Handling and maintenance of all gardening equipment. Maintaining fences and practicing pest control. Checking serviceability of equipment and machinery and report defects on terrain. Assist with the training of subordinate personnel with regards to equipment usage.
<u>APPLICATIONS</u>	:	Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995
<u>ENQUIRIES</u>	:	WO2 A. Prins, Tel (021) 7874086
<u>CLOSING DATE</u>	:	13 September 2010 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	Candidates must indicate geographical area.
<u>POST 32/26</u>	:	<u>TRACTOR DRIVER</u>
<u>SALARY</u>	:	R62 095 per annum
<u>CENTRE</u>	:	Simon's Town
<u>REQUIREMENTS</u>	:	NQF LEVEL 1 (ABET L1-3) Code 8 drivers license. Previous experience in driving tractors and vehicles essential. Special requirements (skills needed): Previous gardening and supervision experience would be an advantage. Ability to communicate effectively in English (written and verbal). Basic knowledge of health and safety. Must have physical strength to perform strenuous tasks. Sound knowledge of various tractor attachments i.e. blower, spike and flail mower, jungle buster, bush chippers. Knowledge of up keeping of sports facilities would be an advantage. Ability to lead a team of groundsmen. Knowledge of maintenance of garden machinery and equipment. Sound interpersonal relationship.
<u>DUTIES</u>	:	Perform tractor and truck driver duties. Operate ride on and walk behind lawnmowers. Removing of refuse. Assist with preparing grounds for functions and parades. Checking of serviceability of equipment and machinery and report defects on terrain. Keeping attendance and equipment register. Assist with the training of and the introduction and use of equipment to subordinate personnel.
<u>ENQUIRIES</u>	:	WO2 A. Prins, Tel: (021) 787 4086
<u>APPLICATIONS</u>	:	Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>CLOSING DATE</u>	:	13 September 2010 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 32/27</u>	:	<u>FOREMAN CLEANING SERVICES (6 X POSTS)</u>
<u>SALARY</u>	:	R 62 095 per annum
<u>CENTRE</u>	:	4 X Simon's Town 1 X Wingfield- Goodwood 1 X Silvermine – Tokai
<u>REQUIREMENTS</u>	:	NQF Level 1 (ABET L1-4). Previous cleaning and supervisory experience would be an advantage. Special requirements (skills needed): : Knowledge/skills: Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Knowledge of specific cleaning aids and processes. Knowledge of basic functioning of cleaning equipment. Ability to supervise and work in a team. Sound interpersonal relationships.
<u>DUTIES</u>	:	Undertaking of inspection of buildings and premises and reporting deficiencies. Removal of refuse. Keep attendance registers. Handling and maintenance of all gardening equipment. Maintaining fences and practicing pest control. Checking serviceability of equipment and machinery and report defects on terrain. Assist with the training of subordinate personnel with regards to equipment usage.
<u>NOTE</u>	:	Candidates must indicate geographical area.
<u>APPLICATIONS</u>	:	Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995
<u>ENQUIRIES</u>	:	WO2 A. Prins, Tel (021) 7874086
<u>CLOSING DATE</u>	:	13 September 2010 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 32/28</u>	:	<u>GENERAL STORES ASSISTANT II (WAREHOUSING) (3 X POSTS)</u>
<u>SALARY</u>	:	R54 308 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.

REQUIREMENTS : NQF Level 1 (ABET L1-L4). Stores experience will be a strong recommendation. Special requirements (skills needed): Proven ability to communicate effectively (verbal) in English at all levels. Basic knowledge of health and safety procedures. Ability to move materials and equipment.

DUTIES : Assist in receiving and issuing of stores and related components. Assist in the stowage of stores. Assist with stocktaking. Operating lifting appliances.

ENQUIRIES APPLICATIONS : Commander M.D Monkhe, Tel (021) 787 - 5323
Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 32/29 : **TRADESMAN AID II (29 X POSTS)**

SALARY CENTRE : R 54 308 per annum
21 X Simon's Town
3 X Wingfield-Goodwood
3 X Silvermine-Tokai
2 X Gordon's Bay

REQUIREMENTS : NQF level 1 (ABET L1 - 4). Special requirements (skills needed): Technical aptitude. Ability to communicate effectively (verbal) in English. Basic Knowledge of Health and Safety. Ability to move materials and equipment. Knowledge of tools and equipment. Knowledge of machinery. Knowledge of stores. Knowledge of safety procedures. Ability to work in a team. Ability to operate machinery and equipment. Ability to perform routine tasks.

DUTIES : Operating machinery and equipment. Performing operational and maintenance functions. Assisting artisan personnel, technicians and handyman in the execution of their duties. Cleaning and preparing objects on which work need to be done. Performing basic technical tasks.

ENQUIRIES APPLICATIONS : WO2 A. Prins, Tel: (021) 787 4086
Ms A.M. Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Candidates must indicate geographical area.

POST 32/30 : **CLEANER II (9 X POSTS)**

SALARY CENTRE : R 54 308 per annum
3 X Wingfield- Goodwood 6 X Simon's Town

REQUIREMENTS : NQF Level 1 (ABET L1-3). Special requirements (skills needed): Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Knowledge of specific cleaning aids and processes. Knowledge of basic functioning of cleaning equipment. Ability to work in a team. Sound interpersonal relationships.

DUTIES : Undertaking of inspection of buildings and premises and reporting deficiencies. Removal of refuse. Handling and maintenance of all cleaning equipment. Checking serviceability of equipment and machinery and report defects.

ENQUIRIES APPLICATIONS : WO2 A. Prins, Tel (021) 7874086
Mrs A.M Kau, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995

NOTE : Candidates must indicate geographical area.

CLOSING DATE : 13 September 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

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

FOR ATTENTION : Ms E Lethole

CLOSING DATE : 27 AUGUST 2010

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

POST 32/31 : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT**

SALARY : R 378 456 per annum (Inclusive package) Level: 11

CENTRE : Pretoria

REQUIREMENTS : A Degree or Diploma in Accounting or Auditing or Commerce or equivalent qualification, coupled with at least two years experience in Financial Management. PLUS the following key competencies: Knowledge of • PFMA • Treasury Regulations • BCEA/PSA • DORA • BAS & LOGIS & SAFETYWEB Skills • Computer Literacy • Good verbal and written communication • Ability to communicate at all levels • Presentation skills • Analytical skills Communication • Good communicator at all levels • Good written communication • Good verbal communication Creativity • Innovative and creative thinking abilities • Ability to work independently • Ability to work under pressure • Commitment to service delivery

DUTIES : KRA's: Coordinate and align processes of all activities performed in the sub-directorate: Expenditure Management • Enforce adherence to PFMA, Treasury Regulations, BCEA, PSA, DORA • Review processes, policies and procedures, tariffs and allowances • Address identify Irregular, fruitless & wasteful expenditure • Authorise payments, respond to AG queries, review & report on suspense accounts • Respond timeously to the audit queries, issues raised by management and other ad hoc queries • Review and sign off on the report on status of suspend accounts, interface accounts and consolidation of the statistics from all sub- directorates in preparation for management reports on a monthly basis.

ENQUIRIES : Ms A Pretorius (012) 444 4183

POST 32/32 : **ASSISTANT DIRECTOR: WORKPLACE SKILLS PLANNING**

SALARY : R192 540 per annum Level: 09

CENTRE : Head Office

REQUIREMENTS : A Bachelor Degree/ National Diploma in Human Resource Management/Development coupled with relevant experience in Human Resource Development and Training. PLUS the following key Competencies: Knowledge of: • Legislation impacting on skills development • Public Service Act and Public Service Regulations • National Skills Development Strategy III • HRD Strategic Framework for Public Service • Seta processes Skills: • Presentation and Facilitation skills • Skills Development facilitation • Policy development skills • Project management skills • Interpersonal skills • Negotiations skills Communication: • Good communication skills Creativity: • Innovative and Analytical • Independent thinker. Recommendation/Note: A qualification in HRD/ HRM and a valid driver's licence will be an added advantage

DUTIES : KRA's: Facilitate the development of the Department `s HRD Strategy and policies. • Conduct skills audits and training needs analysis and develop the Department`s workplace skills plan (WSP) and liase with stakeholders (internal and external, e.g. Training Committee, SETA`s) • Implement training interventions in line with the Workplace skills Plan • Orientation and Induction Programmes, including MIP • Leadership and Management Development programmes • Generic skills

ENQUIRIES

development programmes • Development and implement specific / functional
development programmes
: Mr SW Boyi ☎ 012 444 4355

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

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 27 August 2010

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

OTHER POSTS

POST 32/33 : **OFFICE MANAGER**
Office of the Chief Executive Officer: Government Engagement

SALARY : All-inclusive salary package: R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualifications: Applicants must be in possession of a Degree in Public Administration. Communications 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 and basic knowledge of project management principles. 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. Effective organizational skills. Excellent time management skills. Ability to work independently without constant supervision. Personal Attributes: The incumbent must maintain strict confidentiality in performing duties and also demonstrate the following personal attributes: professionalism, honesty, trustworthy, respectful, flexible and demonstrate sound work ethics.

DUTIES : Responsible for providing effective management of the Deputy CEO's office including: Co-ordination of administration, procurement, financial, correspondence management in the Deputy CEO's office. Providing secretariat services to the Deputy CEO branch management meetings and managing follow up system. Supporting the Deputy CEO with management of content and information flow within the branch as well as cluster work. Liaison with key stakeholders in the coordination of the Thusong Service Centres programme of government. Liaising with the office of the CEO on issues regarding national, provincial and local government departments, the Minister and Cabinet committees. Managing the staff and budget in the Office of the Deputy CEO. Participating in departmental projects. This position is subject to a security clearance up to the level of top secret prior to appointment.

ENQUIRIES : Ms Nebo Legoabe, tel. (012) 314 2117

POST 32/34 : **ASSISTANT WEBSITE CONTENT MANAGER (ASSISTANT DIRECTOR)**
Directorate: Electronic Information Resources

SALARY : Commencing salary: R192 540 per annum (Medical aid, housing, service bonus and state contribution to pension excluded)

CENTRE : Pretoria

REQUIREMENTS : Qualifications: An appropriate three-year tertiary qualification in Information Science, Communication, Journalism or web related field. Experience: Supervisory experience. Experience in using HTML, CSS and Javascript will be an advantage, Competencies required: Planning websites and developing & maintaining website content [information and content management]. Content structuring, classifying & abstracting information

and layout of web pages. English writing, editing & proof-reading. Using websites and search engines for information searching & retrieval. Applying web usability and quality criteria & principles. Project management. Using an HTML editor (e.g. Dreamweaver). Knowledge: Knowledge of current affairs and the structures, functions, programmes and policies of government. Knowledge of latest trends in web standards and practices. Skills: Planning and organising skills. Excellent interpersonal, liaison, communication and information gathering skills.

DUTIES : The successful incumbent will be responsible for the continuous updating, maintenance, development and improvement of GCIS websites, and contribute to the quality of other government websites. This includes: Identifying, selecting and sourcing information. Liaising with role-players involved in maintaining and updating the websites. Compiling content for the websites (writing, language & content editing, structuring information) and uploading content to websites. Continuous quality control. Responding to enquiries, requests and comments. Assisting with the development and updating of content management policies and processes, and with the development of content management systems. Determining user requirements for websites and web content management systems. Planning information architecture, navigation, layout and design of websites. Evaluating government websites, advising departments, and contributing to website guidelines and principles. Co-ordinating web-related projects and activities. Supervising operational activities of junior staff member(s). The successful incumbent will assist the Deputy Director with the management of human resources and outsourcing contracts and with planning for and successful operation of the unit. The successful candidate must be able to work independently and accurately, under pressure and with short deadlines.

ENQUIRIES : Estelle Greeff, tel. (012) 314 2138

POST 32/35 : **SENIOR SECRETARY GR 111**
Directorate: Distribution

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

CENTRE : Pretoria

REQUIREMENTS : Qualification: Diploma in secretarial studies. Experience: Relevant experience performing secretarial duties. Competencies: Ability to work independently and without close supervision. Ability to work under pressure. Good communication skills. Ability to plan and manage a diary. Writing, typing, organizational and general office administration skills. The incumbent should be a creative, innovative, flexible and highly motivated individual. Job Knowledge: Computer literate with excellent working knowledge of the Microsoft Office 2007 package, *i.e.* MS Word, MS Excel, and PowerPoint, as well as MS Outlook. Credible, and proven experience in the secretarial and administrative function of an organization. Candidates who will be invited for an interview will also be required to do practical exercises.

DUTIES : The successful candidate will be required to render secretarial duties to the Director: Distribution. The successful candidate will be expected to provide an effective secretarial and administrative support to the Director: Distribution by: Managing and coordinating the diary of the Director: Distribution. Functioning as a receptionist for the directorate. Managing and updating contact lists. Taking accurate minutes of meetings. Performing a client / visitor liaison function. Recording incoming and outgoing mail. Managing the internal filing system in accordance with GCIS file plan. Typing, faxing, photocopying and dispatching of documentation. Providing assistance with the completion of monthly expenditure and projections of the Directorate. Providing general administrative management of the office and support to the Director: Distribution. Identifying stationery needs and ensuring stock is kept at required levels. Making travel arrangements when required.

ENQUIRIES : Mr F Theunissen, tel. (012) 314 2804

POST 32/36 : **SENIOR SECRETARY GR 111**
Directorate: Human Resource Development

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.

DUTIES : The successful candidate will render a professional administration and support to the Director: Human Resources Development. 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 M Tshokolo, tel. (012) 314 2300

POST 32/37 : **PRINCIPAL AUXILIARY OFFICER**
Directorate: Marketing

SALARY : Commencing salary: R 87 978 per annum (Medical aid, housing, service bonus and state contribution to pension excluded)

CENTRE : Pretoria

REQUIREMENTS : Qualification: Matric and / or Certificate in Stores & Inventory Management. Experience: Relevant experience in Stores & Inventory management. Competencies: Ability to work under pressure. Good communication, writing, numeracy, excellent organizational and general office administration skills. Be a highly organized, creative, innovative, and flexible and highly self motivated & driven individual. Job Knowledge Stores and Inventory Management, receiving and dispatch management, stock counting and control.

DUTIES : Assist the GCIS with the distribution of publications and other information material, i.e. receiving, inspection and verification and delivery arrangements. Handle the labelling and packaging of material for distribution. Stock control : Update stock in store and the status of items stored by other sections in the organisation. Supervise any casual workers who are employed by the GCIS to assist with the distribution of large quantities of information material. Keep record of the hours worked by the casual staff. Liaise with the transport companies.

ENQUIRIES : Mr F Theunissen, tel. (012) 314 2804

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001.
- CLOSING DATE** : 6 September 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates. Place applications in the green box at Security. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect reference numbers on their applications.

OTHER POST

- POST 32/38** : **SENIOR SECRETARY GRADE II REF.NDOH.23/2010**
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post. This is a re-advertisement, candidates who previously applied for the post "Ref. No.56/2009 and PSC.13/19" may re-apply if they are still interested).
- SALARY** : R87 978 pm (plus competitive benefits).
- CENTRE** : Cluster: HIV and AIDS and STI: NGO Co-ordination, Pretoria.
- REQUIREMENTS** : A Senior Certificate (Grade 12). A post matric secretarial qualification with typing as a passed subject will be an added advantage. Basic relevant experience in a secretarial capacity with experience in typing. Experience in procurement, office administration and filing. The ability to work under pressure. Good communication skills (written and verbal). Good interpersonal, planning and organisational skills. Computer literacy. (Short-listed candidates may be required to undergo a typing test).
- DUTIES** : *Manage the Director's diary *Receive and screen calls for Director/staff members *Receive visitors and prepare refreshments for them *Receive, screen calls for the Director and attend to general telephonic enquiries *Make telephone calls on behalf of the Director *Type and file documents for the Director *Receive, compile, distribute and track all correspondence coming in and out of the office *Support staff members with organising workshops and meetings *Assist with planning, events and setting up displays.
- ENQUIRIES** : Mr GC Bonnecwe tel. (012) 312 0136.

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Mr J S Modipa. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 20 August 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation , Numerical skills.

MANAGEMENT ECHELON

- POST 32/39** : **DIRECTOR: INVESTIGATION (EXTERNAL LIAISON) REF NO: HRMC G2/10/1**
- SALARY** : An all inclusive salary package of R652 572 (Level 13).
- CENTRE** : Directorate: Counter Corruption and Security Services, Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A three year degree/ National diploma in Law or Public Management and Administration or an NQF level 6 equivalent is required with extensive experience in an investigations environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, South African Constitution, Minimum Information security standards (MISS), National Intelligence Strategy Act, Labour Legislation, Criminal Procedures Act, Safety and Security legislation. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge and experience of the Criminal Justice System. Knowledge of crime information and analysis products. Knowledge of the planning, implementation and evaluation/monitoring of enforcement operations. A valid driver's licence is essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Provide guidance and leadership to the business unit in the achievement of strategic and

operational goals. Drive the implementation of the Batho Pele Principles within the unit in all interactions with internal and external stakeholders. Ensure effective service delivery to internal and external stakeholders and monitor the business unit performance against Service Level Agreements. Ensure effective monitoring and evaluation by developing, interpreting and managing statistical information on investigations and running cases bottlenecks, volumes and trends. Develop and implement quality assurance and data quality strategies and actions. Review quality management reports and take corrective action where required. Ensure all investigations are performed in accordance with applicable investigation methodologies and risk management policies. Liaise with various stakeholders such as NIA and SAPS regarding investigative operations and security related matters. Follow up with other directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainant/s within reasonable time. Ensure the maintenance of an up to date intelligence management system in DHA so that all investigations are handled fairly and objectively within policy. Oversee the unit's financial performance including accurate financial accounting, monitoring and reporting within the office. Oversee successful system and process enhancements, updates and amendments within the unit. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format.

ENQUIRIES

: Mr W D Hlongwane, Tel No: (012) 810-8606

OTHER POSTS

POST 32/40

: **DEPUTY DIRECTOR: VETTING (PROVINCES) (5 POSITIONS)**

SALARY CENTRE

: An all inclusive salary package of R 378 456 (Level 11).
 : (a) Kwazulu-Natal Ref No: HRMC G2/10/2A
 : (b) Eastern Cape Ref No: HRMC G2/10/2B
 : (c) Western Cape, Ref No: HRMC G2/10/2C
 : (d) Mpumalanga, Ref No: HRMC G2/10/2D
 : (e) Free State, Ref No: HRMC G2/10/2E

REQUIREMENTS

: A three year degree/ National diploma in Law or Security Management or Public Management and Administration or an NQF level 6 equivalent is required with extensive experience in a vetting and/or security investigations environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, South African Constitution, Minimum Information Security standards (MISS), National Intelligence Strategy Act, Protection of Information Act, Criminal Procedure Act of 1977 as amended. Understanding of investigative techniques and methodology. Understanding of departmental legislation as well as Human Resources legislation and prescript. . Knowledge of vetting and security legislation including National Key Point. Understanding and knowledge of risk management. Understanding of the national vetting strategy. A valid driver's licence and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Provide guidance and leadership to the unit in the achievement of strategic and operational goals. Ensure effective monitoring and evaluation of vetting services by developing, interpreting and managing vetting statistical information on service level standards, volumes and trends. Develop personnel security standards in DHA. Review quality management reports and take corrective action where required. Ensure the effective and uniform implementation of personnel security Standard Operating Procedures. Implement effective management and implementation of Performance Management of all staff reporting to this post. Manage leave and other Human Resources administration requirements within the unit. Compile operational plans aligned to business requirements to ensure effective strategy execution. Recommend and implement performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders to ensure compliance.

ENQUIRIES

: Mr W D Hlongwane, Tel No: (012) 810-8606

POST 32/41

: **DEPUTY DIRECTOR: INVESTIGATIONS (PROVINCES) 5 POSITIONS**

SALARY CENTRE

: An all inclusive salary package of R 378 456 Level 11
 : (a) Kwazulu-Natal, Ref No: HRMC G2/10/3A

- (b) Eastern Cape, Ref No: HRMC G2/10/3B
- (c) Free State, Ref No: HRMC G2/10/3C
- (d) Western Cape, Ref No: HRMC G2/10/3D
- (e) Limpopo, Ref No: HRMC G2/10/3E

REQUIREMENTS : A three year degree/ National diploma in Law or Public Management and Administration or an NQF level 6 equivalent is required with extensive experience in an investigation environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, South African Constitution, Minimum Information Security standards (MISS), National Intelligence Strategy Act, Labour legislation, Criminal Procedure Act. Safety and Security legislation. Knowledge and understanding of methods, practices, regulations and Acts applicable to administrative support services. A valid driver's license and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks: Oversee the effective coordination of various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Monitor investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Develop quality assurance and data quality strategies and actions. Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Monitor the performance of the sub-directorate against Service Level Agreements. Build and maintain an effective team to ensure the processing/administering of all financial investigations functions. Review and ensure effective capacity planning. Provide input and monitor budget for the unit. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit.

ENQUIRIES : Mr W D Hlongwane, Tel No: (012) 810-8606

POST 32/42 : **DEPUTY DIRECTOR: PHYSICAL SECURITY (BVR-HEAD OFFICE) REF NO: HRMC G2/10/4**

SALARY : An all inclusive salary package of R 378 456 (Level 11).
CENTRE : Directorate: Counter Corruption and Security Services, Head Office: BVR, Pretoria.
REQUIREMENTS : An appropriate three year Degree/ National Diploma in Security and/or Administration related qualification or an NQF level 6 equivalent is required with extensive experience in security management in a high risk environment. Knowledge of the Security related legislation and Regulations, the Public Finance Management Act and the South African Constitution. Understanding of departmental legislation and prescripts. Knowledge of Safety and Security Management. Knowledge of public security, including the Minimum Information Security Standards Act (MISS) and investigation methodology. Knowledge of asset protection operations, technical security applications and systems. Knowledge of crime information management systems. A valid driver's license and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks: Manage the implementation and maintenance of Physical Security operational functions. Manage the Implementation of physical security policies and framework. Support the development of a physical security strategy at BVR (Head Office) and for all Zones. Advise Zone Security Managers regarding the security implications of executive decisions. Conduct physical security audits. Manage outsourced security and all security contracts of the department. Liaise and interact regarding planned and unplanned inspections. Manage the standardisation of physical security measures within the department. Develop physical security uniformity guidelines for BVR (Head Office) and Zones. Ensure efficient and effective application and utilisation of resources within the Security Services. Manage leave, performance management, talent management and other Human Resources administration requirements within the unit. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure accurate financial management and reporting. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and

implement all organisational circulars, policy and other communications that impact on the operation of the business unit.

ENQUIRIES : Mr W D Hlongwane, Tel No: (012) 810-8606

POST 32/43 : **ASSISTANT DIRECTOR: INVESTIGATIONS (PROVINCES) 6 POSITIONS**

SALARY CENTRE : An all inclusive salary package of R 192 540 (Level 9).
: (a) Kwazulu-Natal (2 Positions), Ref No: HRMC G2/10/5A
: (b) Western Cape (1 Position), Ref No: HRMC G2/10/5B
: (c) Northern Cape (1 Position), Ref No: HRMC G2/10/5C
: (d) Limpopo (1 Position), Ref No: HRMC G2/10/5D
: (e) Mpumalanga (1 Position), Ref No: HRMC G2/10/5E

REQUIREMENTS : A three year Degree/ National Diploma in Law or Public Management and Administration or NQF level 6 equivalents is required with extensive experience in an investigations environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, South African Constitution, Minimum Information Security standards (MISS), National Intelligence Strategy Act, Labour Legislation, Criminal Procedure Act, Safety and Security legislation. Knowledge and understanding of methods, practices, regulations and Acts applicable to administrative support services. A valid driver's license and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks: Coordinate various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Support the monitoring of all investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Support the development of quality assurance and data quality strategies and actions regarding investigations. Liaise with Office of the Auditor General, SAPS, NIA and SITA on investigations. Ensure adherence to policy and legislation regarding investigations. Manage the turn-around times of all investigations. Implement the reporting and governance framework within the sub-directorate. Build and maintain an effective team to ensure the processing/administering of all financial investigations functions. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit

ENQUIRIES : Mr W D Hlongwane, Tel No: (012) 810-8606

POST 32/44 : **ASSISTANT DIRECTOR: SECURITY SYSTEM REF NO: HRMC G2/10/6**

SALARY CENTRE : An all inclusive salary package of R 192 540 (Level 9)
: Directorate: Counter Corruption and Security Services, Head Office: Waltloo, Pretoria
REQUIREMENTS : An appropriate National Certificate in Security and /or Administration related qualification or an NQF level 5 equivalent is required with extensive experience in security management in a high risk environment. Experience in conducting security risk assessments would be an advantage. Knowledge of the Public Service Regulations, Public Finance Management Act, South African Constitution, Understanding of departmental legislation and prescripts. Knowledge of Safety and Security Management, public security, including the Minimum Information Security Standards Act (MISS), investigation methodology, asset protection operations, technical security applications and systems, crime information management systems. A valid driver's license and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following specific tasks: Support the implementation and maintenance of security system measures, policies and frameworks. Support the procurement of security system equipments. Support the management of Service Level agreements with Security Systems providers. Ensure that all security system related policies are maintained. Support the facilitation of training on security system operational functions. Support the development of security system related strategy. Provide management support on identification of electronic security risks, threats and vulnerabilities and develop counter measures. Advise Province Security Managers regarding the security implications of executive decisions on electronic security. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilisation of technology and technology infrastructure within the sub-directorate. Ensure accurate financial management and reporting. Report on all risk and financial indicators including

e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

ENQUIRIES

: Mr W D Hlongwane, Tel No: (012) 810-8606

POST 32/45

: **ASSISTANT DIRECTOR: VETTING REF NO: HRMC G2/10/7**

SALARY

: An all inclusive salary package of R 192 540 (Level 9).

CENTRE

: Directorate: Counter Corruption and Security Services, Head Office: Waltloo, Pretoria

REQUIREMENTS

: A three year Degree/ National Diploma in Social Sciences or an NQF level 6 equivalent is required with extensive working experience in data management and analysis or investigation environment. Knowledge of investigations principles and processes. Knowledge of data base management processes. Knowledge of Anti-corruption legislation, LRA, BCEA, PSA. Understanding of government protocol. Knowledge of the Minimum Information Security Standard (MISS). Protection of Information Act. South African Constitution. Criminal Procedure Act. Legislation Intelligent Act and Promotion of Information Act. A valid driver's license and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Ensure the effective execution of vetting fieldwork investigations. Prioritise vetting request, confirm affidavits and completeness of all documentation, assess risk profile of each request. Planning and scheduling of interviews with relevant references, as per individual vetting need. Conduct proper analysis and quality check on the information. Conduct interviews in accordance with NIA instructions per clearance type. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation Undertake researches on latest vetting related trends and policies. Obtain cooperation for vetting investigation within Constitution and policies framework. Strict compliance to National Personnel Security Vetting Policy Guidelines and Minimum Information Security Standards and National Vetting Frameworks. Participation in project and task teams dealing with a variety of subject areas. Manage files and reports compiled by ensuring quality control and effective and efficient systems and reports on all work allocated. Own filing and numbering of vetting files as required.

ENQUIRIES

: Mr W D Hlongwane, Tel No: (012) 810-8606

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.
- FOR ATTENTION** : Bulie Boqo
- CLOSING DATE** : 20/08/10
- NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 32/46** : **ASSITANT DIRECTOR: ADMINISTRATION AND COORDINATION**
REF:DOHS/88/2010
Directorate: InterSphere Co-operation. This Advert is restricted to employees working within the Public Service.
- SALARY** : R192 540 pa
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year Bachelors' degree / National Diploma, equivalent qualification or senior certificate/ Grade 12 coupled with appropriate experience. Knowledge of Government's housing policies and programmes, General office administration skills. Good interpersonal, planning and organisational skills, Good communication (written, verbal and liaison) skills and the ability to write reports and submissions. Knowledge and understanding of intergovernmental relations. Knowledge of government's financial, provisioning and procurement prescripts and procedures. A team player that can work under pressure with good organisational skills and a professional manner. Computer literacy skills (Ms Word, Excel and Power Point) Willingness to travel and a valid Code 08 driver's license.
- DUTIES** : Manage all electronic and paper correspondence flowing in and out of the directorate and draft official correspondences. Prepare documentation relating to the Key Performance Areas of the Directorate such as Minutes, Submissions, Agenda's, Reports, Claims and Advances, tender documentation and internal/external correspondences. Coordinate and manage the directorate's projects and functions (intergovernmental relations). Assist in the compilation and managing of the Directorate's budget. Ensure proper record keeping and filing of matters concerned with Directorate. Provide secretariat duties for the Directorate. Undertake all the administrative activities of the Directorate.
- ENQUIRIES** : Ms A Mohale, Tel 012 421 1659
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.
- POST 32/47** : **ADMINISTRATIVE OFFICER: HOUSING SECRETARIAT REF: DOHS/102/2010**
This Advert is not restricted to employees working in the Public Service.
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Equivalent qualifications or Grade 12 coupled with extensive experience in committee work. Exceptional analytic and writing skills, Good communication skills, Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the government policies and prescripts. Knowledge of a variety of relevant computer programmes, A valid Code 8 drivers license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.
- DUTIES** : The successful candidate will be responsible for the following: Provide secretariat, logistical and administrative support to various decision making structures of the Department including task teams of the Human Settlements Technical MINMEC and

ENQUIRIES
NOTE

other *ad hoc* intergovernmental structures. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players.

: Mrs Astrid Vilakazi. Telephone (012) 421 1426

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

DEPARTMENT: INDEPENDENT COMPLAINTS DIRECTORATE

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

OTHER POST

<u>POST 32/48</u>	:	<u>CASE ANALYST REF NO: Q9/2010/40</u>
<u>SALARY</u>	:	R 87 978 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and at least one year's Para-Legal experience. A thorough knowledge of Criminal Law, Criminal Procedure, Law of Evidence, Human Rights and SAPS investigative systems and procedures are essential for consideration for appointment. Computer literacy is a strong requirement. Knowledge of government's broad transformation objectives and initiatives is essential. Interpersonal as well as good verbal/written communication skills are essential. A valid driver's license is essential. Applicants must be willing to work under pressure.
<u>DUTIES</u>	:	Key Competencies include: Consultations with complainants. Receipt and registration of complaints from members of the public. Analyze such complaints and classify them according to the relevant classifications. Assist with monitoring of cases and compilation of statistics. Assist with the Administration tasks. Ensure that cases are captured on the database upon receipt. Administration of manual registers.
<u>ENQUIRIES FOR ATTENTION APPLICATIONS</u>	:	Adv. N Poopedi @ (011) 2201500 Ms F Dlakana
<u>NOTE</u>	:	Independent Complaints Directorate, Private Bag X 25, Johannesburg, 2000 or hand delivered at 20 th Floor Marble Towers, 208-212 Jeppe Street, JHB The successful candidate will have to go through security vetting. His/ Her character should be beyond reproach. Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by certified copies of qualifications and ID. If you have not been contacted within 3months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.
<u>CLOSING DATE</u>	:	27 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.

MANAGEMENT ECHELON

POST 32/49 : **SECRETARY OF THE RULES BOARD FOR COURTS OF LAW (DEPUTY CHIEF STATE LAW ADVISER: LP-10) REFERENCE: 10/ 255/LD**

SALARY : R663 303 – R1 006 389 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Rules Board For Courts Of Law, Pretoria
: An LLB degree or four-year recognized legal qualification; At least ten years appropriate post qualification litigation/advisory experience; Admittance as an Attorney or Advocate; Knowledge of the Civil Justice System and the Rules of Court. Skills and Competencies: Litigation; Advocacy; Legal research; Legal drafting; Dispute resolution; Case flow management; Ability to enhance a professional and integrated multi-cultural work environment; Ability to analyse and conceptualise policy; Communication skills; Legal research and legislative drafting skills; Programme and project management skills; Computer literacy.

DUTIES : The successful candidate will be responsible for the strategic management and control of all the activities of the Secretariat of the Rules Board for Courts of Law which include the following duties: Strategically oversee research in respect of court rules; the preparation of research papers and representations to the Rules Board and its Committees with regard to proposed court rules; and the process in respect of approved amendments and new rules; Strategically oversee the reform of the Civil Justice System; Overhead control and line function responsibilities in respect of the Secretariat of the Rules Board for Courts of Law; Render an administrative support service to the Rules Board and its committees; As head of office responsible for the administration and accountable in terms of the Public Finance Management Act 1 of 1999, including preparation and control of the budget; Liaison with governmental and non-governmental role-players; Performance management and development of officials of the Secretariat; Participation in the strategic planning processes of the Department of Justice and Constitutional Development; Any other duties assigned by the Rules Board, the Minister, or the Secretary's supervisor.

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

OTHER POSTS

- POST 32/50** : **SENIOR LEGAL ADMINISTRATION OFFICER, MR-6: REFERENCE: 10/243/FA**
Division: Office Of The Chief Family Advocate
- SALARY** : R242 253 – R588 816 per annum. (Salary will be in accordance with OSD determination)
- CENTRE REQUIREMENTS** : National Office, Pretoria
LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Sound knowledge of South African Legal System; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; Knowledge of Family Law particularly the work of the Family Advocate; A valid driver's license. Skills and Competencies: Policy development and management; Legal drafting; Legal Research, planning and decision making skills; Dispute resolution; Strategic capability and leadership skills; Interpersonal skills; Report writing; Project Management; Computer literate (MS Office); Communication (written and verbal) skills.
- DUTIES** : Develop plans and strategic intervention related to the implementation of relevant legislation; Coordinate and Liaise with relevant stakeholders/role players on the effective implementation of legal framework related to International Child Abduction and the Children's Act; Develop legal documents, memoranda, reports and government notices; Monitor and evaluate reports related to the implementation of the legislation; Provide reports on the institutional performance reports related to relevant legislation; Analyse legislation and provide recommendation for appropriate interventions; Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; Draft key documents related to the implementation of relevant legislation; Manage and coordinate the planning, monitoring and coordination of relevant legislation; Draft Legal Research documents, memoranda, reports and government notices; Manage Legal Research and ensure submission of strategic recommendations on appropriate interventions of relevant stakeholders/role players for the effective implementation of the relevant legislation; Manage staff within the Sub-Directorate; Manage consultants or external service providers engaged on specific projects within the Sub-Directorate; Compile and Provide Monthly reports; MTSF Related Quarterly Reports; Parliamentary Reports; Regional, Sub-Regional and International Conventions/Declarations to South Africa is party to relating to relevant legislation and any other reports related to relevant legislation; Scrutinize legislation related to responsibilities; Respond to parliamentary questions; Handle ad hoc tasks in line with instructions.
- ENQUIRIES APPLICATIONS** : Ms C Patrick ☎ (012) 315-1150
Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 30 August 2010
- POST 32/51** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REFERENCE: 10/65/FS**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Bloemfontein
National Diploma or Degree in Risk and Security Management or equivalent qualification; Three years relevant experience of which two (1) years is on a supervisory level; Grade A PSIRA registered; Fire fighting and prevention certificate; A valid driver's license. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations.
- DUTIES** : Perform a variety of duties related to the core functions of the security and risk management unit; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, Security Personnel, Contract Security and Physical Security Infrastructure; Ensure Implementation of security measures at courts in consultation with the Court Managers;

Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHS compliance at sub-offices within the region; Ensure the safety of all persons in the court environment; Take overall responsibility of all security operations in the region; Coordinate reports of all activities in the sub-directorate (OHS, Physical Security; Document control and Information Security) and give advice; Coordinate vetting of all personnel in the region including contractors; Conduct security risks/appraisals ensuring proper implementation of recommended measures.

ENQUIRIES : Ms M.A Luthuli ☎ (051) 407 1800.
APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300.
CLOSING DATE : 16 August 2010

POST 32/52 : **COURT MANAGER REFERENCE: 10/53/KZN**
 Re-advertisement

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

CENTRE : High Court, Durban
REQUIREMENTS : A 3-year qualification in Administration and/or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management or equivalent qualification; 3-year's managerial or supervisory experience; Knowledge and experience of the processes and procedures executed in a Court; A valid code EB driver's licence. The following will serve as strong recommendations: Knowledge of and experience in office administration; Knowledge of financial management. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy.

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

ENQUIRIES : Mr M.V. Hlatshwayo ☎ 033-345 8211
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000
CLOSING DATE : 30 August 2010

POST 32/53 : **ASSISTANT DIRECTOR: RESEARCH REFERENCE: 10/241/CS**
 Division: National Operations Centre

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

CENTRE : National Office, Pretoria
REQUIREMENTS : An appropriate three (3) years relevant tertiary qualification; At least 1 year experience in statistics, research methodologies and data analysis; A valid driver's license. Skills and Competencies: Computer literacy; Language Skills (Oral and Written); Ability to interact with information management technical systems; Interpersonal and motivating skills; Research and data analysis skills; Leadership skills; General management and Project Management skills; Ability to work under pressure.

DUTIES : Develop and conduct research in support of the department's performance improvement initiatives; Identify and propose research opportunities in support of department's performance improvement initiatives and support of JCPS cluster responsibility; Design research data collection systems and instruments to meet identified research needs; Manage and administer the research data collection instruments and methods; Collate, analyse and interpret research information/data collected; Compile reports and develop performance improvement intervention strategies; Develop criteria for the distribution of resources to courts based on international best practice and local requirements, Develop and maintain

databases/datasets containing various types of department research information. Note: Short-listed candidates will be required to undergo a computer test.

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

CLOSING DATE : 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.

POST 32/54 : **SENIOR AUDITOR: GENERAL ASSURANCE REFERENCE: 10/242/IA**
Division: Internal Audit

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

CENTRE REQUIREMENTS : National Office, Pretoria, Cluster 2

DUTIES : An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which at least one should be as a team leader; Candidates must be studying towards a relevant professional qualification; Candidates must be able to audit business research risk and assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will undergo a security clearance; A valid driver's license.

DUTIES : Provide input into the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Maintain database for audit operational activities: Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Maintaining a register of audit projects and findings and monitor implementation and adherence to audit recommendations; Maintain and update register on auditable risks; Conduct a full internal audit engagement; Coach, Lead, train and develop new team members; Review performance and provide coaching and guidance to staff; Provide support to the Internal Audit team on the TeamMate software; Maintain management information for the Internal Audit Unit; Build relationships with external auditors and other assurance providers; Promote governance

ENQUIRIES APPLICATIONS : Ms D Modibane. Tel (012) 357 1668

CLOSING DATE : Applications must state centre applying for. Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 32/55 : **ASSISTANT DIRECTOR: OPERATIONS- INLAND AND COASTAL REFERENCE: 10/246/MAS**
Division: Office Of The Chief Master

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

CENTRE REQUIREMENTS : National Office, Pretoria

DUTIES : An appropriate Legal/Commercial degree or equivalent qualification; Three years relevant experience; Knowledge of business processes demonstrated by a career track record and the operations within the Masters office or within a trust administration environment. Skills and Competencies: Managerial and supervisory skills; Project Management; Planning and organizing (including time management); Ability to interpret and apply policy; Computer literacy (MS Office); Communication skills (verbal and written); Team work orientated; Ability to work under pressure and independently.

DUTIES : Review operations of the Masters Offices throughout South Africa on an ongoing basis and to ensure uniformity and optimal service levels; Ensure regular audits processes are undertaken in order to identify problem areas, anomalies and to ensure adherence with policies; Provide professional and administrative support to offices of the Master to assist them in achieving optimal efficiency and the attainment of agreed service levels; Ensure manuals are provided to all the offices of the Masters detailing systems, procedures and processes to enable the effective training, management and uniformity of effective work processes; Assist Masters with problem issues, optimization of working and staffing practices; Undertake assignments on a regular basis for improving the productivity of the Masters offices; Review systems procedures aimed at optimizing

efficiency within the offices of the Master; Ensuring that the best business processes are undertaken and quality standards are maintained.

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

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

CLOSING DATE : 30 August 2010

POST 32/56 : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS REFERENCE: 10/ 245/ CFO**
Division: Financial Management

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

CENTRE REQUIREMENTS : National Office, Pretoria

Degree in Financial Management/Accounting or equivalent qualification; Minimum of 3 years relevant experience in a financial accounting/management environment of which one year should be at junior/middle management level; A sound knowledge of Public Finance Management Act, Treasury Regulations, the Justice Deposit Account System (JDAS), the Justice Management Information System (JMIS), advanced spreadsheet skills (will be tested) and a working knowledge of financial statements; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and accounting; Knowledge of the department of Justice and Constitutional Development and its Third Party Funds functions and services would be an advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Supervisory skills; Applied Technology skills; Budget and financial management skills; Communication and information management skills; Diversity management skills; Conflict and conflict resolution skills; Networking and building bonds skills; Planning and organizing skills; Problem solving skills; Decision making skills; Project management skills.

DUTIES : Compilation of monthly and annual financial statements on Third Party Funds; Development and maintenance of financial administration systems; Compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; The validation of TFP PPP invoices; Reporting on TPF PPP operations internally and externally; Management of administrative duties; Development and maintenance of strategies, policies and procedures; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control.

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

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

CLOSING DATE : 30 AUGUST 2010

POST 32/57 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT 2 POSTS RE-ADVERTISEMENT REFERENCE: 10/244/HR**
This is a re-advertisement, Candidates who have previously applied need not re-apply as their application will still be considered.
Division: Change Management

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

CENTRE REQUIREMENTS : National Office, Pretoria

A Bachelor's Degree or National Diploma in Human Resources or Organisational Development Management/ Services; Three years relevant experience in Organizational Development projects, including Transformation Projects(e.g. Batho Pele), Change Management, Organisational Culture; Diversity Management; Knowledge of labour legislation, including Transformation guidelines and practical application of Organisational Development and Change Management Models. A valid driver's license. Skills and Competencies: Proven Change Management/ Organisational Development Interventions Project Management skills; Research Methodology and analysis and conducting of surveys; Good analytical, writing, presentation and computer skills; Interpersonal skills and ability to write and communicate effectively with stakeholders; Ability to initiate and complete projects under tight deadlines; Relationship Building and Conflict Resolution; Computer literacy (MS Office); Counseling skills.

DUTIES : The purpose of this position is to provide professional project management support within the Directorate: Organizational Development and Design (ODD) with specific reference to change management projects: Coordinate, facilitate and implement several projects simultaneously in Organisational Change Management; Project and Contract management; Promote and market change management services; Coordinate Batho Pele Programme Coordinate research projects such as Climate Surveys, Organizational Culture Audits and Organizational behavior and recommend and facilitate implementation of interventions.

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

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 : 30 AUGUST 2010

POST 32/58 : **LEGAL SECRETARY REFERENCE: 10/253/CLO**
Division: Chief Directorate: Research

SALARY : R87 978-R103 635.The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Pretoria
Grade 12 with typing as secretarial Certificate; Knowledge of Financial Supply Chain Management and Office administration; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilizes software package effectively to type more advanced document which include table, graphs); Language skills and ability to communicate well with people at different levels and from different background; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipment.

DUTIES : Make travel and accommodation 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 machine, 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, clipping, 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 filling and retrieval system; Dealing with incoming and outgoing calls of manager.

ENQUIRIES APPLICATIONS : Mr M. Nare ☎ (012) 357 8747

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

CLOSING DATE : 30 August 2010

POST 32/59 : **SECRETARY: 2 POSTS REFERENCE: 10/ 252/CLO**
Division: Constitutional Litigation

SALARY : R87 978-R103 635.The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Pretoria
Grade 12 with typing as subject or Secretarial Certificate; Knowledge of Financial Supply Chain Management Office administration; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilizes software packages effectively to type more advanced documents which include table, graphs); Language skills and ability to communicate well with people at different levels and from different background; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

- DUTIES** : Make travel and accommodation 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 machine, 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** : Mr M. Nare ☎ (012) 357 8747
- Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 30 AUGUST 2010
- POST 32/60** : **PERSONAL ASSISTANT REFERENCE: 10/254/CLO**
Division: Litigation Officer
- SALARY** : R87 978 – R103 635 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- Grade 12 with typing as subject or Secretarial Certificate; Knowledge of Financial and administration management; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; 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; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and 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** : Mr M. Nare ☎ (012) 357 8747
- 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** : 30 August 2010

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 27 August 2010
- FOR ATTENTION** : Ms M Palare / Mr H Marakalala
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

OTHER POSTS

- POST 32/61** : **ADMINISTRATIVE OFFICER: BID ADMINISTRATION**
- SALARY** : R161 970 per annum, Level: 8
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate National Diploma / B Degree in Logistics / Procurement / Finance / Administration or equivalent qualification in related commercial studies, coupled with extensive Bid Administration experience. PLUS the following key competencies: Knowledge of: • PFMA • SCM • PPPFA and its regulations • Treasury Regulations Skills: • Numeric skills • Computer skills • Analytical & report writing skills • Planning and organizational skills Communication: • Excellent written & verbal Communication • Good interpersonal relations at all levels Creativity: • Self-driven • Problem solving capabilities • Ability to work under pressure • Analytical thinking
- DUTIES** : Ensure that approved bids are advertised and bidding documents are properly prepared. Co-ordinate and attend to briefing session / site inspections. Attend to bid closing date and check compliance on bids received. Co-ordinate and attend to bid evaluation committee (BEC). Ensure proper record keeping of evaluation process. Consolidate scores, prepare submission for the Bid Adjudication Committee and inform consult with end-user Supervise and develop staff.
- ENQUIRIES** : Mr. Tlangelani Baloyi ☎ 012 444 3025
- POST 32/62** : **ADMINISTRATIVE CLERK: ENVIRONMENT**
- SALARY** : 105 645 per annum, Level: 6
- CENTRE** : Northern Cape Region (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Matric (Grade 12) Certificate, Secretarial or Office Administration qualification coupled with experience in secretarial work/ office administration, PLUS the following key competencies: Knowledge of: • How the Public Service functions • A proven record in office administration and management • Public Financial Management Act, Planning & Budgeting Skills: • Good interpersonal relation • organisational skills • Advanced practical computer skills in Microsoft Office Suite: MS Word, Excel, Power Point, and Outlook • Ability to work as part of a team or independently • Good report writing skills Communication: • Ability to communicate well in writing & verbally in English • High level of accuracy and attention to details Creativity: • A creative, assertive and confident approach • Ability to work under pressure • Ability to work without or little supervision • Ability to use own initiative and be creative.
- DUTIES** : Manage administration of the mine environmental management sub directorate
- Update and maintain registers (Electronic and Manual) for financial provisions including Cash deposits, Bank Guarantees and Trust Funds
 - Make weekly reconciliation of all cash deposits with Sanlam Trust
 - Prepare weekly schedules for inspections for the sub directorate investigate and resolve mine environmental related problems, queries & complaints
 - Arrange meetings venues and take minutes
 - Manage the budget of the sub directorate as per the Regional allocations and perform general

revenue management including Royalty payments, Prospecting fees, etc • Consultation with relevant state departments in respect of new Environmental Management Plans received • Make travel arrangements and prepare S & T claims for MEM officials in respect of official trips approved by the Regional Manager • Assist in making sure that all paper correspondences are filled in relevant files

ENQUIRIES
NOTE

: Mr. N Ravhugoni ☎ (053) 807 1704
: Applicants should be willing to work beyond normal official hours

POST 32/63

: **ASSISTANT PRACTITIONER X2(ONE YEAR CONTRACT)**

SALARY
CENTRE

: R87 978 per annum, Level: 5
: Head Office

REQUIREMENTS

: A National Diploma in Labour Relations coupled with relevant experience PLUS the following key competencies: ☐ Knowledge of: Labour relations legislations, relevant prescripts and resolutions ☐ Skills: • ability to interpret policies and resolutions • conflict resolution skills • planning and organising skills • computer skills ☐ Communication: • Good communication skills verbal and written ☐ Creativity: • Creative and innovative thinker.

DUTIES

: Facilitate the effective implementation of disciplinary code and procedures, facilitate effective resolution of grievances. Facilitate the effective resolution of disputes. • Compile statistical reports. Provide advice to the department on labour relations Matters. Provide labour relations support

ENQUIRIES

: Ms GM Makhubele ☎ 012 444 3553

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 3 September 2010
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original *certified* copies of qualifications, Identity 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.

OTHER POSTS

- POST 32/64** : **SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS**
- SALARY** : R161 970 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An experienced person with an appropriate recognised three year Degree/Diploma (NQF level 6) in Labour Law/Labour Relations, Public Management and Administration or Human Resources • Relevant experience in and knowledge of Public Service and its Regulatory Framework, especially the extent to which it relates to Labour Relations • Operational knowledge of MS Office (Word, Excel, Outlook, PowerPoint) • Good communication and Interpersonal skills • Attention to detail (accuracy) • Experience in report writing • Good presentation skills • Ability to communicate with stakeholders, both in writing and verbally • A valid Code EB (08) driver's licence
- DUTIES** : Key Performance Areas: Conduct training in Labour Relations and management of discipline • Facilitate and handling disciplinary and grievance cases • Conducting investigations in the OPSC, advising and assisting management and staff on dispute resolution procedures • Liaise with organised labour • Representing OPSC in the Labour Relations Forums • Provide Human Resource advisory support services to staff, including Senior Managers • Manage industrial action and labour unrest, ensure proper implementation of collective agreements • Maintain database on Labour Relations matters and compile reports and submissions • Develop and review Human Resource policies.
- ENQUIRIES** : Mr SS Malema, Tel: (012) 352 1112

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	20 August 2010
<u>NOTE</u>	:	<input type="checkbox"/> A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

<u>POST 32/65</u>	:	<u>ASSISTANT DIRECTOR: AWARENESS, ADVOCACY AND OUTREACH</u> Directorate: Prevention Programmes
<u>SALARY</u>	:	R192 540 p.a.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree (or equivalent qualification) plus credible experience in prevention programmes implementation. <input type="checkbox"/> Willingness to travel. <input type="checkbox"/> It will be to the advantage of the successful candidate to be proficient in at least four official languages. <input type="checkbox"/> Experience in Marketing will be an added advantage. <input type="checkbox"/> Knowledge and experience in the HIV and AIDS field. <input type="checkbox"/> Knowledge of Prevention Programmes. Competencies needed: <input type="checkbox"/> Project management skills. <input type="checkbox"/> Policy development and analytical skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Liaison, communication, negotiation and report writing skills. <input type="checkbox"/> Computer user knowledge and experience. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to function independently.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Facilitate the development of a policy framework for youth and gender infected and affected by HIV/AIDS. <input type="checkbox"/> Facilitate the development of training packages for persons rendering services in the HIV/AIDS prevention field. <input type="checkbox"/> Implement, monitor and evaluate HIV awareness workplace programmes. <input type="checkbox"/> Develop and implement programmes for vulnerable people. <input type="checkbox"/> 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.
<u>ENQUIRIES</u>	:	Ms I Mngadi, Tel: (012) 312-7301
<u>POST 32/66</u>	:	<u>2 X PROJECT ADMINISTRATOR</u> two year contract Directorate: Systems Development
<u>SALARY</u>	:	R192 540 p.a. PLUS in lieu of benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelor's Degree in Information Systems / National Diploma or equivalent qualification PLUS sufficient experience in project administration. <input type="checkbox"/> Knowledge of public service legislative framework. Competencies needed: <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Coordination skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Presentation and facilitation skills. <input type="checkbox"/> Minutes taking and administration skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Research and analytical skills. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work independently and as part of a team. Confidence. <input type="checkbox"/> Integrity. <input type="checkbox"/> Patience. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Compliant. <input type="checkbox"/> 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 32/67 : **3 X SENIOR SYSTEM DEVELOPER**
two year contract
Directorate: Systems Development

SALARY : R192 318 p.a. 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 : Key Responsibilities: 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 32/68 : **2 X SYSTEM ADMINISTRATOR**
two year contract
Directorate: Systems Development

SALARY : R161 970 p.a. 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 32/69 : **DATABASE ADMINISTRATOR**
two year contract
Directorate: Systems Development

SALARY : R161 970 p.a. 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 32/70 : **STATE ACCOUNTANT (BOOKKEEPING)**
Directorate: Financial Administration

SALARY : R 130 425 p.a

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 32/71 : **SENIOR ACCOUNTING CLERK: PAYMENTS**
 Directorate: Financial Administration

SALARY : R105 645 p.a.
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

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria.
- FOR ATTENTION NOTE** : Ms Makgae
- : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 32/72** : **DIRECTOR: STAKEHOLDER LIAISON**
Office of the Director-General
- SALARY** : An all-inclusive remuneration package of R652 572 – R780 228 per annum (Level 13). The inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that can be structured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Pretoria
- : Appropriate three year degree or equivalent qualification (NQF.6). A minimum of 8 years appropriate experience (of which at least five years experience in high level multi stakeholder interaction within the public sector). Dynamic manager that can deliver under pressure. Thorough understanding of government policies and systems. Understanding of the performance monitoring and evaluation environment and results based management. High level of computer literacy and sound knowledge of the Microsoft Office suite of applications essential.
- DUTIES** : The Director: Stakeholder Liaison will support the Director-General in several areas. This includes liaison with a wide range of stakeholders including Parliament, national departments, provinces, municipalities, constitutional bodies, the media, and non-governmental bodies. The Director will need to make presentations on the work of the department and field questions in this regard. The Director will also be expected to represent the Director-General at certain meetings and conferences and will participate in working sessions to assist in the implementation of some of the performance monitoring and evaluation activities of the department. This work will include a fair amount of national travel.
- ENQUIRIES** : Mr Pieter Pretorius (dpme.apps2010@po.gov.za)
- CLOSING DATE** : 27 August 2010 at 16:30
- APPLICATIONS** : Must be scanned and sent by e-mail to dpme.apps2010@po.gov.za . Maximum file size 1Mb.

OTHER POST

- POST 32/73** : **SENIOR ADMIN OFFICER: SPECIAL PROJECTS UNIT, OFFICE OF THE PRESIDENT**
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification and appropriate experience in office administration. An effective administrator with strong planning and organizing skills. Knowledge of the Public Finance Management Act, Treasury regulations, procurement procedures, knowledge of travel and subsistence procedures. Good writing and verbal communication skills. Good office management skills. Ability to function both independently and as part of a team.
- DUTIES** : Facilitate the administrative functioning of the unit. Manage the administrative support functions such as procurement management, asset management, subsistence and travel procedures. Assist with budgeting, procurement and planning actions of the Chief Directorate. Make travel, accommodation and logistical arrangements for meetings.

ENQUIRIES
CLOSING DATE

Ensure smooth running and operation of the Chief Directorate. Liaise with various levels of Government.
: Mr T Koena - Tel: (012) 300 5896
: 20 August 2010

NATIONAL 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 S Pityana
- CLOSING DATE** : 27 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 32/74** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND APPOINTMENTS (NDT NDT143/2010/2010)**
- SALARY** : R192 540 per annum (Total package of R270 455 per annum) Conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors degree or equivalent qualification and/or extensive relevant experience in the recruitment field. Knowledge of the recruitment and selection process, Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, Employment Equity Act, 1998, Basic conditions of Employment Act and the Public Service regulatory and management framework. Ability to plan and organise the activities of the division. Good analytical thinking, innovativeness and creativity skills. Good communication skills, (verbal and written); good planning, supervisory and presentation skills, ability to interpret and apply policies, ability to develop new ideas that result in major changes on existing policy frameworks; computer literacy (including Excel) and knowledge of Persal. Ability to work under pressure. Willingness to work extended hours.
- DUTIES** : The successful candidate will perform the following tasks: Support effective Recruitment, Selection and Placement of competent human resources in the Department through policy development and the implementation of such policy in the Recruitment, Selection and Appointment process. Facilitate the placement and appointment of employees. Develop and implement policies on staff retention. Develop, refine and maintain databases, reports and surveys on Recruitment, Selection & Appointment practices. Support the Departmental retention strategy through the orientation of new employees. Provide overall supervision and guidance to staff.
- POST 32/75** : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT, SELECTION AND APPOINTMENTS (NDT144/2010)**
- SALARY** : R161 970 per annum (Total package of R233 364 per annum) Conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-year tertiary qualification in Human Resources Management or equivalent qualification and/or relevant experience in the recruitment and selection field. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports .ability to conduct research.. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Computer literacy, including experience in the use of Persal System. Good communication (written and verbal), organising and planning skills. Ability to work under pressure. Willingness to work extended hours.
- DUTIES** : Support the effective recruitment, selection and placement of competent human resources in the Department; Provide advice and support to line managers on the development and implementation of the Department's retention policy; Develop, refine and maintain databases, reports and surveys on recruitment, selection and placement.

<u>POST 32/76</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS, CONDITIONS OF SERVICES AND APPOINTMENTS (NDT142/2010)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum (Total package of R233 364 per annum) Conditions apply Pretoria A 3-year tertiary qualification in Human Resources Management or equivalent qualification and/or relevant experience in the area of Service Benefits, Condition of Service and Appointment. Knowledge of the Public Service Act, the Public Service Regulations, PSCBC Resolutions, BCEA and the broader public service human resources regulatory framework. Supervisory experience. Good communications skills (verbal and report writing). Ability to work under pressure and adhere to deadlines. Computer literacy and knowledge of the PERSAL system. Possession of a certificate in Persal Personnel Administration will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Administer implementation of conditions of services and service benefits such as leave, PILIR, allowances, pensions, resettlement, medical assistance, overtime, long service recognition and injury on duty. Manage the service termination process and exit interviews. Ensure policy compliance on all service benefits and conditions and appointment matters. Manage implementation of appointments, promotions, transfers, translations and relocations on PERSAL systems. Ensure the maintenance of appropriate reports and statistics relevant to the duties. Supervise and be responsible for the sub-directorate
<u>ENQUIRIES</u>	:	Ms T Mabitsi, Tel: 012 310 3292
<u>POST 32/77</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (NDT141/2010)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum (Total package of R233 364 per annum) Conditions apply Pretoria A 3-year tertiary qualification in Human Resources Management or equivalent qualification and/or relevant experience in Human Resource Development field. Ability to manage projects independently, knowledge and skills in financial management and budgeting; negotiation, and excellent communication skills, the ability to develop new ideas that result in major changes on existing policy frameworks; computer literacy (preferably Ms Office and Excel).
<u>DUTIES</u>	:	The successful applicant will perform the following: Administer the internal and external bursary scheme; Implement and administrate the recruitment, selection, appointment, contracting and exit processes for internship programmes, Coordinate induction and orientation of new employees to NDT, Coordinate the ABET programme, Monitor and evaluate the performance or impact of projects, Co-ordinate the development of policies and presentation of information sessions of human resource development issues in the department. Development and maintaining of an effective program database's and provide reliable data for Training Plans and Training Reports.
<u>POST 32/78</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (NDT140/2010)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R161 970 per annum (Total package of R233 364 per annum) Conditions apply Pretoria An appropriate tertiary qualification or equivalent qualification in Human Sciences (with a focus on skills development) plus appropriate and relevant experience in the Human Resource Development field. Ability to manage projects independently, knowledge and skills in financial management and budgeting; negotiation, and excellent communication skills, the ability to develop new ideas that result in major changes on existing policy frameworks; computer literacy (preferably Ms Office and Excel).
<u>DUTIES</u>	:	The successful applicant will perform the following: Develop and facilitate skills planning processes to compile the WSP. Facilitate and administer processes to perform Skills Audits or needs analyses to provide associated management information. Implement the WSP and adhoc training programmes/interventions. Implement an integrated senior management, middle management, supervisory development programme, consisting of multiple interventions as means to secure appropriate supply in leader and leadership competences. Coordinate SMS and MMS network sessions. Monitor, evaluate and produce management reports on skills development interventions. Co-ordinate the development of policies and presentation of information sessions of human resource

ENQUIRIES
NOTE

- development issues in the department. Development and maintaining of an effective program database's and provide reliable data for Training Plans and Training Reports.
- : Ms N Songelwa, Tel: 012 310 3480
- : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 27 August 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

MANAGEMENT ECHELON

POST 32/79 : **DIRECTOR: RESEARCH AND SPEECH WRITING**
 Office of the Minister of Water and Environmental Affairs)
 Kindly take note that the nature of appointment to this post will run concurrently with the Minister's term of Office until 30 May 2014.

SALARY : R652 572 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor's degree, equivalent or higher qualification and relevant experience; Experience in undertaking research and analysis, including speechwriting will be an advantage. Competencies: Client orientation and customer focus; Computer literacy and basic graphics skills; High level writing skills and language conduct; Diplomatic writing skills; High Level presentation packaging skills; Project management skills; Fair knowledge of international diplomacy; Proven writing and verbal communication skills; Ability to work in an environment of tight schedules and pressing deadlines; Ability to communicate well with people at different levels and from different backgrounds; The successful candidate will have to undergo security clearance and must be willing to work long hours.

DUTIES : Liaise and interact with relevant stakeholders on speeches required by the Minister; Co-ordination and consolidation of information from line function for the Ministerial speeches and the briefing notes; Writing of speeches; conducting research; plan, and integrate research activities for the Minister's speeches and engagements at all levels (National and International platforms); Facilitate and coordinate the dissemination of research results; Maintain repository of research results and package them into the acceptable speech format for the Minister; Research and collect data for the briefing notes and speeches on requested subject matter; Provide information collation and knowledge management; Unpack statistical information and make meaning out of such in a speech format.

ENQUIRIES : Ms Nchedi Maphokga-Moripe Tel (012) 336 8733/7033
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/80 : **DIRECTOR: WATER SERVICES POLICY AND STRATEGY**

SALARY : R652 572 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant three year qualification *At least three years working experience in the water or municipal services sector at a management level*Management skills in terms of people, budgets and projects are essential*Sound knowledge of policy strategy development process*Ability to interpret and apply policy and legislation*Knowledge of the water sector and local government legislation e.g Municipal System & Structures Act, Water Services Act and national Water Act*Ability to adapt to changing environment *Excellent verbal and written communication skills, including public speaking and report writing*Ability to interact with the local government politicians and officials on a strategic level*Computer skills, including MS Power point, Excel and Word *The ability to work independently * Willingness to travel and work irregular hours* A valid drivers license.

DUTIES : The successful candidate will be a self-motivated individual who will lead the Water Services Policy & Strategy Directorate. The Incumbent will be located at Head Office in Pretoria Central where he/she will be responsible for the following work related areas: *Interact and co-ordinate with the sector partners and stakeholders processes to develop policies, strategies and guidelines e.g. The review of the Water Services Act * Manage the staff as well as the budget for the Directorate * Management of professional service providers as may be required.*Managing required public consultation and participation processes*Assess and analyze the performance of the sector as per identified areas * Support the Department's Regional Offices with related policy and guidelines *Engage with the key government officials on strategic policy matters* Ensure interface /linkages between water services and water resources *Responding to enquiries such as ministerial enquiries ,parliamentary questions etc on time*Input into the Strategic Plan of the Department as well as develop the Annual Report and Business Plan for the Directorate.

ENQUIRIES : Mr Helgard Muller at 012-336 6567

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

FOR ATTENTION : Ms T Bapela

POST 32/81 : **CHIEF ENGINEER GRADE B (MECHANICAL MAINTENANCE)**
Directorate: Strategic Asset Management)

SALARY : R615 417 per annum, all inclusive package.

CENTRE : Pretoria

REQUIREMENTS : • Engineering degree (B Eng/ B.Sc. (Eng) • Nine years post qualification engineering experience in the relevant field pertinent to the specific post required as a professional engineer. • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineer. Thorough and proven knowledge of mechanical system operations and maintenance, standards of design and refurbishment. Demonstrate proven ability to work independently and Developed leadership and management skills. Good written and oral communication skills. Thorough knowledge of operation and maintenance of pump stations, pipelines and dams and relevant standards of design, installation, refurbishment and repair. Thorough and proven knowledge of mechanical system operations, corrosion protection technology, current standards and proven best practices and maintenance in this field Thorough proven knowledge of inspection procedures and quality systems of Plant and Equipment with respect to corrosion protection mechanical refurbishment and repair The candidate may be subjected to a written and/or verbal test to determine his/her suitability for this engineering environment.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Evaluate new designs and provide practical solutions to enhance its maintainability. Provide expert advice to operations entities with reference to the operations and maintenance of corrosion protection and mechanical plant Project and Office management and budget planning Research and development. Human capital development and staff management.

ENQUIRIES : Mr. V.W. Kohlmeier , Tel: (012) 336- 8021

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

FOR ATTENTION : Ms T Bapela

POST 32/82 : **CHIEF ENGINEER GRADE B (ELECTRICAL)**
Directorate: Strategic Asset Management)

SALARY : R615 417 per annum, all inclusive package.

CENTRE : Pretoria

REQUIREMENTS : Engineering degree (B Eng/ B.Sc. (Eng) • Nine years post qualification engineering experience in the relevant field pertinent to the specific post required as a professional engineer. • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineer. The following will serve as recommendations for appointment: Thorough and proven knowledge of electrical system operations and maintenance. Demonstrate proven ability to work independently and Developed leadership and management skills. Good written and oral communication skills. The candidate may be subjected to a

written and/or verbal test to determine his/her suitability for this civil engineering environment.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.

ENQUIRIES : Mr. L.R.J. Erasmus Tel (012) 336 8235

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

FOR ATTENTION : Ms T Bapela

OTHER POSTS

POST 32/83 : **SPECIALIST SCIENTIST**

SALARY : R606 321 (all inclusive package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate PhD in Science or equivalent qualification in Fluvial Geomorphology; Surface Water Hydrology or Hydraulics; Earth Sciences; Water Resources Management/Engineering; or related Aquatic or Natural Sciences. Proven 10 years relevant scientific experience after BSc qualification. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid Code EB driver's licence. Willingness to travel and work irregular hours. Excellent communication, reporting, presentation and computer skills. Ability to resolve problems, conflict resolution and work under pressure. Sound and proven planning and project management and associated contract and budget management skills. Ability to think creatively and take initiative. Sound interpersonal skills and the ability to work and related with associated professional fields in a multidisciplinary team. Recommendations: Sound knowledge and understanding of water and environmental legislation and related policies, principles, guidelines, tools and procedures. Sound knowledge and proven experience in water resource management and protection and instream water use activities and authorisations. Proven additional studies and experience in resource quality management, fluvial geomorphology, geohydrology, hydrology, hydraulics and/or water quality. Proven experience in wetland and river rehabilitation, storm water management and environmental best management practices. Sound knowledge of integrated environmental management and associated environmental tools. Demonstrated application and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures.

DUTIES : The successful incumbent will be responsible for: Development and implementation of protocols for the implementation of the NWA (Chapter 3 and 4) to ensure sustainable use and protection of water resources. Formulate policy and implementation of policy documents, guidelines, procedures, strategies and protocols in the fields of in-stream water use authorisations and integrated environmental management. Apply and evaluate in-stream water use authorisations and environmental assessment and management tools, reports and plans. Ensure compliance to water and environmental legislation and align and optimise environmental management processes/tools/systems as required by law. Provide scientific and technical support for both environmental impact management and water resource management to the department and external stakeholders. Lead scientific concepts and agreements with departmental directorates and other stakeholders in the implementation of integrated water resources management functions and in-stream water use requirements and authorisations. Mentor and train departmental personnel and stakeholders on in-stream water use authorisations and resource quality management.

ENQUIRIES : Ms Valerie du Plessis, tel. (012) 336-8679 or Mr Charles M'Marete, tel. (012) 336-8806.

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

FOR ATTENTION : Ms T Bapela

POST 32/84 : **CHIEF ENGINEER GRADE A (ELECTRICAL)**
Directorate: Strategic Asset Management

SALARY : R507 114 per annum, all inclusive package.

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/ B.Sc. (Eng) • Six years post qualification engineering experience in the relevant field pertinent to the specific post required as a professional engineer. • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineer. The following will serve as recommendations for appointment: Thorough and proven knowledge of electrical system operations and maintenance. Demonstrate proven ability to work independently and Developed leadership and management skills. Good written and oral communication skills. The candidate may be subjected to a written and/or verbal test to determine his/her suitability for this civil engineering environment.
<u>DUTIES</u>	:	The incumbent's key result areas will include the following in the functional area specific to the post: Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.
<u>ENQUIRIES</u>	:	Mr. L.R.J. Erasmus Tel (012) 336 8235
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/85</u>	:	<u>ENGINEER (PRODUCTION) (GRADE C) (MECHANICAL MAINTENANCE) 1 POST</u> Directorate: Strategic Asset Management
<u>SALARY</u>	:	R450 174 – R 530 280 per annum (All-inclusive package) (Offer base on proven years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	• Engineering degree (B Eng/ B.Sc. (Eng) • 26 years post qualification engineering experience, particularly in the maintenance of mechanical equipment. Registration with ECSA as a professional engineer. • Valid driver's license. Thorough and proven knowledge of mechanical system operations and maintenance. Demonstrate proven ability to work independently and Developed leadership and management skills. Good written and oral communication skills. Thorough proven knowledge of inspection procedures and quality systems of Plant and Equipment with respect to mechanical fabrication / repair and corrosion protection. Thorough knowledge, operation and maintenance and relevant standards of design, installation, refurbishment and repair of pump stations, pipelines and dams. Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology, current standards and proven best practices in this field. Applicants may be subjected to a verbal and/or written test to prove their suitability to work in this specific Mechanical Maintenance environment.
<u>DUTIES</u>	:	The incumbent's key result areas will include the following in the functional area specific to the post: Engineering design and plant refurbishment to improve effective operation. Evaluation of plant performance, analysis effectiveness and improvement of plant efficiency. Maintenance and refurbishment of plant to improve operational effectiveness. People and project administration. Budget and Financial Planning and Estimation.
<u>ENQUIRIES</u>	:	Mr. V.W. Kohlmeyer Tel (012) 336 8021
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/86</u>	:	<u>DEPUTY DIRECTOR: CAPACITY BUILDING AND SUPPORT)</u>
<u>SALARY</u>	:	R378 456 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the field of Development or Social Sciences or Humanities supplemented by at least 5 years extensive appropriate experience in the local government or water sector environment. Sound knowledge of MS office and related programs, viz word, excel and PowerPoint. Ability and willingness to travel extensively and work away from the office for extended period. Leadership competence including skills in co-ordination, facilitation, report writing, and networking. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act, Strategic Framework for Water Services and Institutional Development aspects or Capacity building aspects. A good Understanding of the Public Finance Management Act and its regulations, Division of Revenue Act and other Public Services prescripts and its requirements. Good written and verbal communication skills, Problem-solving, negotiation and interpersonal skills. Must be supportive, motivated,

innovative and self-confident. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's license.

DUTIES : Strategic Management of support to Water Services Authorities (WSAs) and other Water Services Institutions (WSIs) within the province. Develop, co-ordinate and align Water Sector trainings and capacity building to WSAs and other WSIs. Drive and facilitate the development of municipal support plans and thereby manage the implementation of the plans in the water sector. Co-ordination and facilitation of the development and implementation of Water Services Capacity Business Plans or any other capacity Plans for the WSAs in the province. Provide leadership, guidance and support in the water services delivery mechanisms of the province. Develop strategies and plans that promote collaborative approach in the water sector. Promote and participate in the intergovernmental relations structures and programmes of the province. Promote working together and liaising with other Governments and private institutions in coordination of the water sector capacity building and training programmes to municipalities. Programme management. Human resources management and skills development in the unit. Financial management in the programme as well general operations.

ENQUIRIES APPLICATIONS : Mr G.P. Mbambisa, Tel: (043) 604 5407

: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town. 5600 or hand deliver at 2 Hargreaves Avenue, King William's Town, Room 127.

FOR ATTENTION : Mr c Gqomfa

POST 32/87 : **DEPUTY DIRECTOR: GENERAL LEDGER (WTE)**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R378 456 per annum (All inclusive salary package)
: Pretoria
: A Bcom Degree or equivalent qualifications with appropriate experience. Knowledge and understanding of SAP, IFRS, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.

DUTIES : Authorize payments generated through Purchase Order and Sundry Payments and update payment files. Maintain and update the vendor master. Authorise new vendors on Safety Web and SAP. Update and maintain vendor in cases of address changes, new bank details, etc. Execute payment runs in terms of the cash Management Process. Run monthly vendor reports and clear GR/IR accounts. Follow-up and clear unpaid accounts received back from Bankserv. Ensure that accounts payable in the operational and regional offices comply with GAAP, VAT regulations and with the WTE accounts payable policies and procedures. Submit monthly reports to Deputy Director on status of the vendor master data payments. Manage subordinates key performance areas by setting and monitoring business processes, policies and procedures are implemented; Ensure General Ledger transactions are recorded timeously, accurately and complete. Ensure internal controls are effective. Ensure staff debt is managed properly. Contribute to the preparations of Annual Financial Statements. Cash Management. Monitor chart of accounts. Prepare bank and cash reconciliations. Ensure that month-end and year end procedures are performed. Train and lead juniors. Management of trial balance and monitoring of accounts. Complete Audit Financial Statements on National Treasury template.

ENQUIRIES APPLICATIONS : Ms N Gama Tel: (012) 336-6893

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

FOR ATTENTION : Ms T Bapela

POST 32/88 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT (WTE)**
Directorate Financial Accounting

SALARY CENTRE REQUIREMENTS : R378 456 per annum (All inclusive salary package)
: Pretoria
: A Bcom Degree or equivalent qualifications with appropriate experience. Knowledge and understanding of SAP, IFRS, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.

<u>DUTIES</u>	:	Coordinate and consolidate sub-directorate reports. Ensure compliance with the minimum financial performance indicators. Monitor performance against business plan targets. Provide support to the regions. Monitor interface accounts.
<u>ENQUIRIES</u>	:	Ms N Gama Tel: (012) 336-6893
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/89</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (FINANCIAL CONTROL AND ACCOUNTING)</u>
<u>SALARY</u>	:	R378 456 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate B Degree/National Diploma or equivalent qualification. Broad knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act/Regulations, HR Policies and Related Prescripts, BAS (Basic Accounting System), Persal, LOGIS (Logistical Information System) and Safety net. Understanding of the Government cluster system related to administrative processes. Demonstrate previous experience of working at high level/executive environment. Special requirements (skills needed): Financial statement skills. Well-developed communication (listening, writing and ability to interface and communicate at all levels), facilitation, conflict resolution, organisational alertness, interpersonal relations, problem solving, time management, mental alertness, coping, reasoning, mathematical, innovative thinking and analytical skills. Computer literate (MS Word, MS Excel and PowerPoint). Excellence orientated, customer focus and orientation, integrity, commitment, effective report writing. Security clearance.
<u>DUTIES</u>	:	Facilitate productive relations with the CFO's constituents (clients and staff) by means of purposeful correspondence and meetings. Determine from templates and guidelines received from the National Treasury what type of information must be requested from other branches/chief directorates/directorates/regions for the compilation of the relevant statements, notes and annexures. Compile a planning schedule and collate information received with regard to the different duties to be performed and information required for the compilation of the interim and annual financial statements. Test the Treasury Financial Template problems regarding faulty formulae short comings in wordings and arrange meetings with National Treasury to rectify or clear problems. Prepare for preliminary closure of books to ensure that control accounts and suspense accounts were dealt with according to BAS notices issued by National Treasury. Ensure closure of System on specific dates as determined by National Treasury. Download of the closure Trial Balance on an Excel spreadsheet. Import of closure Trial Balance in template for the current year. Complete all disclosure notes and annexures with information that was requested. Clear Exception report to ensure that all items have been attended to. Ensure that sufficient arrangements are in place for the compilation of the WORD Template and that it is balancing/correlate with the Excel template. Update the Excel and Word template with all changes suggested (approved) by the Auditors and approved recommendations from other official's. Compile a summary of all the changes that were made in the financial statements with references. Compile a summary of all adjustment journals and compile a after Trial Balance on Excel to show the effect of the journals. Submit a Hard Copy of the AFS to the Accounting Officer for signature. Submission of unaudited AFS/IFS (Soft copy and Hard copy) to National Treasury and the Auditor General. Answering of all audit Queries regarding financial template issues. Compile a post preparation report to highlight the shortcomings identified during the preparation of the financial statements. Ensure that all transactions are supported by authentic, verifiable source documents and indicating the approved accounting allocation. All deposits and receipts have been recorded and reconciled. Revenue has been paid timeously to National Revenue Fund. All cheques/EBT's/BCT's have been recorded in general ledger. Bank adjustment/exception accounts has been reconciled. All Bank reconciliations have been performed and reconciling items cleared. EFT control account has been reconciled. All journals have been recorded and authorised on the financial system. All interfaces for the month have been taken place and reconciled. Monthly reconciliation of all control and suspense accounts is performed. Reports are provided to the CFO about uncleared items on a monthly basis. To comply to the stipulations of TR par 17.1. Maintain ledger accounts for the vote of the Department, including the production of a trial balance. Manage the reconciliation of the Bank (PMG) account. Request bank statements on Safety net. Ensure that the

prescribe accounts are zero prior to closure and authorise month closure. Follow up outstanding transactions. Log calls related to the section at BAS help desk. Manage and authorise Credit Transfer payments. Manage the maintenance of financial batches. Manage the safekeeping of reserve stock of face value forms. Supervising and authorise work that's been done in the section. (authorise journals, entities & disbursements). Management of Entity Control. Manage resources within the component. Requesting off voted funds limited to what was appropriated. Requesting of Donor funds as and when required. Submission of Annual Report to graphical designers for outlay and printing. Proof reading draft Annual Report and ensure that Word and Excel template information are identical/correlating. Submission of audited Financial Statements together with audit report to National Treasury before or on 31 Augustus.

- ENQUIRIES APPLICATIONS** : Mr. P. Botha, (012) 336 7647
- FOR ATTENTION** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
Ms T Bapela
- POST 32/90** : **DEPUTY DIRECTOR: EXTERNAL AUDIT (WTE)**
Directorate Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R378 456 per annum (All inclusive salary package)
Pretoria
A Bcom Degree or equivalent qualifications with appropriate experience. Knowledge and understanding of SAP, IFRS, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.
- DUTIES** : Liaising with internal and external auditors on audit matters. Address audit queries. Communicating to management on matters relating to external auditors. Liaise with the internal audit function. Ensure implementation of the audit action plan. Ensure compliance with strategic audit plan. Prepare input into audit committee pack. Participate in all audit steer committee meetings and implement resolutions.
- ENQUIRIES APPLICATIONS** : Ms N Gama Tel: (012) 336-6893
- FOR ATTENTION** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
Ms T Bapela
- POST 32/91** : **ENGINEER (PRODUCTION) (GRADE A) (MECHANICAL MAINTENANCE)**
Directorate: Strategic Asset Management
- SALARY CENTRE REQUIREMENTS** : R345 897 per annum (All-inclusive package)
Pretoria
• Engineering degree (B Eng/ B.Sc. (Eng) • Three years post qualification engineering experience, particularly in the maintenance of mechanical equipment • Valid driver's license. Thorough and proven knowledge of mechanical system operations and maintenance. Demonstrate proven ability to work independently and Developed leadership and management skills. Good written and oral communication skills. Thorough proven knowledge of inspection procedures and quality systems of Plant and Equipment with respect to mechanical fabrication / repair and corrosion protection. Thorough knowledge, operation and maintenance and relevant standards of design, installation, refurbishment and repair of pump stations, pipelines and dams. Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology, current standards and proven best practices in this field. Applicants may be subjected to a verbal and/or written test to prove their suitability to work in this specific Mechanical Maintenance environment.
- DUTIES** : The incumbent's key result areas will include the following in the functional area specific to the post: Engineering design and plant refurbishment to improve effective operation. Evaluation of plant performance, analysis effectiveness and improvement of plant efficiency. Maintenance and refurbishment of plant to improve operational effectiveness. People and project administration. Budget and Financial Planning and Estimation.
- ENQUIRIES APPLICATIONS** : Mr. V.W. Kohlmeier Tel (012) 336 8021
- FOR ATTENTION** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/92 : **ENGINEER (PRODUCTION) (GRADE A – C) (ELECTRICAL MAINTENANCE) 2 POSTS**
 Directorate: Strategic Asset Management

SALARY : R345 897 – R530 280 per annum (All inclusive package), offer based on proven years of experience after registration.

CENTRE REQUIREMENTS : Pretoria
 • Engineering degree (B Eng/ B.Sc. (Eng) • Three years post qualification engineering experience, particularly in the maintenance of electrical equipment (HV, MV and LV switchgear, motors, actuators etc.)_Registration with ECSA as a professional engineer • Valid driver's license. The following will serve as recommendations: Developed leadership and management skills; Thorough and proven knowledge of current standards and practices with reference to the maintenance of electric installations; Knowledge of environmental and legal requirements, and the ability to work independently. Applicants may be subjected to a verbal and/or written test to prove their suitability to work in this specific Electrical Maintenance environment.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Evaluate new designs and provide practical solutions to enhance its maintainability. Provide expert advice to operations entities with reference to the operation and maintenance of electrical plant. Human capital development. Office administration and budget planning. Research and development.

ENQUIRIES APPLICATIONS : Mr. L.R.J. Erasmus Tel (012) 336 82351
 Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/93 : **ENGINEER (PRODUCTION) (GRADE A – C) (ELECTRONIC MAINTENANCE)**
 Directorate: Strategic Asset Management

SALARY : R345 897 –R530 280 per annum (All-inclusive package) (Offer based on proven years of experience after registration)

CENTRE REQUIREMENTS : Pretoria
 • Engineering degree (B Eng/ B.Sc. (Eng) • Three years post qualification engineering experience, particularly in the maintenance of electronic equipment (instruments, monitoring, control and communications systems etc.) Registration with ECSA as a professional engineer• The following will serve as recommendations: Developed leadership and management skills; Thorough and proven knowledge of current standards and practices with reference to the maintenance of electronic installations; Knowledge of environmental and legal requirements. Applicants may be subjected to a verbal and/or written test to prove their suitability to work in this specific Electronic Maintenance environment.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Evaluate new designs and provide practical solutions to enhance its maintainability. Provide expert advice to operations entities with reference to the operation and maintenance of electronic plant. Human capital development. Office administration and budget planning. Research and development.

ENQUIRIES APPLICATIONS : Mr. L.R.J. Erasmus Tel (012) 336 8235
 Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/94 : **SCIENTIST (PRODUCTION) GRADE A-C (8 POSTS)**
 Directorate: Reserve Requirements

SALARY : R298 053 –R456 921 per annum (All inclusive package); offer based on proven years of experience.

CENTRE REQUIREMENTS : Pretoria
 Science degree (BSc Hon) or equivalent qualification. Compulsory registration with SACNASP as a Professional Scientist. Three years post qualification experience. Valid drivers license.

DUTIES : Develop and implement methodologies, policies, systems and procedures for Reserve determinations for ground or surface water:-identify and consolidate needs for methodologies, policies, systems and procedures; identify gaps and develop appropriate interventions; monitor and evaluate programme performance; and perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice on Reserve determinations:-Develop working relations with client base; Create public awareness of the science system; Provide scientific data, information and advice to give effect to Chapter 3 of the NWA; To perform scientific analysis and regulatory functions:-Conduct analysis of scientific data; Gather and interpret data, evaluate results and disseminate information; Apply appropriate scientific models to generate information and knowledge; Formulate proposals and compile reports; Develop and customize scientific models and techniques. Research and development:- Continuous professional development to keep up with new technologies and procedures; Determine (update) the Reserve (quantity and Quality) in significant ground or surface water resources, both ad hoc and comprehensive Reserve determinations. Conduct basic and applied research; Research/literature studies to improve expertise; and Liaise with relevant bodies/councils on science-related matters. Human capital development:- Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; and Manage the performance and development of staff.

ENQUIRIES APPLICATIONS : Mr Y Atwaru, tel. (012) 336 7816

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

FOR ATTENTION : Ms T Bapela

POST 32/95 : **SCIENTIST GRADE A, B & C (DIRECTORATE: WATER RESOURCE CLASSIFICATION) 3 POSTS**

SALARY : R298 052 – R 456 921 all inclusive per annum (Offer based on proven years of experience)

CENTRE REQUIREMENTS : Pretoria

: A Science degree (BSc Hon) or equivalent qualification in Aquatic Sciences, Environmental Management, Hydrology. Compulsory registration with the SACNASP as a professional scientist. 3 – 5 years post-qualification experience in the field of Resource Directed Measures. A valid Code 08 driver's licence is also a requirement.

DUTIES : Develop and implement methodologies, policies, systems and procedures for the National Classification System and the guidelines for the determination of resource classes:-identify and consolidate needs for methodologies, policies, systems and procedures; identify gaps and develop appropriate interventions; monitor and evaluate programme performance; and perform scientific functions that require interpretation in the absence of an established framework. Determining of the class of significant water resources, both ad hoc and comprehensive class determinations; Provide scientific support and advice on the classification of water resources:-Develop working relations with client base; Create public awareness of the science system; Provide scientific data, information and advice to give effect to Chapter 3 of the NWA; To perform scientific analysis and regulatory functions:-Conduct analysis of scientific data; Gather and interpret data, evaluate results and disseminate information; Apply appropriate scientific models to generate information and knowledge; Formulate proposals and compile reports; Develop and customize scientific models and techniques. Develop the necessary classification infrastructure and support. Research and development:- Continuous professional development to keep up with new technologies and procedures; Conduct basic and applied research; Research/literature studies to improve expertise; and Liaise with relevant bodies/councils on science-related matters. Human capital development:- Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; and Manage the performance and development of staff.

ENQUIRIES APPLICATIONS : Ms S Naidoo, tel. (012) 336-6707

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

FOR ATTENTION : Ms T Bapela

<u>POST 32/96</u>	:	<u>SCIENTIST GRADE A-C (DIRECTORATE: RESOURCE DIRECTED MEASURES COMPLIANCE) 7 POSTS</u>
<u>SALARY</u>	:	R298 052 – R 456 921 all inclusive per annum (Offer based on proven years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Science degree (BSc Hon) or equivalent qualification in Aquatic Sciences, Environmental Management, Hydrology. Compulsory registration with the SACNASP. 3 – 5 years post-qualification experience in the field of Resource Directed Measures. A valid Code 08 driver's licence is also a requirement.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures for Resource Quality Objectives of water resources:-identify and consolidate needs for methodologies, policies, systems and procedures; identify gaps and develop appropriate interventions; monitor and evaluate programme performance; and perform scientific functions that require interpretation in the absence of an established framework. Determining the protection of water resources in terms of the resource quality objectives of significant water resources; Provide scientific support and advice on Resource Quality Objectives:-Develop working relations with client base; Create public awareness of the science system; Provide scientific data, information and advice to give effect to Chapter 3 of the NWA; To perform scientific analysis and regulatory functions:-Conduct analysis of scientific data; Gather and interpret data, evaluate results and disseminate information; Apply appropriate scientific models to generate information and knowledge; Formulate proposals and compile reports; Develop and customize scientific models and techniques. Develop the necessary Resource Quality Audit and Technical support. Research and development:- Continuous professional development to keep up with new technologies and procedures; Conduct basic and applied research; Research/literature studies to improve expertise; and Liaise with relevant bodies/councils on science-related matters. Ensure the RDM for resource protection and sustainable water-use studies will produce a workable methodology, which will be widely accepted and then duplicated throughout all 19 WMAS, to support Integrated Water Resources Management; Human capital development:- Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; and Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	Ms N Mohapi, tel. (012) 336-8234
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/97</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A-B (1X INDUSTRIES AGRICULTURE; 1X SOURCE COORDINATION</u> Directorate: Resource Protection and Waste
<u>SALARY</u>	:	R238 551 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised four-year tertiary qualification in Natural Sciences or equivalent qualifications in one of the following:- Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Earth science, Water resource Engineering / Geo-hydrology/ or an appropriate degree in Civil or Chemical Engineering. Essential Knowledge, Skills & Competencies: Four years experience in water quality management or a related field; Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act,1998 (Act 36 of 1998) – NWA and the National Environmental Management Act,1998 (Act 107 of 1998) – NEMA together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring; and other relevant legislation such as the Minerals and Petroleum Resources Development Act (Act 28 of 2002), Environmental Conservation Act,1989 (Act 74 of 1989), and agricultural related legislation. Thorough knowledge and understanding of the: principles of Integrated Water Resources Management (IWRM) and their application at catchment levels; key water use sectors in relation to water quality approaches, standards, best practices, key

performance indicators; Knowledge of key departmental programmes such as: Water Allocation Reform (WAR); Water for Growth and Development (WfGD), Waste Discharge Charge System, etc. Sound knowledge and understanding of water quality management in the department's regional and national offices; Sound knowledge and experience in water use compliance monitoring and enforcement; Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit/licence applications; Environmental Management Programmes and Impact Assessments Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement; Excellent communication skills including: verbal, report writing, presentation and computer skills as well as innovative thinking and analytical/problem-solving skills; Sound strategic planning and project management skills; proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment); proven experience in procurement and management of contracts, PSPs and associated budgets; Sound interpersonal; conflict resolution and leadership skills; Clear understanding of transformation in the Public Service Willingness to work abnormal hours and under pressure as well as travelling country-wide; A valid Code 8 (EB) driver's licence.

DUTIES

: Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998(Act 36 of 1998), and other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices; Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislations, policies, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences; Be involved in the management of projects relevant to the management of water resources initiated by the Department; Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resources, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.

**ENQUIRIES
APPLICATIONS**

: Mr W Mosefowa Tel: (012) 336-7541
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION

: Ms T Bapela

POST 32/98

: **CONTROL ENVIRONMENTAL OFFICER GRADE A-B**
 Directorate: Resource Protection and Waste

**SALARY
CENTRE
REQUIREMENTS**

: R238 551 per annum
 : Pretoria
 : An appropriate and recognised three-year tertiary qualification in a relevant field such as Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Biological Science / Geo-hydrology/ or an appropriate degree in Civil or Chemical Engineering. At least 5 years experience in water quality management; Sound knowledge of integrated water resource management and water resource protection. Clear understanding of industrial water use impact management and hazardous waste management. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act, 1998 (Act 36 of 1998) – NWA and the Water Act (Act 54 of 1956); the National Environmental Management Act (Act 107 of 1998) – NEMA; the NEMA Amendment Bill (Bill 36 of 2007); the Minerals and Petroleum Resources Development Act (Act 28 of 2002) together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring; Proven practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit/licence applications; Sufficient human management skills and experience; Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement; Excellent communication skills including: verbal, report writing, presentation and ICT skills; Sound interpersonal skills as well as ability to work in a multidisciplinary team Clear understanding of human resources management and development policies. Knowledge of the budgeting process and transformation in the public sector;

Willingness to work abnormal hours and under pressure as well as travelling country-wide; A valid Code 8 (EB) driver's licence.

DUTIES : Lead and supervise the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998 (Act 36 of 1998) and other Departmental policies and strategies. Provide guidance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Give guidance in the implementation of policy and strategies through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices; Provide specialist input into, and supervise the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences; Be involved in the management of projects relevant to the management of water resources management initiated by the Department; Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO's, local, provincial and national government.

ENQUIRIES : Willy Mosefowa Tel: (012) 336-7541

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

FOR ATTENTION : Ms T Bapela

POST 32/99 : **ENGINEERING TECHNOLOGIST (PRODUCTION) (GRADE C) (MECHANICAL MAINTENANCE)**
Directorate: Strategic Asset Management MM

SALARY : R228 132 - R268 278 per annum (Offer based on proven years of experience)

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Engineering • 26 years post qualification relevant technical experience, particularly in the field of the maintenance of mechanical systems • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician • Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology, current standards and proven best practices in this field. Thorough knowledge of pump station and pipeline operation and maintenance and relevant standards of design, installation, refurbishment and repair. Thorough proven knowledge of inspection procedures and quality systems involving mechanical fabrication / repair and corrosion protection. Demonstrate proven ability to work independently. Good knowledge and control of AutoCAD or Inventor Drafting / design programmes. Good written and oral communication skills. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a Mechanical Maintenance environment.

DUTIES : The successful candidate will take charge of an office supporting operations entities to maintain their instrumentation, and control systems. The incumbent's key result areas will include the following in the functional area specific to the post: Testing and Evaluation of plant performance, analysis effectiveness and improvement of plant efficiency. Inspection, Maintenance, Refurbishment and Repair of plant on pump stations, pipe lines and dams Redesign and refurbishment of plant to improve operation and service life Manage administrative and related functions Staff training and development in maintenance and operation.

ENQUIRIES : Mr. V.W. Kohlmeyer Tel (012) 336 8021

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

FOR ATTENTION : Ms T Bapela

POST 32/100 : **CONTROL ENGINEERING TECHNICIAN (PRODUCTION) (GRADE A) (MECHANICAL MAINTENANCE)**
Directorate: Strategic Asset Management MM

SALARY : R218 166 per annum

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	National Diploma in Engineering • Nine years post qualification relevant technical experience, particularly in the field of the maintenance of mechanical systems • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician• Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology, current standards and proven best practices in this field. Thorough knowledge of pump station and pipeline operation and maintenance and relevant standards of design, installation, refurbishment and repair. Thorough proven knowledge of inspection procedures and quality systems involving mechanical fabrication / repair and corrosion protection. Demonstrate proven ability to work independently. Good knowledge and control of AutoCAD or Inventor Drafting / design programmes. Good written and oral communication skills. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a Mechanical Maintenance environment.
<u>DUTIES</u>	:	The successful candidate will take charge of an office supporting operations entities to maintain their instrumentation, and control systems. The incumbent's key result areas will include the following in the functional area specific to the post: Testing and Evaluation of plant performance, analysis effectiveness and improvement of plant efficiency. Inspection, Maintenance, Refurbishment and Repair of plant on pump stations, pipe lines and dams Redesign and refurbishment of plant to improve operation and service life Manage administrative and related functions Staff training and development in maintenance and operation.
<u>ENQUIRIES</u>	:	Mr. V.W. Kohlmeyer Tel (012) 336 8021
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/102</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A: CIVIL</u>
<u>SALARY</u>	:	R218 166 plus benefits
<u>CENTRE</u>	:	NWRI-Eastern Operations: Midmar Area Office (KZN)
<u>REQUIREMENTS</u>	:	An appropriate recognized three year National Diploma or equivalent qualification as prescribed in the Engineering Profession Act (Act 46 of 2000), Registration as Engineering technician in terms of the Engineering Council of South Africa. A valid Code EB driver's license. A minimum of 6 years relevant post registration with ECSA experience. Recommendations: Project management. Good written and verbal communication skills. Computer literacy preferably in MS Excel, MS Word and MS PowerPoint. Good leadership qualities. Knowledge of the Occupational Health and Safety Act. Willing to travel extensively and work extended hours when required. Analytical and able to work independently and to compile technical reports; thorough and proven knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulics structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications, basic electronics and instrumentation; knowledge of construction techniques as well as environmental and legal aspects; and the ability to work independently. Sound knowledge in relation to Human Resource management and departmental administration and procurement policies and procedures. Physical fitness.
<u>DUTIES</u>	:	The incumbent of the post will be responsible for identification, planning, designing and managing remedial works to existing dams with due consideration to the environment; dam safety monitoring and processing of data; performing behaviour analyses of dams; performing structural analyses of dams and water-related works; supervising rehabilitation of structure, including dams and water-related works; executing geodetic surveys and processing data; the administration of contracts; compiling and evaluating tender documents; drafting and updating of technical specifications; and liaison and consultation with related professions, contractor and interact with consulting engineers.
<u>ENQUIRIES</u>	:	Mr. D.F. Brune Tel 033 239 1900.
<u>NOTE</u>	:	Candidates may subjected to a skills and knowledge test
<u>APPLICATIONS</u>	:	The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290
<u>FOR ATTENTION</u>	:	Mr. L. Hlela (Human Resource)
<u>POST 32/103</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (GRADE A) (ELECTRICAL) (DIRECTORATE: STRATEGIC ASSET MANAGEMENT EM) [1 POSTS]</u>
<u>SALARY</u>	:	R218 166 per annum

<u>CENTRE REQUIREMENTS</u>	:	Standerton
	:	<ul style="list-style-type: none"> • National Diploma in Engineering • six years post qualification relevant technical experience, particularly in the field of the maintenance of electric and electronic systems • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician• Thorough and proven knowledge of electronic communication and control systems operations and maintenance, current standards and proven best practices in this field (e.g. Telemetry) • the ability to work independently Applicants may be subjected to a verbal and/or written test to prove their ability to work in an Electrical Maintenance environment.
<u>DUTIES</u>	:	The successful candidate will take charge of an office supporting operations entities to maintain their instrumentation, electronic monitoring and control systems. Management of Engineering Technicians and the training of junior technical and other staff as appropriate, also form part of the duties of this post. The incumbent's key result areas will include the following in the functional area specific to the post: Manage technical services. Manage administrative and related functions. Research and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L.R.J.Erasmus Tel (012) 336 8235
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 32/104</u>	:	<u>ENVIRONMENT OFFICERS (SPECIALIST PRODUCTION) FIVE POSTS</u> (1x Industries; 1x Local Government; 1x Agriculture; 1x Source Coordination; 1x Mines) Directorate: Resource Protection and Waste
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 671 per annum
	:	Pretoria
	:	An appropriate, recognised four-year tertiary qualification in Natural Sciences or equivalent qualifications in one of the following:- Chemistry / Biochemistry / Microbiology / Water Utilisation / Environmental Science / Earth science, Water resource Engineering / Geo-hydrology/ or an appropriate degree in Civil or Chemical Engineering. Essential Knowledge, Skills & Competencies: Three years experience in water quality management or a related field (can include post graduate research); Knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act,1998 (Act 36 of 1998) – NWA and the National Environmental Management Act,1998 (Act 107 of 1998) – NEMA together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring; Knowledge and understanding of the: principles of Integrated Water Resources Management (IWRM) and their application at catchment's levels; key water use sectors in relation to water quality approaches, standards, best practices, key performance indicators; Knowledge and understanding of water quality management in the department's regional and national offices; Knowledge of water use compliance monitoring and enforcement; Practical experience in evaluating water use licence applications (WULAs) and waste disposal site permit applications will be an advantage; Good communication skills including: verbal, report writing, presentation and Advance Computer literacy skills as well as innovative thinking and analytical/problem-solving skills; Sound interpersonal; conflict resolution and leadership skills; Willingness to work abnormal hours and under pressure as well as travelling country-wide; A valid Code 8 (EB) driver's licence.
<u>DUTIES</u>	:	Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices; Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences; Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources initiated by the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Morokane: Tel: (012) 336-8697
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela

POST 32/105 : **BIO DIVERSITY OFFICER (SPECIALISED PRODUCTION) X3**

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

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

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

ENQUIRIES FOR ATTENTION : Ms A Schreuder, Tel: (021) 950 7102
: Mr B Saki 021 941 6013

POST 32/106 : **ENGINEERING TECHNICIAN GRADE C (PRODUCTION) (MECHANICAL MAINTENANCE) 2 POSTS**
Directorate: Strategic Asset Management - MM)

SALARY : R193 671- R228 132 per annum (Offer based on proven years of experience)
CENTRE : Pretoria
REQUIREMENTS : • National Diploma in Engineering • 26 years post qualification relevant technical experience • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician; Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology, current standards and proven best practices in this field. Thorough knowledge of pipeline and pump station operation and maintenance and relevant standards of design, installation, refurbishment and repair. Thorough proven knowledge of inspection procedures and quality systems involving mechanical fabrication / repair and corrosion protection. Demonstrate proven ability to work independently. Good knowledge and control of AutoCAD or Inventor Drafting / design programmes. Good written and oral communication skills. Applicants may be subjected to a verbal and/or written test to prove their ability to work in a mechanical maintenance environment.

DUTIES : The incumbent's key result areas will include the following in the functional area specific to the post: Technical and costing services with respect to maintenance and refurbishment of plant. Inspection and testing of Plant. Planning and Execution of maintenance and refurbishment of plant. Training and development of staff. Perform administrative and related functions.

ENQUIRIES APPLICATIONS : Mr. V.W. Kohlmeyer, Tel (012) 336 8021
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/107 : **CHIEF DEVELOPMENT EXPERT**
Directorate: Water Boards Oversight

SALARY : R192 540 per annum

CENTRE REQUIREMENTS : Pretoria
: A recognized B Degree or equivalent and appropriate experience in supporting parastatals in corporate governance through various legislation, policies and guidelines. The following skills are required: strong analytical and computer skills. Strong interpersonal and communication skills (verbal and written). Ability to work in an innovative manner as well as the ability to liaise with key internal and external stakeholders in the water sector.

DUTIES : Writing submissions to the Minister on the governance of water utilities and related matters. Analysing and developing action plans on how to improve cooperative governance in water utilities. Develop guidelines for water boards on appointment of board members in terms of legislation and good cooperative governance practices. Review performance assessment of water utilities and ensure they report annually on Board member's performance. Ensure training for board members where required

ENQUIRIES APPLICATIONS : F Moerat, Tel (012) 336 6550
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/108 : **SENIOR PERSONNEL PRACTITIONERS: TRAINING AND DEVELOPMENT X2**

SALARY CENTRE REQUIREMENTS : R161 970 per annum
: Pretoria
: Three- year tertiary or National Diploma in Human resources Development. Knowledge of training and development legislations and policies e.g. SAQA. SDA, SLA SETAs, ETQA, NQF. Computer literacy The following skills will serve as recommendations: Numerical and analytical skills, Good report writing skills, data capturing, communication skills; good interpersonal relations.

DUTIES : The successful candidate will be responsible for implementation of human resource development interventions in the Department: Implementation of approved bursary strategy, policy and procedure. Management of the Performance Management and development System. Assist in the implementation of HRD programmes. Ensure accreditation of ETD practitioners within the department. Liaise with National Skills Development Bodies.

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

FOR ATTENTION : Ms T Bapela

POST 32/109 : **CHIEF PERSONNEL OFFICER (EMPLOYEE HEALTH AND WELLNESS PRACTITIONER)**

SALARY CENTRE REQUIREMENTS : R161 970 per annum
: Bellville
: A National Diploma or Degree in Social Sciences or related fields with a minimum of two years relevant experience. Computer literacy, presentation and facilitation skills, networking skills, excellent communication skills, verbal, and written. Crisis intervention and basic counselling skills. Interpersonal skills, organizational skills, listening skills, safety representative skills, HIV/AIDS training, and valid driver's license (certified copy must be attached).

DUTIES : Coordinates Regional EWP Services. Compiles and keep updated database of all EWP programmes. Develop a reporting template for regional reporting on EWP interventions. Collect monthly coordinators statistical reports on EWP services and compile a comprehensive report. Provide national office coordinator with detailed information regarding EWP coordinators workshops and quarterly meetings. Communicate with national coordinator regarding EWP issues. Responsible for Conducting and Facilitating and Coordinating Training workshops. Coordinates EWP training workshops as identified by the DD: EWP. Market EWP services to line managers and employees in the Department. Facilitate the completion of training workshops evaluation forms. Responsible for the administration of EWP. Prepare agenda and writes minutes at all EWP meetings. Compile monthly regional reports on EWP activities. Liaise with EWP services providers regarding dates for meetings, submissions of invoices, roll out of life skills an other programmes an any other information as directed by the DD:EWP. Ensure the development and review of integrated policies in the section EWP. Ensure

convenient arrangements for feedback meetings with the D: OD, CD, HR and DD: CS. Ensures facilitation for submissions of EWP articles for the Departmental magazine Draft submissions. Ensure diligent supervision over the administrative clerk. Responsible for EWP coordination in region; Assist the on site nurse in distribution of condoms. Collects free condoms pamphlets and posters from the Department of Health. Plan and organize health campaign for the region and ensure generic messages. Ensure effective communication between the DD: EWP and EWP PSP.

ENQUIRES : Ms T Phama Tel. 021 941 6024
APPLICATIONS : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 32/110 : **ADMINISTRATION OFFICER: MINISTRY**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric or higher qualification and relevant experience in administration and event management, any other appropriate training course or qualification. Competencies: Client orientation and customer focus; Computer literacy; Telephone etiquette; Sound organisational skills; Ability to communicate well with people at different levels and from different backgrounds; Project management skills; basic written communication skills; Fair knowledge of international diplomacy; Proven writing and verbal communication skills; Ability to work in an environment of tight schedules and pressing deadlines; The successful candidate will have to undergo security clearance and must be willing to work long hours.

DUTIES : Coordinate matters related to AMCOW. Follow-up with the International Relations branch on the implementation of the AMCOW and other international committees Co-ordination and booking for the bilateral and multilateral issues; particularly AMCOW and other international committees. Consolidate all information related to AMCOW for purposes of handover reports. Responsible for Ministerial events in the Minister's office, Serve as a link between the Ministry and International Relations, and also with Communications on Minister's confirmed events. Attend to matters related to protocol in the office and outside the office. Liaise with International Relations on matters related to visa applications for the Minister and staff. Manage and follow up on all decisions taken in the meetings as directed by the Executing Authority; follow-up on reports as required by the Executive Authority; attend to all the Minister's classified documents and Ministerial IT filing.

ENQUIRIES : Ms Patience Mangotlo Tel (012) 336 8733/7033
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela
NOTE : Kindly take note that the nature of appointment to this post will run concurrently with the Minister's term of Office until 30 May 2014.

POST 32/111 : **RECORDS OFFICER: MINISTRY**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric or higher qualification and relevant experience in records management, any other appropriate training course. Competencies: Knowledge of policies and regulations; Client orientation and customer focus; Leadership skills, organizational and planning skills; Knowledge of project management, Computer literacy; Telephone etiquette; Sound organisational skills; Ability to communicate well with people at different levels and from different backgrounds; basic written communication skills; Ability to work in an environment of tight schedules and pressing deadlines; The successful candidate will have to undergo security clearance and must be willing to work long hours.

DUTIES : The incumbent will be responsible for the scanning of documents and filing of documents; Implement Electronic filing system and ensuring the implementation of the Departmental filing system; Administering sensitive documents/information; Handling and managing the Ministry's records; Ensuring that all classified documents are forwarded to relevant officer for further handling; Assist the Executive with dishing out of sensitive documents and recollection of such documents for filing and shredding.

ENQUIRIES : Ms Patience Mangotlo Tel (012) 336 8733/7033
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela
NOTE : Kindly take note that the nature of appointment to this post will run concurrently with the Minister's term of Office until 30 May 2014.

POST 32/112 : **ARTISAN FOREMAN GRADE A: CIVIL**

SALARY : R154 107 plus benefits
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : Grade 12 or N6 school qualification in Civil Engineering plus appropriate experience. Appropriate Civil Orientated trade test in terms of the provisions of section 13[2][h] of the Manpower Act 1981, as amended. A minimum 5 years experience in staff supervision. Computer literacy (Word, Excel, Outlook). A valid Code EB driver's license.

DUTIES : Key Performance Areas: Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and maintenance of civil structures on the schemes. Ensure compliance with Occupational Health and Safety Act.

ENQUIRIES : Mr K.L. Nuns Tel. 033 239 1242
APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick,3290

FOR ATTENTION : Mr L. Hlela (Human Resources)
NOTE : Candidates may be subjected to a skills and Knowledge test.

POST 32/113 : **ENGINEERING TECHNICIAN GRADE A – C (ELECTRONIC MAINTENANCE)**
 Directorate: Strategic Asset Management - EM) 3 Posts

SALARY : R148 818 – R 228 132 (All inclusive package), offer based on proven years of experience after qualifications.
CENTRE : Standerton
REQUIREMENTS : • National Diploma in Engineering • Three years post qualification relevant technical experience • Valid driver's license. • Compulsory registration with ECSA as a Professional Engineering Technician• Thorough and proven knowledge of electrical and electronic communication and control systems operation and maintenance, current standards and proven best practices in this field (e.g. telemetry), ability to work independently. • Applicants may be subjected to a verbal and/or written test to prove their ability to work in an Electronic maintenance environment.

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

ENQUIRIES : Mr. L.R.J. Erasmus, Tel (012) 336 8235
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 32/114 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C: MECH/ELEC**

SALARY : R148 818 – R 228 132 plus benefits (Offer based on proven years of experience)
CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)
REQUIREMENTS : An appropriate recognized three year National Diploma and registration as Engineering Technician in terms of the Engineering Council of South Africa. A valid Code EB driver's license. A minimum of 3 years relevant experience post qualification experience. RECOMMENDATIONS Sound knowledge of maintenance and refurbishment of major mechanical and electrical water installations. Project management. Good written and verbal communication skills. Computer literacy preferably in MS Excel, MS Word and MS PowerPoint. Good leadership qualities. Sound knowledge in relation to Human Resource management and departmental administration and procurement policies and procedures. Knowledge of the Occupational Health and Safety Act. Willing to travel extensively and work extended hours when required. Sound knowledge and experience

in maintenance and repairs of dam related equipment such as sleeve, butterfly, gate and ring follower valves; radial and slab gates, overhead and portal cranes. Knowledge and experience of corrosion protection of continuously submerged items. Knowledge and experience on working on electrical switchgear and reticulating systems from 240V to 11kV. Physical fitness

DUTIES : Assist with the identification, planning, budgeting, implementation and control the maintenance and refurbishment of major mechanical and electrical water industry related installations. Implement preventative maintenance plans. Perform regular inspections and submit written reports. Assist with administrative and procurement functions related to maintenance and refurbishment. Control Occupational Health and Safety in the working environment. Provide in-service training. Execute and administrative functions.

ENQUIRIES : Mr. D.F. Brune Tel. 033 239 1900.

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290

FOR ATTENTION : Mr. L. Hlela (Human Resource)

NOTE : Candidates may subjected to a skills and knowledge test

POST 32/115 : **SURVEY TECHNICIAN (PRODUCTION) GRADE A – C**

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

CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)

REQUIREMENTS : An appropriate National Diploma or equivalent qualification plus at least 3 years appropriate experience for appointment. Registration as a Surveyor (Engineering) with the South African Council for Professional Land Surveyors Act of 1984, (Act 40 of 1984)* *Computer literacy with proven computer skills in respect of operating systems,*CAD and Survey calculation packages in particular Caddie, Model Maker, Surpac and MS Office* Physically fit A valid EB drivers license as it will be expected from the successful candidate to travel extensively under harsh conditions which are physically demanding. Extensive practical experience in: *Aerial Survey ground control and subsequent accuracy checks on provisional plans. *Precise Deflection Surveys. Engineering Surveys for design and construction. *Topographical and Cadastral Surveys for earth works. *Hydrographic Surveys for capacity determination and processing of echo soundings. *Hypac and Ashtech solutions. Be fully conversant with GPS and other Survey equipment. *A valid approved category R skippers license for category E power driven vessels. * To supervise field teams and monitor performance.

DUTIES : Undertake Tacheometrical surveys* Hydrographic surveys* Aerial survey planning and ground control* Precise deflection Surveys* Engineering Survey* Execute ad- hoc tasks* Training of personnel in Engineering related surveys.

ENQUIRIES : Mr. D. van Rensburg Tel. 033 239 1900

APPLICATIONS : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290

FOR ATTENTION : Mr L Hlela (Human Resources)

NOTE : Candidates may be subjected to a practical examination during the interview.

POST 32/116 : **SURVEY TECHNICIAN (PRODUCTION) GRADE A – C**

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

CENTRE : NWRI-Eastern Operations: Midmar Area Office (KZN)

REQUIREMENTS : An appropriate National Diploma or equivalent qualification plus 3 years appropriate experience for appointment. Registration as a Technical Surveyor with the South African Council for Professional Land Surveyors Act of 1984, (Act 40 of 1984)* *Computer literacy with proven computer skills in respect of operating systems, *CAD and Survey calculation packages in particular Caddie, Model Maker, Surpac and MS Office, * Physically fit; *A valid EB drivers license as it will be expected from the successful candidate to travel extensively under harsh conditions which are physically demanding. Practical experience in*Aerial Survey ground control and subsequent accuracy checks on provisional plans. *Precise Deflection Surveys. Engineering Surveys for design and construction. *Topographical and Cadastral Surveys for earth works. *Hydrographic Surveys for capacity determination and processing of echo soundings. *Hypac and Ashtech solutions. Be fully conversant with GPS and other Survey equipment. *A valid approved category R skippers license for category E power driven vessels

- DUTIES** : Undertake Tacheometrical surveys* Hydrographic surveys* Aerial survey planning ad-ground control* Precise deflection Surveys* Engineering Survey* Execute and hoc tasks* Training of personnel in Engineering related surveys.
- ENQUIRIES APPLICATIONS** : Mr. D. van Rensburg Tel. 033 239 1900
- FOR ATTENTION NOTE** : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290
- FOR ATTENTION NOTE** : Mr L Hlela (Human Resources)
- FOR ATTENTION NOTE** : Candidates may be subjected to a practical examination during the interview.
- POST 32/117** : **SECRETARY/RECEPTIONIST: MINISTRY**
- SALARY CENTRE REQUIREMENTS** : R130 425 per annum
: Pretoria
- REQUIREMENTS** : The successful candidate must have a senior certificate and/or appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter-personal relations. Ability to take and work independently, organised, prioritise, identify and handle confidential matters. Experienced and knowledgeable on taking minutes. Computer literacy and an extensive knowledge and experience of MS Office, (including Word, MS Outlook, Excel and PowerPoint). Filing skills and ability to keep records of flow of documents. Appointee will be subjected to security clearance and must be willing to work long hours.
- DUTIES** : Provide a secretarial/receptionist support service to the office of the Executive Authority that includes receiving, screening and redirecting telephone calls, receive and making parking arrangements for visitors, Provide clerical support services that include typing, taking minutes when required, record incoming documents in the system, Acknowledge incoming correspondence; Assist in making follow up on referred correspondence to both Departments of Water and Environmental Affairs. Assist in making flights and accommodation bookings for staff in the Ministry in the absence of the Administration Officer. Assist in providing refreshments for meetings in the absence of Auxiliary Clerk. Operate standard office equipment (Fax, shredding and photocopying machines). Order flowers and stationery when need arise. Attend to other duties as when requested.
- ENQUIRIES APPLICATIONS** : Ms Patience Mangotlo Tel (012) 336 8733/7033
- FOR ATTENTION NOTE** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
- FOR ATTENTION NOTE** : Ms T Bapela
- FOR ATTENTION NOTE** : Kindly take note that the nature of appointment to this post will run concurrently with the Minister's term of Office until 30 May 2014.
- POST 32/118** : **BIODIVERSITY OFFICER (PRODUCTION) GRADE A - C 4 POSTS**
- SALARY CENTRE REQUIREMENTS** : R130 155 – 228 132 per annum plus benefits (Offer based on proven years of experience)
: Bellville
- REQUIREMENTS** : A 3-year degree in Natural Sciences or other relevant qualification plus at least 1 year relevant experience in water resource management. A minimum of 2 years experience in water quality management would be an added advantage. An understanding of the principles of integrated water resource management and knowledge of catchment management will be additional requirements. Knowledge of the National Water Act, Computer literacy as well as a driver's licence (EB) are essential requirements. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. The successful candidate must be willing to travel extensively and work irregular hours. Good communication skills (both written and verbal), report writing skills and project management skills are essential. Candidates may be required to write a test as part of the interview process.
- DUTIES** : Processing of Water use license applications in the Berg Water Management Area; Provide comments on environmental impact assessments, environmental program reports and rezoning applications; support catchment management forums; liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, wineries and local authorities etc.; water quality monitoring and the investigation of pollution incidents.
- ENQUIRIES APPLICATIONS** : Ms A Schreuder, (021) 950 7102
- APPLICATIONS** : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr B Saki (021) 941 6000

POST 32/119 : **SENIOR ACCOUNTING CLERK GRADE III**
Revenue Management

SALARY : R105 645 Per annum
CENTRE : Bellville
REQUIREMENTS : A Senior Certificate with appropriate financial experience or a National Diploma in Accounting / Financial Management / Cost and Management Accounting. Knowledge of accrual accounting, Knowledge of financial regulations (PFMA, DORA and Treasury regulations), Computer literacy (MS Office), Knowledge of SAP, Knowledge of general office administration within the public service, good communication skills, good interpersonal relations, Ability to work under pressure and be self motivated.

DUTIES : The incumbent will be assigned to the customer help desk. Assist in resolving customer queries. Remind customers about their overdue or outstanding accounts, persuade debtors to honour their debt obligation, follow up return to sender customers, adhoc generation, printing and mailing of invoices and statements, recommend actions to be taken against defaulting debtors, file documents and general administration duties. NB!! Due to the nature of the post communication skills will be tested.

ENQUIRES APPLICATIONS : Mr. L. Lebogo, Tel. 021 950 7180
The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville

FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 32/120 : **SENIOR ACCOUNTING CLERK GRADE III**
(Financial Management- Main Account)

SALARY : R105 645 per annum
CENTRE : Bellville
REQUIREMENTS : A 3 year Degree or National Diploma in Accounting or Grade 12 Certificate plus at least 3 years appropriate knowledge and experience within the Public Service. Recommendations: Experience / Understanding of the departmental systems e.g. BAS, LOGIS and PERSAL.

DUTIES : The successful candidate will be required to perform capturing of budget, request reports on BAS and rectify misallocations on weekly basis. Be responsible for cashier functions. Safekeeping of cash and checking of petty cash issued. Replenish petty cash when required. Update registers for BAS & PERSAL. Safe keeping financial documentation, maintain payment stubs. Have a good knowledge of minute taking together with a good knowledge of making logistical arrangements for finance meetings, assists with the preparation of MTEF, ENE, adjustment budget and other budgets related issues.

ENQUIRIES APPLICATIONS : Mr. E. Mahasela (021) 941 6091
The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville

FOR ATTENTION : Mr. B. Saki 021 941 6013

POST 32/121 : **SENIOR PERSONNEL OFFICER**

SALARY : R105 645-00 per annum
CENTRE : Bellville
REQUIREMENTS : A 3 year Degree or National Diploma in Human Resource Management/Public Management with one year relevant experience or Matric certificate with three years relevant experience. Sound knowledge of PERSAL System. Knowledge of the Public Service Regulatory Framework. Excellent written and verbal communication skills. Computer literacy. Good interpersonal skills. Knowledge of PILIR process will serve as a recommendation.

DUTIES : Assist with advertising of posts. Update the database on a regular basis. Serve as a Secretary during short-listing and interview process. Compile submissions for appointment of successful candidate. Write offer and regrets letters. Process pension documents and I.O.D. Process leave gratuity. Capture all leave types. Implementation of all HR transactions. Deal with all HR related queries on a daily basis in accordance with Batho Pele Principles.

ENQUIRIES : Ms N Tshevu (021) 941 6052

- APPLICATIONS** : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville
- FOR ATTENTION** : Mr B Saki 021 941 6013
- POST 32/122** : **ARTISAN (PRODUCTION) GRADE A – C: MECHANICAL**
- SALARY** : R96 564 – R166 017 plus benefits (Offer based on proven years of experience)
- CENTRE** : NWRI-Eastern Operations: Midmar Area Office (KZN)
- REQUIREMENTS** : Grade 12 certificate; N3 Certificate plus a Trade test certificate as a Fitter or Fitter and Turner. Computer Literacy; Physical fitness. A valid Code B driver's licence. Be willing to travel extensively throughout the province and work extended hours when required. Recommendations: Knowledge of mechanical installations (valves, pumps, couplings, pipes), power tools and mechanical equipment repairs. The ability to work unsupervised and to deadlines. Problem solving skills and the ability to make decisions. Good verbal and written communication skills. Knowledge of the OHS Act, electrical tools, machinery, norms and standards.
- DUTIES** : Maintain mechanical equipment and installations at dams, houses and plants throughout KZN in accordance with Departmental standards. Carry out upgrading work on mechanical installations at plants and dams in KZN. Supervise staff. Ensure compliance with OHS Act. Fulfil administration tasks in line with duties (vehicle log sheets, EPMDS etc)
- ENQUIRIES** : Mr. VJ Buthelezi Tel. 033 239 1900
- APPLICATIONS** : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290
- FOR ATTENTION** : Mr L Hlela (Human Resources)
- NOTE** : Candidates may be subjected to a skills and knowledge test
- POST 32/123** : **ARTISAN (PRODUCTION): ELECTRICAL**
- SALARY** : R96 564 – R 166 017 plus benefits (Offer based on proven years of experience)
- CENTRE** : NWRI-Eastern Operations: Midmar Area Office (KZN) (Electrical Workshop)
- REQUIREMENTS** : Grade 12 certificate; N3 Certificate plus an appropriate Trade test certificate. Computer Literacy; Physical fitness, Must be in possession of a valid Code B driver's licence. Be willing to travel extensively throughout the province and work extended hours when required. Recommendations: Registration as an Installation Electrician. Sound knowledge of electrical installations, power tools and electrical equipment repairs. The ability to work unsupervised for fault finding of equipment and to deadlines. Problem solving skills and the ability to make decisions. Good verbal and written communication skills. Knowledge of safety, electrical tools, machinery, norms and standards.
- DUTIES** : Maintenance of electrical equipment and installations at dams, houses and plant throughout KZN in accordance with Departmental standards. Carry out upgrading work on electrical installations in plants and dams throughout KZN. Supervise staff. Ensure compliance with all aspects of the Occupational Health and Safety Act. Fulfil administration tasks in line with duties. (EPMDS, log sheets, etc)
- ENQUIRIES** : Mr. VJ Buthelezi Tel. 033 239 1900 / 0836310776
- APPLICATIONS** : The Director, Department of Water Affairs, NWRI: Eastern Operations, Private Bag X24, Howick, 3290
- FOR ATTENTION** : Mr L Hlela (Human Resources)
- NOTE** : Candidates may be subjected to a skills and knowledge test
- POST 32/124** : **SECRETARY**
Directorate: Water Resource Finance and Pricing
- SALARY** : R87 978 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior (or equivalent) certificate with typing as a fully passed subject. The successful candidate must be computer literate with excellent knowledge of Ms Word, Ms Excel, and Ms PowerPoint. Excellent interpersonal and communication skills, (verbal and written) and good organising skills. Credible and proven experience in the secretarial and administrative field will be an added advantage.
- DUTIES** : General secretarial duties as follow: Manage the Director's diary, the recording of minutes at meetings, typing letters, memorandums, presentations, etc. Manage filing and retrieval of information in the office of the Director. Managing telephone calls,

making travel and accommodation arrangements for the Director, assist with the organisation of conferences and arrangement of meetings

ENQUIRIES : Mr Mahomed Vawda tel. (012) 336-8391

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

FOR ATTENTION : Ms T Bapela

POST 32/125 : **AUXILIARY SERVICE**

SALARY : R87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : Appropriate work experience will be an added advantage. The following will serve as recommendations: effective administrative, organisational, and Communication skills; trustworthy, professional with integrity; good interpersonal relations; creative, motivated, self-driven, results orientated and takes initiative; ability to work both independently and as part of a team; Ability to work under pressure. The incumbent should have a valid driving license. The successful candidate will have to undergo security clearance and must be willing to work long hours.

DUTIES : Incumbent will perform a variety of routine administrative duties related to the activities of the core functions of the Ministry: Provide tea/refreshments to meetings and compile and provide receipts, Ensure that kitchen area is neat at all times, Provide administrative support services in the Ministry (this include typing, photocopying, faxing, shredding of documents, and delivering/distributing and collecting of documents). Assist in capturing information on the database. Relieve and assist receptionist when need arises. Provide support to the office when requested.

ENQUIRIES : Patience Mangotlo Tel (012) 336 8733/7033

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

FOR ATTENTION : Ms T Bapela

NOTE : Kindly take note that the nature of appointment to this post will run concurrently with the Minister's term of Office until 30 May 2014.

DEPARTMENT FOR WOMEN, CHILDREN AND PERSONS WITH DISABILITIES

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria.
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 20 August 2010, 17h00
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. For salary level 11 to 14, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS members (Level 13 to 14) will be subjected to competency assessments, prior to appointment. On assumption of duty, they will have to enter into performance contract and submit a Financial Disclosure annually. All positions are based in Pretoria
- ENQUIRIES** : Mr John Olivier (012) 300 5993

MANAGEMENT ECHELON

- POST 32/126** : **CHIEF DIRECTOR: MAINSTREAMING AND CAPACITY DEVELOPMENT REF. 68807/1**
Branch: Persons with Disabilities

- SALARY REQUIREMENTS** : All-inclusive remuneration package of R790 953 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.

- DUTIES** : I Ensure the development of frameworks for Persons with Disabilities I Oversee the design and implementation of catalytic projects for mainstreaming I Facilitate the development and implementation of advocacy guidelines and frameworks I Provide strategic guidance on the development, maintenance and co-ordination of capacity assessments and training development programmes.

- ENQUIRIES** : Mr John Olivier (012) 300 5993

- POST 32/127** : **CHIEF DIRECTOR: MONITORING, EVALUATION, RESEARCH AND DEVELOPMENT REF. 68807/2**
Branch: Children's Rights and Responsibilities

- SALARY REQUIREMENTS** : All-inclusive remuneration package of R790 953 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.

- DUTIES** : I Monitor and evaluate the impact of the implementation of CR policies and programmes I Ensure compliance with regional international and continental commitments, instruments and protocol I Maintain information and knowledge management systems I Establish and maintain international and continental relations and partnerships for CR I Establish and maintain intergovernmental, public, civil and private sector relations.

- ENQUIRIES** : Mr John Olivier (012) 300 5993

- POST 32/128** : **CHIEF DIRECTOR: MONITORING, EVALUATION, RESEARCH AND DEVELOPMENT REF. 68807/3**
Branch: Women's Empowerment and Gender Equity

- SALARY** : All-inclusive remuneration package of R790 953 per annum

<u>REQUIREMENTS</u>	:	I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Monitor and evaluate the impact of the implementation of WEGE policies and programmes I Ensure compliance with regional international and continental commitments, instruments and protocol I Maintain information and knowledge management systems I Establish and maintain international and continental relations and partnerships for WEGE I Establish and maintain intergovernmental, public, civil and private sector relations.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/129</u>	:	<u>CHIEF DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY DEVELOPMENT (CR) REF. 68807/4</u> Branch: Children's Rights
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R790 953 per annum () I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Ensure the development of frameworks for Children's Rights I Oversee the design and implementation of catalytic projects for mainstreaming I Facilitate the development and implementation of advocacy guidelines and frameworks I Provide strategic guidance on the development, maintenance and co-ordination of capacity assessments and training development programmes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/130</u>	:	<u>CHIEF DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (WEGE) REF. 68807/5</u> Branch: Women's Empowerment and Gender Equality
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R790 953 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Ensure the development of frameworks for gender mainstreaming I Oversee the design and implementation of catalytic projects for mainstreaming I Facilitate the development and implementation of advocacy guidelines and frameworks I Provide strategic guidance on the development, maintenance and co-ordination of capacity assessments and training development programmes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/131</u>	:	<u>CHIEF DIRECTOR: POLICY PLANNING AND CO-ORDINATION (PWD) REF. 68807/6</u> Branch: Persons with Disabilities
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R790 953 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Facilitate the development, maintenance and review of national policies and strategies related to PWD I Advocate and promote PWD programmes I Ensure development of frameworks and maintain sector-specific institutional support I Advise on policy and mainstreaming of gender promotion activities into Government processes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993

<u>POST 32/132</u>	:	<u>CHIEF DIRECTOR: POLICY REVIEW, IMPLEMENTATION AND CO-ORDINATION REF. 68807/7</u> Branch: Children's Rights and Responsibilities
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R790 953 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Facilitate the development, maintenance and review of national policies and strategies related to CR I Advocate and promote CR programmes I Ensure development of frameworks and maintain sector-specific institutional support I Advise on policy and mainstreaming of gender promotion activities into Government processes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/133</u>	:	<u>CHIEF DIRECTOR: POLICY AND PLANNING IMPLEMENTATION REF. 68807/8</u> Branch: Women's Empowerment and Gender Equality
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R790 953 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Facilitate the development, maintenance and review of national policies and strategies related to WEGE I Advocate and promote WEGE programmes I Ensure development of frameworks and maintain sector-specific institutional support I Advise on policy and mainstreaming of gender promotion activities into Government processes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/134</u>	:	<u>DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (PWD) (2 POSTS) REF. 68807/9</u> Branch: Persons with Disabilities
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R652 572 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Develop and ensure the implementation of capacity building and institutional support (PWD) I Develop and implement PWD advocacy guidelines and frameworks I Develop, maintain and co-ordinate PWD capacity assessments and training development programmes I Co-ordinate and facilitate implementation of catalytic programmes.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993
<u>POST 32/135</u>	:	<u>DIRECTOR: MONITORING, EVALUATION, RESEARCH AND DEVELOPMENT (2 POSTS) REF. 68807/10</u> Branch: Persons with Disabilities
<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R652 572 per annum I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
<u>DUTIES</u>	:	I Monitor and evaluate the effectiveness of the implementation of PWD policies and programmes I Ensure compliance with regional international and continental commitments, instruments and protocol I Maintain information and knowledge management systems I Establish and maintain international and continental relations and partnerships for PWD I Establish and maintain intergovernmental, public, civil and private sector relations.
<u>ENQUIRIES</u>	:	Mr John Olivier (012) 300 5993

- POST 32/136** : **DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY DEVELOPMENT (CR) REF. 68807/11**
Branch: Children's Rights and Responsibilities
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
- DUTIES** : I Develop and ensure the implementation of capacity building and institutional support (CR) I ment CR advocacy guidelines and frameworks I Develop, maintain and co-ordinate CR capacity assessments and training development programmes I Co-ordinate and facilitate implementation of catalytic programmes.
- ENQUIRIES** : Mr John Olivier (012) 300 5993
- POST 32/137** : **DIRECTOR: MONITORING, EVALUATION, RESEARCH AND DEVELOPMENT (2 POSTS) REF. 68807/12**
Branch: Children's Rights and Responsibilities
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
- DUTIES** : I Monitor and evaluate the effectiveness of the implementation of CR policies and programmes I Ensure compliance with regional international and continental commitments, instruments and protocol I Maintain information and knowledge management systems I Establish and maintain international and continental relations and partnerships for CR I Establish and maintain intergovernmental, public, civil and private sector relations.
- ENQUIRIES** : Mr John Olivier (012) 300 5993
- POST 32/138** : **DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (WEGE) (2 POSTS) REF. 68807/13**
Branch: Women's Empowerment and Gender Equality
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
- DUTIES** : I Develop and ensure the implementation of capacity building and institutional support (WEGE) I Develop and implement WEGE advocacy guidelines and frameworks I Develop, maintain and co-ordinate WEGE capacity assessments and training development programmes I Co-ordinate and facilitate implementation of catalytic programmes.
- ENQUIRIES** : Mr John Olivier (012) 300 5993
- POST 32/139** : **DIRECTOR: POLICY AND PLANNING IMPLEMENTATION 2 POSTS REF. 68807/14**
Branch: Women's Empowerment and Gender Equality
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.
- DUTIES** : I Develop, maintain and review national policies and strategies in relation to gender mainstreaming to ensure coherence between role-players I Advise on policy and mainstreaming of gender promotion activities into Government processes I Develop and co-ordinate women empowerment and gender mainstreaming programmes I Conduct research.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/140 : **DIRECTOR: POLICY PLANNING AND CO-ORDINATION REF. 68807/15**
Branch: Persons with Disabilities

SALARY REQUIREMENTS : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.

DUTIES : I Develop, maintain and review national policies and strategies to ensure coherence between role-players I Advise on policy and mainstreaming of PWD promotion activities into Government processes I Develop and co-ordinate PWD mainstreaming programmes I Develop, maintain and co-ordinate PWD capacity assessment and training development programmes I Facilitate research.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/141 : **DIRECTOR: POLICY REVIEW, IMPLEMENTATION AND CO-ORDINATION (CR) REF. 68807/16**
Branch: Children's Rights and Responsibilities

SALARY REQUIREMENTS : All-inclusive remuneration package of R652 572 per annum ()
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.

DUTIES : I Develop, maintain and review national policies and strategies to ensure coherence between role-players I Advise on policy and mainstreaming of CR promotion activities into Government processes I Develop and co-ordinate Children's Rights mainstreaming programmes I Conduct research.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/142 : **DIRECTOR: MONITORING AND EVALUATION AND RESEARCH AND DEVELOPMENT (WEGE) REF. 68807/17**
Branch: Women's Empowerment and Gender Equality

SALARY REQUIREMENTS : All-inclusive remuneration package of R652 572 per annum
: I Appropriate Bachelor's degree (or equivalent) and extensive relevant experience I Postgraduate qualification will be an added advantage I High-level managerial, communication, research and report-writing skills I Good leadership and organisational skills I Financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations I Knowledge of policy formulation.

DUTIES : I Monitor and evaluate the effectiveness of the implementation of WEGE policies and programmes I Ensure compliance with regional, international and continental commitments, instruments and protocol I Maintain information and knowledge management systems I Establish and maintain international and continental relations and partnerships for WEGE I Establish and maintain intergovernmental, public, civil and private sector relations.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/143 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF. 68807/18**
Chief Directorate: Resource Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R652 572 per annum ()
: I Recognised three-year degree/diploma in Human Resources Management or Public Administration or a relevant qualification of an equivalent NQF level, plus proven strategic management and leadership skills I Extensive experience in the field of Human Resources Management I Good understanding of the Public Service regulatory framework I Proven experience in policy development and implementation I Understanding of the Employment Equity (EE) Act and overall knowledge of Government's transformation policies and priorities I Good communication (interpersonal and report-writing) and stakeholder liaison skills I Project and financial

management skills | Knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : Provide overall strategic management and leadership to the Directorate: Resource Management and perform the following key functions: | Oversee the development and implementation of the Department's Human Resource Plan | Provide sound strategic planning and preparation of the Directorate's annual business plan | Provide an effective organisational development and job evaluation service | Lead the development and implementation of an effective strategy for the recruitment and retention of competent employees in the Department | Oversee the development and implementation of Human Resources Management policies, procedures and guidelines | Ensure effective implementation of service conditions and benefits and development of appropriate policies and procedures | Promote labour relations and manage employee health and wellness | Provide advice and support to managers and employees in the Department with regard to Human Resources Management matters and ensure compliance to appropriate policies and legislation | Manage financial and human resources in the Directorate.

ENQUIRIES : Mr John Olivier (012) 300 5993

OTHER POSTS

POST 32/144 : **DEPUTY DIRECTOR: LABOUR RELATIONS AND EH&W REF. 68807/19**
Directorate: Human Resource Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per annum
: | Appropriate Bachelor's degree or (equivalent qualification at NQF level 6) | Good knowledge of Labour Relations and Conditions of Service and Employee Health and Wellness, as well as Negotiations and Collective Bargaining in the Public Service | Understanding of the Government regulatory framework and processes | Negotiation, communication and liaison skills | Conversant with Public Service Collective Bargaining issues | Computer literacy | Supervisory skills | Good planning and organisational skills | Good interpersonal relations | Good communication skills (written and verbal) | Understanding of the relevant acts, regulations and policies pertaining to EH&W.

DUTIES : | Be responsible for all aspects relating to labour relations and Employee Health and Wellness | Manage, co-ordinate and monitor the implementation of labour relations policies and procedures | Develop and implement labour relations strategies and ensure departmental compliance | Provide advisory services to management | Manage the collective bargaining process and conflict resolution | Ensure the promotion of sound labour peace, including effective management of dispute settlement, grievances and discipline | Represent the Department in all the relevant forums | Assist managers with the development and implementation management of employee relations strategy, operational policies and compliance of Labour Relations statutes | Plan, co-ordinate, facilitate and manage the implementation of EH&W Strategic Framework for the Public Service with special focus on HIV/AIDS and TB management, health and productivity, the need of persons living with disabilities | Manage and direct the establishment of integrated information systems for all employees | Co-ordinate the necessary referrals for issues relating to employee health, wellness and counselling | Serve as a key intervener between management and employees on issues relating to employee performance.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/145 : **DEPUTY DIRECTOR: HR ADMINISTRATION REF. 68807/20**
Directorate: Human Resource Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per annum
: | Appropriate Bachelor's degree or (equivalent qualification at NQF level 6) | Good knowledge of Recruitment and Section and Conditions of Service | Knowledge of HR prescripts | Experience in working on PERSAL | Computer literacy | Supervisory skills | Good planning and organisational skills | Good interpersonal relations | Good communication skills (written and verbal) | Ability to work under pressure and prepared to work overtime when required.

DUTIES : | Provide strategic support to the Director: Human Resources Management in respect of general conditions of services, administering the recruitment, selection and appointment of employees and administering and maintaining the personnel information system | Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, housing allowances, appointments,

GEPF implementation, PERSAL and establishment administration | Liaise with the necessary stakeholders, eg Treasury, Compensation Commissioners, Health Risk Manager, etc | Implement and manage the recruitment, selection and appointment in the Department | Ensure adherence to the relevant legislative framework when facilitating the Recruitment and Selection processes | Design and execute best practices recruitment strategies | Provide expert advice on matters regarding recruitment and selection | Determine and implement innovative candidate sourcing techniques.

POST 32/146 : **DEPUTY DIRECTOR: HRD REF. 68807/21**
Directorate: Human Resource Management

SALARY : All-inclusive remuneration package of R378 456 per annum
REQUIREMENTS : | Appropriate Bachelor's degree or (equivalent qualification at NQF level 6) | Extensive experience in Human Resource Development | Understanding of procurement processes in the Public Service | Understanding of different training methodologies | Presentation and facilitations skills | Computer literacy | Supervisory skills | Good planning and organisational skills | Good interpersonal relations | Good communication skills (written and verbal) | Ability to work under pressure and preparedness to work overtime, when required.

DUTIES : | Co-ordinate and facilitate Training and Development Programmes | Co-ordinate, facilitate and control internal training programmes | Design and develop a strategic operational framework for implementation regarding operational training and development | Provide career development sessions and provide induction and orientation | Manage the implementation and co-ordination of training plans and programmes for divisions | Provide training programmes to graduate development unit and other relevant stakeholder | Manage, administer, control and communicate training programmes through marketing and branding strategies | Manage and co-ordinate the ABET and internal bursary programme | Conduct, supervise and control training programmes provided | Manage the co-ordination of planning, scheduling and controlling of all training programmes | Oversee the induction of new employees in the Department | Manage the implementation and execution of coaching and mentoring programmes | Source training providers | Submit quarterly reports on all operational training | Manage staff attendance at courses | Provide statistical information pertaining to training for the annual training plan.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/147 : **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF. 68807/22**
Directorate: Human Resource Management

SALARY : All-inclusive remuneration package of R378 456 per annum
Requirements : | Appropriate Bachelor's degree (or equivalent) and extensive relevant experience | Managerial, communication, research and report-writing skills | Good leadership and organisational skills | Policy and strategy formulation skills | Ability to align organisational structures to the strategic plan.

DUTIES : | Develop and manage attraction, retention and exit programmes | Develop Human Resource policy and plans | Co-ordinate Human Resource information and knowledge and skills management | Monitor and evaluate the implementation of Human Resource strategies | Provide organisational design and job evaluation services.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/148 : **DEPUTY DIRECTOR: LEGAL SERVICES 2 POSTS REF. 68807/23**
Chief Directorate: Legal Services

SALARY : All-inclusive remuneration package of R378 456 per annum
REQUIREMENTS : | Appropriate B degree in Law | Three years' post-admission experience as an Attorney or Advocate | Understanding of the Public Service legislative framework | Knowledge of South African Constitutional Law is imperative | Ability to provide legal services to the Department.

DUTIES : | Provide sound legal advice and litigation support to the Department | Provide legal opinions | Carry out administrative legal actions to ensure compliance | Handle litigation matters | Draft and amend legislation and legal instruments | Ensure legal compliance with National, International and Continental instruments | Research the legal content of the Executive Acts submitted and advise thereon | Conduct research on constitutionality and legality of Acts, Proclamations and Regulations submitted.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/149 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF. 68807/24**
Directorate: Facilities Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per ANNUM
: I Recognised three-year degree/diploma in Property/Building Management or Public Administration or a relevant qualification of an equivalent NQF level, plus proven management and leadership skills I Extensive experience in the field of facilities/asset management I Good understanding of the Public Service regulatory framework I Proven experience in policy development and implementation I Good communication (interpersonal and report-writing) and stakeholder liaison skills I Project and financial management skills I Knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : I Provide strategic support to the Director: Facilities Management in respect of managing facilities I Develop, implement and maintain ICT strategy and advisory services I Develop and implement master systems plan I Implement strategy for Information System Security I Co-ordinate and manage integrated ICT infrastructure I Assist in the provision of business continuity services I Render physical security services I Ensure information security I Render registry services.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/150 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF. 68807/25**
Chief Directorate: Financial Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per annum
: I Three-year degree/diploma in Accounting/Financial Management or a relevant qualification of an equivalent NQF Level (NQF level 6) I In-depth knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and petty cash management I Computer literacy I Supervisory skills I Good planning and organisational skills I Good interpersonal relations I Good communication skills (written and verbal) I Ability to work under pressure and preparedness to work overtime, when required.

DUTIES : I Develop and implement a SCM framework, policy and procedure I Ensure adequate printing and resources and inventory management I Ensure compliance to SCM policy I Develop and maintain contracts and service level agreements I Render internal procurement function I Manage fixed and moveable assets I Render logistics services.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/151 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF. 68807/26**
Chief Directorate: Financial Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per annum
: I Three-year degree/diploma in Accounting/Financial Management or a relevant qualification of an equivalent NQF Level (NQF level 6) I In-depth knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, debt management, petty cash management, Basic Accounting System (BAS) and PERSAL I Working knowledge of suspense, control and accounts I Knowledge of travel and subsistence, advances and claims and creditor payments I Computer literacy I Supervisory skills I Good planning and organisational skills I Good interpersonal relations I Good communication skills (written and verbal) I Ability to work under pressure and preparedness to work overtime, when required.

DUTIES : I Conduct long-term financial planning I Compile and implement monthly budget after prioritisation I Manage cash flow and treasury functions I Compile and disseminate statutory and regulatory financial report I Manage the Auditor-General relationships and audit reporting.

ENQUIRIES : Mr John Olivier (012) 300 5993

POST 32/152 : **DEPUTY DIRECTOR: COSTING AND MANAGEMENT ACCOUNTING REF. 68807/27**
Chief Directorate: Financial Management

SALARY REQUIREMENTS : All-inclusive remuneration package of R378 456 per annum
: I Three-year degree/diploma in Accounting/Financial Management or a relevant qualification of an equivalent NQF Level (NQF level 6) I In-depth knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, petty cash management I Computer literacy I Supervisory skills I Good planning and organisational

skills | Good interpersonal relations | Good communication skills (written and verbal) | Ability to work under pressure and preparedness to work overtime, when required.

DUTIES : | Compile and administer the budget | Develop and manage costing and pricing system | Manage and report on income, expenditure, assets and liabilities | Manage debtors and creditors | Compile monthly management accounts | Ensure financial administration of personnel remuneration, compensation and deductions.

ENQUIRIES : | Mr John Olivier (012) 300 5993

POST 32/153 : | **WEBMASTER REF. 68807/28**
Directorate: Communication

SALARY REQUIREMENTS : | All-inclusive remuneration package of R378 456 per annum
: | Appropriate Bachelor's degree or (equivalent qualification at NQF level 6) | Extensive experience in communication and/or information management | Excellent editing and proofreading experience | Experience in maintaining content (text and images) on the website as well as handling enquiries on the website and intranet | Relevant experience in website content management, development and basic web design principles | Advanced PC literacy | Supervisory skills | Good planning and organisational skills | Good interpersonal relations | Good communication skills (written and verbal) | Ability to work under pressure and results-driven.

DUTIES : | Be responsible for building and maintaining training relationships with both internal and external suppliers of information | Liaise with and determine webbased needs and requirements of stakeholders on an ongoing basis | Collect data and compile information for publication on the website | Populate and maintain the integrity on the Content Management System (CMS) and index all records | Work closely with the Web Developer.

ENQUIRIES : | Mr John Olivier (012) 300 5993

POST 32/154 : | **FACILITIES CO-ORDINATOR REF. 68807/29**
Directorate: Facilities Management

SALARY REQUIREMENTS : | R192 540 per annum
: | Appropriate Bachelor's degree (or equivalent) and relevant experience | Built environment exposure, driver's licence and a Certificate in Project Management will be added advantages.

DUTIES : | Co-ordinate and oversee maintenance projects with the Department of Public Works and co-ordinate the allocation of office space | Oversee the execution of minor maintenance work | Supervise staff | Liaise with clients on projects and office allocations and financial management of sub-unit's allocated budget.

ENQUIRIES : | Mr John Olivier (012) 300 5993

PROVINCIAL ADMINISTRATION: FREE STATE**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

The Free State Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Mr AJ Venter, Head: Corporate Administration, Department of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 403, Lebohang Bldg., St Andrew Street, Bloemfontein, 9301
- CLOSING DATE** : 23 August 2010
- NOTE** : Directions to applicants: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications will not be considered. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.

MANAGEMENT ECHELON

- POST 32/155** : **HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS REFERENCE HOD : EDTEA**
- SALARY** : R1 275 732 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
- CENTRE REQUIREMENTS** : Bloemfontein
: The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. The candidate must have: -knowledge, skills, training and competencies in the principles of Corporate Governance dynamic professional leadership abilities, as well as strategic, financial and people management skills; ability to initiate and support organizational trans-formation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.
- DUTIES** : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with

sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department. Such other responsibilities as may be directed.

ENQUIRIES : Mr AJ Venter, Tel. 051 – 405 4926

OFFICE OF THE PREMIER

The Free State Department of the Premier is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.

CLOSING DATE : 23 August 2010

MANAGEMENT ECHELON

POST 32/156 : **DIRECTOR GENERAL: DEPARTMENT OF THE PREMIER, FREE STATE PROVINCIAL GOVERNMENT REFERENCE DG**

Note: Directions to applicants: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications will not be considered. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.

SALARY : R1 275 732 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein
REQUIREMENTS : The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) and/or extensive executive management experience at a senior management level. The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational trans-formation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the Department of the Premier in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the Department of the Premier within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems. *Be the Secretary to the Executive Council of the Free State Provincial Government. *Be responsible for intergovernmental relations on an administrative level between the province and other provinces as well as national departments and national components and for intra-governmental co-operation between the relevant Office of the Premier and the various provincial departments and provincial components, including the co-ordination of their actions and legislation. *Be responsible for the giving of strategic direction on: the functions of the public service in the province; the organizational structures and establishments of departments and other organizational and governance arrangements in the public service; the conditions of service and other employment practices for

employees; the labour relations in the public service in the province; and the health and wellness of employees of the Free State Provincial Government, information management in the public service of the province, electronic government in the province, integrity ethics, conduct and anti-corruption in the public service in the province and transformation, reform, innovation and any other matter to improve the effectiveness and efficiency of the public service in the province and its service delivery to the public. *To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. *Any other responsibility required by law. *Such functions, which may be prescribed from time to time. This candidate will also be responsible to: assist with the development of appropriate policies relevant to the Department of the Premier and the province and to advise the Premier in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the Department of the Premier and the Public Service as well as Provincial and National legislation relevant to the Province. Support the Premier in the execution of his/her responsibilities and obligations as Head of the Free State Provincial Government and to provide the Premier with sufficient information and advice to enable him/her to make sound and informed decisions in relation to his/her portfolio. Although the candidate will be based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the Department of the Premier.

**ENQUIRIES
APPLICATIONS**

: Mr AJ Venter, Tel. 051 – 405 4926
 : Mr AJ Venter, Head: Corporate Administration, Department of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 403, Lebohang Bldg., St Andrew Street, Bloemfontein, 9301

NOTE

: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

POST 32/157

: **MANAGER: SPECIAL PROGRAMMES REFERENCE NO: M:SP**
 Note: Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed

SALARY

: Level 13 – An all inclusive salary package of R652 572 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

**CENTRE
REQUIREMENTS**

: Bloemfontein
 : The candidate must be in possession of an appropriate 3 year qualification and/or extensive experience in the management of resources in a similar environment and in developing & implementing turn-around strategies. Experience in Budgeting and Financial Management. Experience in Project Management. Knowledge of Legislation & Policies applicable to Special Programmes. Knowledge of coordination, monitoring and evaluation mechanisms, systems and processes. Strategic Thinking, Decision making, analytical and Problem solving skills.

DUTIES

: The candidate must have knowledge, skills, training and competencies of the following:
Develop and monitor various transverse policies/strategies with regard to special programmes. Manage special projects with regard to special programmes as identified by the Premier. Implement Special Programmes in the Department of the Premier. The management of resources to ensure the effective and efficient attainment of objectives.

ENQUIRIES

: Mr Alec Moemi., Telephone number: (051) 4033903

APPLICATIONS

: Posted to: Ms. P. Norval, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

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

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

OTHER POSTS

POST 22/158 : **CLINICAL PROGRAMME COORDINATOR (GRADE 1) REF NO. BETH 22/2010**

SALARY : R227 148 per Annum Plus 13th cheque Benefits: Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Bethesda Hospital

REQUIREMENTS : Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC in General Nursing. Current registration with SANC as Professional Nurse. Basic computer literacy. Valid code 8 license is recommended. Experience in quality improvement will be an added advantage. Ability to conduct meetings on quality improvement strategies. Excellent verbal, written communication skills and report writing skills. Knowledge of Occupational Health & Safety, Disaster Management, Infection Control, Medical waste Risk Assessment. Ability to formulate patient care related policies. Team building, relationship and conflict management, coaching, mentoring & facilitation skills. Knowledge of National Provincial Quality initiatives (Human Rights, Batho Pele and Principles and Patient Rights Charter).

DUTIES : Promote a quality assurance culture within the institution. Provide advice on various aspects of quality care. Facilitate, maintain & improve implementation of quality programmes / initiatives in the institution. Provide ongoing feedback to management in order to ensure that the quality process is on track and that policies are being implemented. Plan and conduct quality audits & surveys at due times. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non – compliance. Submit monthly quality reports to supervisor. Ensure that the quality assurance committee functions effectively and that all staff participate in quality assurance programmes.

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

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

CLOSING DATE : 27 August 2010

POST 22/159 : **LECTURE (GRADE 2) REF NO. BETH 21/2010**

SALARY : R240 981 per Annum Plus 13th cheque Benefits: Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 12% Rural Allowance

CENTRE : Bethesda Hospital

REQUIREMENTS : Registration with SANC as a Professional Nurse and Midwife. Diploma in Nursing Education. Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of fourteen (14) years service / experience gained after registration as a Professional Nurse in General Nursing. At least ten (10) years of the period referred to above must be recognizable experience in nursing education after obtaining the first (1) year post – basic qualification in Nursing Education. Current SANC

registration (2010). Computer literacy is an added advantage. Valid Driver's License is also an added advantage. Sound knowledge of teaching and evaluation approaches. Sound knowledge of guiding and supervising learners in community diagnosis and research project. Participate in curriculum planning and development. Develop, plan and implement teaching programmes of all learners in the Sub – Campus. Apply knowledge of nursing to clinical nursing situations. Work effectively as a team. Assist with strategic planning and policy development in the Sub – Campus. Good conflict management, decision making, problem solving and organizational skills. Good communication (written & verbal) and counseling skills. Demonstrate initiative and enthusiasm in executing duties. Willingness to travel.

DUTIES : Provide and evaluate theoretical clinical instruction and evaluation of academic programmes. Co – Ordinate clinical learning exposure between Sub – Campus and clinical areas. Promote effective communication between learners, clinical structures and Sub Campus staff. Support the mission and promote image of the Sub – Campus. Prepare and present lessons in classes. Implement assessment strategies to determine learners competencies. Introduce and develop research basic skills for learners in PHC training and coordination the process with all reevant stakeholders. Exercise control over students. Actively participate in staff development. Mentor and supervise learners throughout the learning period. Organize, utilize and contrl Sub – Campus resources in a cost effective manner. Maintain training records for learners as determined by SANC. Able to apply computer technology and programmes to enhance the level of educational programmes. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES : Ms P.Z Mbowane Tel no. 035 – 595 1004

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

CLOSING DATE : 27 August 2010

POST 32/160 : **SENIOR RADIOGRAPHER [LEVEL 7] POST REFERENCE NO: HR 10/2010**
Institution: R.K. Khan Hospital, Durban

SALARY : Basic Salary R130 425.00 per annum other benefits: 13th Cheque / Service Bonus. 10% Scarce Skills allowance per annum, Medical Aid : optional, Home Owner Allowance: Employees must meet prescribed requirements

REQUIREMENTS : National diploma / degree as a Radiographer. Registration with the South African Health Professional Council as a Radiographer. One to 2 years experience as a Radiographer. Proof of current registration with the council. Knowledge & Skills: Sound knowledge of diagnostic radiography practice and ethos. Sound knowledge of radiation. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

DUTIES : Key Performance Areas: To provide quality radiographic diagnostic services. Execute all clinical procedures competently to prevent complications. Provide a 24 hour radiological service. Promote good health practices and ensure optimal care of patients. Perform reception and clerical duties when necessary. Promote Batho Pele Principles in the execution of duties for effective service delivery.

ENQUIRIES : Mr S. Pillay, Telephone: 031-4596123

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager R.K. Khan Hospital Private Bag X004 Chatsworth, 4030

FOR ATTENTION : Mr I.N.K. Ngcobo, Telephone: 031-4596023 Fax: 031-4030175

CLOSING DATE : :20 August 2010

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer. Female persons and people with disabilities are encouraged to apply.

APPLICATIONS : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.

FOR ATTENTION : Mrs P Singh

CLOSING DATE : 30 August 2010

NOTE : Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a 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 driver's 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. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Recommended employees shall be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the set date of the interviews or they may be disqualified. Should you not be advised by this office within three (03) months of the closing date of this advert, kindly consider that your application was not successful. The filling of posts will be guided by the Departmental Employment Equity targets.

OTHER POSTS

POST 32/161 : **ASSISTANT MANAGER: PROPERTY PAYMENTS: PROPERTY MANAGEMENT (REF. NO. SR16/2010)**

SALARY CENTRE REQUIREMENTS : R192 540 per annum (Salary Level 9)
 : Southern Regional Office, Pietermaritzburg
 : An accredited three year National Diploma/ Degree or equivalent qualification plus relevant, appropriate experience inclusive of supervisory experience. Computer Literacy. A valid drivers licence (minimum Code B).
DUTIES : Manage the co-ordination and ensure timeous processing of all property payments for the Region. Co-ordinate and respond to audit queries and manage risks in terms of payments and ensure the implementation of corrective measures. Provide input into the development of policies and procedures and ensure compliance thereof. Manage the resources within the component.
ENQUIRIES : Mrs G Dayaram: (033) 897 1324

POST 32/162 : **ASSISTANT MANAGER: PROCUREMENT AND POST BID: SUPPLY CHAIN MANAGEMENT REF. NO. SR 17/2010**

SALARY CENTRE REQUIREMENTS : R192 540 per annum (Salary Level 9)
 : Southern Regional Office, Pietermaritzburg
 : An Appropriate Degree / National Diploma or equivalent qualification plus appropriate Post Bid and Procurement experience inclusive of supervisory experience. Knowledge of Policy and Legislation relating to Supply Chain Management and the Construction Industry Development Board. Computer literacy. A valid Drivers Licence (minimum code B).
DUTIES : Exercise control over payments in respect of contractors and consultants. Ensure Works Information Management System is updated. Ensure effective functioning of Bid Committees. Carry out general contract administration including the preparation of high level submissions, management of variation orders. Manage the contract registry. Manage and control all activities within the procurement section, including development of systems and procedures. Monitor contractor performance. Undertake capacity building on procurement matters. Ensure the Construction Industry Development Board requirements are adhered to. Exercise delegations and staff supervision.
ENQUIRIES : Mr Q Makaluza (033) 897 1442

POST 32/163 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE ACCOUNTS AND PERFORMANCE MANAGEMENT REF. NO. SR22/2010**

SALARY CENTRE REQUIREMENTS : R161 970 per annum (Salary Level 8)
 : Southern Regional Office, Pietermaritzburg
 : A Senior Certificate or equivalent qualification plus relevant, appropriate experience. Computer Literacy (MS Word & MS Excel). A valid driver's licence (minimum Code B). Recommendations: Thorough knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC Resolutions and other related prescripts. Good written and verbal Communication skills Interpersonal Relation skills.
DUTIES : Implement and maintain the Employee Performance Management & Development System within the Region. Co-ordinate the Human Resource Budget in the Region.

Attend to Human Resource Audit queries. Provide inputs into the development of policies and procedures and ensure compliance thereof. Supervise staff.
ENQUIRIES : Ms J Nel (033) 897 1348

POST 32/164 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS: PROPERTY MANAGEMENT 2 POSTS REF. NO. SR18/2010**

SALARY : R161 970 per annum (Salary Level 8)
CENTRE : Southern Regional Office, Pietermaritzburg
REQUIREMENTS : A Senior Certificate or equivalent qualification plus relevant, appropriate experience. Computer Literacy. A valid drivers licence (minimum Code B).

DUTIES : Co-ordinate and process property payments for the Region. Reconcile payments for state properties as well as hired buildings. Conduct investigations on municipal domestic and rates accounts. Ensure implementation of policies and procedures. Supervise, train and develop staff.

ENQUIRIES : Mrs G Dayaram: (033) 897 1324

POST 32/165 : **ADMINISTRATIVE OFFICER : PROVISIONING: SUPPLY CHAIN MANAGEMENT REF. NO. SR19/2010**

SALARY : R161 970 per annum (Salary Level 8)
CENTRE : Southern Regional Office, Pietermaritzburg
REQUIREMENTS : A Senior Certificate or equivalent qualification plus relevant, appropriate experience. Computer Literacy. A valid drivers licence (minimum Code B). Recommendations: Thorough knowledge of the Basic Accounting System (BAS), Supply Chain Management Policy Framework, Public Finance Management Act, Treasury Regulations, Delegations of Authority and Broad Based Black Economic Empowerment Act

DUTIES : Administer the procurement of goods and services in line with the Regional Procurement Plan. Administer the payment of goods and services in the Region. Liaise with relevant stakeholders in the provisioning of goods and services. Exercise control over stores. Supervise staff.

ENQUIRIES : Mr M Ntombela: (033) 897 1449

POST 32/166 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT: FINANCE ADMINISTRATION DIVISION REF. NO. SR20/2010**

SALARY : R161 970 per annum (Salary Level 8)
CENTRE : Southern Regional Office, Pietermaritzburg
REQUIREMENTS : An accredited three year National Diploma / Degree or equivalent qualification plus relevant, appropriate experience. Computer Literacy. A valid driver's licence (minimum Code B). Recommendations: Knowledge of Public Service Acts, Public Service Regulations, Departmental Provincial Policies/Practices, Practice notes issued by Provincial Treasury, Basic Accounting System (BAS), Auditing processes, Good (verbal and written) communication and interpersonal skills.

DUTIES : Facilitate risk assessment processes and maintain a comprehensive risk register. Ensure implementation of risk management activities within the Region. Ensure co-ordination and implementation of all matters raised in audit reports. Provide input in the development of risk management strategies and ensure compliance within the Region. Conduct awareness to Regional and District staff on Risk Management principles.

ENQUIRIES : Mrs Z Zungu: (033) 897 1418

POST 32/167 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF. NO. SR21/2010**

SALARY : R130 425 per annum (Salary level 7)
CENTRE : Southern Regional Office, Pietermaritzburg
REQUIREMENTS : Candidates must in possession of a Grade 12 qualification (Senior Certificate) and must be computer literate in Persal & MS Word and MS Excel. Extensive experience in human resource administration. Knowledge of HR prescripts and procedures. Valid Drivers Licence (Minimum Code B)

DUTIES : Supervise and monitor the appointment and service termination processes. Supervise and monitor service benefits such as home owners allowance, state guarantees, leave, Injury on duty, long service awards and resettlement. Supervise and monitor processes

ENQUIRIES

pertaining to the Employee Performance Management System and the Mobility of staff
Supervision of staff
: Mrs R Damster (033) 897 1339

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 POLOKWANE, 0700. Hand delivered applications may be submitted at Registry Office, 19 Biccard Street, Office: B1-73, POLOKWANE. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 27 August 2010
- NOTE** : Applications must be accompanied by a Z83 and a recent updated comprehensive CV, certified copies of all qualification(s) and ID documents as well as the names of three references. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Candidates will be subjected to reference checking and security clearance. Candidates may also be subjected to a competency assessment. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful.

MANAGEMENT ECHELON

- POST 32/168** : **CHIEF FINANCIAL OFFICER REF NR: C2/10/1**
- SALARY** : R790 953 p.a. (all inclusive package)
- CENTRE** : Head Office Polokwane
- REQUIREMENTS** : A professional qualification in Finance and accounting, (i.e. B.Com degree, CIMA or CA or an equivalent qualification). • Six (6) to ten (10) years experience in financial management or accounting in a medium to large organization. • High computer literacy with strong comprehension of financial systems. • Management skills at senior level and a demonstrated capacity to interpret, analyze and present complex financial information. • Track record in preparing and management of strategic business plans, budgeting, expenditure and revenue would be an added advantage. • Knowledge of legislation, policies, frameworks and relationship between different spheres of government in terms of DORA (Division of Revenue Act).
- DUTIES** : The incumbent would be responsible for:- • Managing the finance of the department. • Providing timely and accurate relevant, complete and suitable presentable financial results and trends in line with the PFMA and Treasury Regulations. • Making contributions to financial aspects of the strategic planning process. • Meeting external reporting and legal requirements (e.g. monthly reports and annual financial statements). • Developing and maintaining systems of control which comply with prescribed norms. • Manage transfers of funds to Parastatals and Municipalities. • Provide sound budgeting control and financial management advice to the Accounting Officer.
- ENQUIRIES** : Mrs. S Malan, 015 293 8678

OFFICE OF THE PREMIER

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

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand deliver @ 40 Hans Van Rensburg Street, Mowaneng Building, HR Registry, Ground floor
- CLOSING DATE** : 27th August 2010
- NOTE** : Applications, accompanied by certified copies of educational qualifications, identity document, driver's licence and comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. No faxed, e-mailed or late applications will be considered.

MANAGEMENT ECHELON

<u>POST 32/169</u>	:	<u>GENERAL MANAGER: COMMUNICATION SERVICES (1 POST)</u>
<u>SALARY</u>	:	Remuneration package: R790 953 per annum (A portion of the package can be structured according to the Individual's personal needs. Salary Level: 14
<u>CENTRE</u>	:	Polokwane – Head Office
<u>REQUIREMENTS</u>	:	NQF 6. (i.e. a Bachelor's Degree oriented towards Communication). A post graduate degree will be a recommendation. At least five (5) years experience preferably on Senior Management level.
<u>DUTIES</u>	:	Provide corporate communication, marketing research and protocol services. Analysing the communication environment, including analysis of media coverage of Limpopo Provincial Administration. Monitor government policy and the implementation and impact of its programme of action, from a communication perspective. Participate in Government Communication Information Systems (GCIS) communications projects involving other Provincial Administration departments and in communications cluster. Do research to enhance GCIS's understanding of media and public communication as well as participating in the development of government policy in the field of media, information and communication – including giving institutional support to the Media Development and Diversity Agency. Managing and mentoring staff in the Sub-Branch in close consultation with the Senior General Managers, including management of budget and business plan. The incumbent will be required to sign a performance agreement with the Director General.
<u>ENQUIRIES</u>	:	Mrs Rametse EK / Mr. Tshikhudo NV @ 015 287 6331 / 015 287 6034

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

The Department of Health is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated

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

MANAGEMENT ECHELON

POST 32/170 : **HEAD CLINICAL UNIT (MEDICAL): PAEDIATRIC RADIOLOGY (PRINCIPAL SPECIALIST) (SENIOR LECTURER ON JOINT STAFF OF UNIVERSITY OF CAPE TOWN)**

SALARY : Remuneration package: R 892 287 per annum (A portion of the package can be structured according to the individual's personal needs) Commuted overtime is payable.

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Specialist qualification as a Radiologist registered with the Health Professions Council of South Africa (HPCSA). Experience: Minimum of 7 years' appropriate clinical experience in Paediatric and General Radiology after registration with the HPCSA as a General Radiologist. Demonstrated experience in leadership of multidisciplinary teams. Experience in teaching and training of Registrars, Medical staff and Medical students. Appropriate management experience in Clinical Services. Inherent requirements of the job: Willingness to work overtime. Valid driver's licence and willingness to travel to other health facilities. Registration with a professional council: Registration with the HPCSA as Specialist Radiologist. Competencies (knowledge/skills): Paediatric Radiology service delivery Proven ability to provide Clinical and academic leadership. Good management and communication skills. Fluency in at least two of the three official languages of the Western Cape. Leadership, documentation and information management skills. Recommendations: Extensive experience and/ or academic qualifications in Paediatric Radiology.

DUTIES : Key result areas/outputs: Take responsibility for the management of services of the Paediatric Radiology unit. Provide specified clinical services, based at the Red Cross War Memorial Children's Hospital, as well as within the Provincial service platform. Provision of clinical teaching and training of undergraduates and postgraduates in the field of Paediatric Radiology. Perform and guide effective and appropriate clinical and operational research and other academic activity. Act as operational head reporting to the Head of the Division of Radiology in the Department of Radiation Medicine of the University of Cape Town for academic matters and reporting to the Chief Executive Officer of Red Cross War Memorial Children's Hospital for all clinical matters.

ENQUIRIES : Prof Steve Beningfield, tel.no. (021) 404-4184, e-mail: steve.beningfield@uct.ac.za

APPLICATIONS : The Director: Human Resources Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 27 August 2010

OTHER POSTS

POST 32/171 : **DEPUTY MANAGER: NURSING (CRITICAL CARE - ICU THEATRE) (LEVEL 1 & 2 HOSPITALS)**

SALARY : Remuneration package: R 435 414 (PN-A8) per annum (A portion of the package can be structured according to the individuals personal needs).

CENTRE : Groote Schuur Hospital, Observatory, Cape Town

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Inherent requirement of the job: A valid Code B/EB driver's licence. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South Africa Nursing Council in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at management level. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power Point). Presentation

Skills. Excellent verbal and written communication skills in at least two of the three official languages in the Western Cape. Experience in control of budget levels. Knowledge and application of regulation and policies. Ability to work effectively in a management and multi-disciplinary team. Ability to work under pressure, meet deadlines and solve complex problems. Recommendations: Diploma in Operating Theatre Technique. Post Basic qualification in Nursing Administration/Nursing Education /Health Administration. Diploma in Critical Care Nursing.

DUTIES : Key result areas/outputs: Provide guidance and leadership towards the realisation of strategic goals and objectives of the Nursing Division, 24 hours a day, 7 days a week in ICU and Theatres. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs in ICU and Theatres. Provide and monitor the implementation of Policies, programs, regulations, practices procedure and standards pertaining to Nursing Care. Utilise information technology and other Management information for the enhancement of the Service. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care. Manage and utilise resources in accordance with relevant directives and legislation. Deputise for the Manager: Nursing. Be on standby. Promote and participate in nursing Research. Manage agency and overtime budgets. Promote recruitment and retention strategies. Manage disciplinary and grievance issues. Demonstrate sound knowledge of Financial Management.

ENQUIRIES APPLICATIONS : Mrs M Ross, tel. no. (021) 404-2071
: The Chief Executive Officer, Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935

FOR ATTENTION CLOSING DATE : Ms F Safodien
: 3 September 2010

POST 32/172 : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND DEVELOPMENT (SUPPORT)**
Chief Directorate: Strategy and Health Support, Directorate: Strategic Planning and Co-ordination, Sub-directorate: Strategic Direction and Development

SALARY : Remuneration package: R378 456 per annum per annum (A portion of the package can be structured according to the individuals personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
: Minimum educational qualification: An appropriate Bachelor's degree. Experience: Extensive experience working in a health sector environment. Inherent requirements of the job: A valid driver's licence (Code B). Working outside of normal office hours, travel and overnight stays away from home. Competencies (knowledge/skills): Detailed knowledge of health systems and health care services. Excellent analytical skills. Advanced computer literacy skills, in particular Excel and Access. Ability to analyse and use large databases. Knowledge and understanding of mathematics and statistics. Specialist knowledge in developing modelling tools for scenario planning, costing and setting performance targets. Sound knowledge of human resources structures and job descriptions. Ability to give attention to detail but also to understand the strategic overview. Excellent written and verbal communication skills with the ability to explain complex modelling concepts. Ability to work independently. Note: Candidates may be requested to undergo a practical evaluation.

DUTIES : Key result areas/outputs: Assist in developing the strategic medium term and annual health services plans as informed by national and provincial policy. Assist in conducting health systems research and development to inform future health care service delivery models, plans and policies. Assist in the process of aligning financial allocations with the strategic plans and policies. Research and provide strategic information for the development of strategic health services planning. Assist in evaluating the impact of the prevailing socio-economic conditions on the department. Critically facilitate and develop indicators and target setting within the Department. Provide costing of existing Health services, plans and models.

ENQUIRIES APPLICATIONS : Mr DW Van Rooyen, tel. no.: (021) 483-4253
: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000

FOR ATTENTION CLOSING DATE : Ms C Versfeld
: 3 September 2010

- POST 32/173** : **DEPUTY DIRECTOR: HEALTH SERVICES (OPERATIONAL AND STRATEGIC MANAGER: HAST)**
- SALARY** : Remuneration package: R 378 456 per annum (a portion of the package can be structured according to the individuals personal needs).
- CENTRE** : Overberg District, Caledon
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification in a health related field. Registration with a Health Professional Board or Council. Inherent requirements of the job: Valid driver's licence (code EB) and willingness to travel extensively within the Western Cape. Competencies (knowledge/skills): Experience in the management of health services. Knowledge of the Comprehensive Service Plan (CSP) of the Department of the Western Cape. Computer literacy (MS Word, Excel and Power Point). Language proficiency in two of the three official languages of the Western Cape. Supervisory/managerial skills. A thorough working knowledge of the management of HIV/AIDS/STI/TB and other related diseases. Recommendation: Knowledge of PGWC Department of Health policies.
- DUTIES** : Key result areas/outputs: Co-ordination of all HAST activities in the Overberg District. Ensure adherence to all relevant health and public service legislation including Batho-Pele Principles and Patient's Right Charter. Assist HAST clinical audits and risk management strategies. Management of resources, including human resources. Development of strategic management plan and risk profile of TB. Monitoring and evaluation of expenditure and revenue, with calculation of projections and comparison with allocated budget against the business plan. Development and implementation of operational institutional policy guidelines. Management of all requirements related to information management issues. Timeous writing and submission of reports. Undertake any other duty as directed by the Director of the Overberg Region.
- ENQUIRIES** : Dr R Nathan, tel. no. (028) 212-1512, Rinathan@pgwc.gov.za
- APPLICATIONS** : The Director: Overberg District, Private Bag X07, Caledon, 7230.
- FOR ATTENTION** : Mr M Brooks
- CLOSING DATE** : 27 August 2010
- POST 32/174** : **ADMINISTRATIVE OFFICER**
- SALARY** : R 130 425 per annum.
- CENTRE** : Head Office, Western Cape Medical Supplies Centre
- REQUIREMENTS** : Minimum educational qualifications: Senior (or equivalent) Certificate. Current registration with the South African Pharmacy Council as a Pharmacist's Assistant (Post-Basic). Experience: Experience in Pharmaceutical Procurement. Competencies (knowledge/skills): Supervision skills. Intermediate computer skills in MS Word and Excel. Knowledge of Supply Chain Management, Public Finance Management Act (PFMA), General Conditions of a Contract, Tradeworld, MEDSAS and BAS. Knowledge of the rules and regulations of the South African Pharmacy Council and Medical Control Council. Recommendation: Mathematics or Accountancy as passed subject. Note: This post was previously advertised. Candidates who had applied are advised to re-apply. All short listed candidates may undergo a technical competency test.
- DUTIES** : Key result areas/outputs: Handling of contracts submitted by the National Tender Office in order to procure pharmaceutical and non-pharmaceutical items. Procurement of pharmaceutical contract items loaded on MEDSAS. Handling the outstanding / overdue pharmaceutical orders placed by demanders and other institutions. Supervision of the Pharmaceutical Procurement Section.
- ENQUIRIES** : Mr S Theron, tel. no. (021) 483-2431
- APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000
- FOR ATTENTION** : Ms C Versfeld
- CLOSING DATE** : 3 September 2010
- POST 32/175** : **INDUSTRIAL TECHNICIAN (ELECTRONICS/RESPIRATORY AND ANAESTHETICS)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
- SALARY** : R 130 425 per annum.
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualifications: National Diploma, N-, T- or S- stream in electrical engineering – Light Current or Bio- medical Diploma, or registration as engineering Technician in terms of section 14(1) or (14(2) of the Engineering Profession of South

Africa. Experience: Hands on experience in repair of electronic medical equipment. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Electronics/mechanical skills. Computer literacy. Recommendations: Ability to fault find on electronic equipment, be able to trace faults and perform PCB repairs to component level. Willingness to work overtime.

DUTIES : Key result areas/outputs: Carry out maintenance, repairs and installation of electronic, respiratory, anaesthetics and related medical equipment. Assist with general administration and day-to-day running. Draw up reports and specifications, record keeping and general administration duties. Ensure compliance with the Occupational Health and safety Act. Liaise with hospital management and the private sector.

ENQUIRIES : Mr AJ Cornelissen, tel.no. (021) 860-2508

APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow,7500

FOR ATTENTION : Ms R Hattingh

CLOSING DATE : 3 September 2010

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000

FOR ATTENTION : Mr S Boli

CLOSING DATE : 3 September 2010

OTHER PSTS

POST 32/176 : **CHIEF ENGINEER: CONTRACT CO-ORDINATION (GRADE A) U2/10/030**
Job purpose: To manage contract construction and –maintenance in the Directorate: Contracts Co-ordination

SALARY : An all-inclusive salary package of R 507 114 per annum

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least six (6) years post qualification experience required as a registered professional engineer as well as a driver's license. Competencies: Knowledge of and experience in road and bridge construction and maintenance • Knowledge of and experience in contract/project management, monitoring and administration • Knowledge of contract documentation and contract law • Knowledge of General conditions of Contract 2004 • Knowledge of tender evaluation and procurement of services • sound engineering and professional judgement • strategic capability and leadership • decision making, financial management, communication and, people management skills • computer skills

DUTIES : Perform final reviews and approvals on new contract documentation according to Departmental policy and principals • co-ordinate design efforts across various disciplines to ensure seamless integration with current contract documentation standards • pioneering of new contract management methods • set standards, specifications and service levels according to organizational objectives • identify and manages risk according to sound risk management practice and organizational objectives • provide technical consulting services on contractual related matters to minimize possible risks • ensure the availability and management of funds to meet the Departmental objectives.

ENQUIRIES : Mr AJ Nell Tel (021) 483 2167

NOTE : It may be expected of candidates to undergo a behavioural and/or potential analysis

POST 32/177 : **CHIEF ENGINEER: ROAD NETWORK AND PROJECT PLANNING (GRADE A) U2/10/034**
Job purpose: To manage the road network evaluation and strategic planning processes in the Western Cape Province

SALARY : An all-inclusive salary package of R 507 114 per annum

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least six (6) years post qualification experience required as a registered professional engineer as well as a

driver's license. Competencies: Knowledge of road planning, design and construction, public transport, transport planning and traffic engineering • Knowledge of proclamation, environmental and land use planning processes involving roads and transport planning • Knowledge of existing national, provincial and local policies and legislation that impact on roads and transport, including inter-governmental relations, public administration and public financial management • Experience in the creation of roads and transport policy development and management • Experience in drawing up of roads and transport related legislation • Experience in national and provincial legislative processes • Skills in the interpretation of legislation • Research Analysis skills • Knowledge of policy-development/management of policy processes • Skills in the drawing up of legislation and writing reports • Good communication and meeting skills in support of policy and legislative processes

DUTIES : Manage strategic planning of the road network in the Province of the Western Cape on a continuous basis and identify potential projects according to needs and gaps in the network • manage and implement interventions to improve the proclaimed road network • investigate the feasibility of improvements or interventions to the road network • undertake the economic evaluation of road projects • manage the integrated environmental management evaluations of road projects • evaluate road proclamation proposals.

ENQUIRIES : Mr C October Tel (021) 483 2000

NOTE : It may be expected of candidates to undergo a behavioural and/or potential analysis

POST 32/178 : **CHIEF ENGINEER: POLICY AND LEGISLATION (GRADE A) U2/10/035**
Job purpose: To evaluate transport policy and to manage the development of new and revised policy into legislation with respect to roads and road –related functions, so as to guide the integrated planning and management of the provincial road network in the Western Cape.

SALARY : An all-inclusive salary package of R 507 114 per annum

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least six (6) years post qualification experience required as a registered professional engineer as well as a driver's license. Competencies: Knowledge of road planning, design and construction, public transport, transport planning and traffic engineering • Knowledge of proclamation, environmental and land use planning processes involving roads and transport planning • Knowledge of existing national, provincial and local policies and legislation that impact on roads and transport, including inter-governmental relations, public administration and public financial management • Experience in the creation of roads and transport policy development and management • Experience in drawing up of roads and transport related legislation • Experience in national and provincial legislative processes • Skills in the interpretation of legislation • Research Analysis skills • Knowledge of policy-development/management of policy processes • Skills in the drawing up of legislation and writing reports • Good communication and meeting skills in support of policy and legislative processes.

DUTIES : •Translate government policy into legislation in support of the management and administration of the road network • manage and maintain roads, traffic and transport related policy and legislation database • undertake /manage research and development of policy on roads matters in the Province of the Western Cape • manage the adaptation of relevant legislation and the amendment or development of new roads and transport legislation in the Province of the Western Cape • assist with processing draft transport legislation through the legislative process, including participation, review and evaluation of comments and objections from affected and interested parties • assist with development and / or amendment of roads and transport policy and legislation at a national level.

ENQUIRIES : Mr C October Tel (021) 483 2000

NOTE : It may be expected of candidates to undergo a behavioural and/or potential analysis

POST 32/179 : **ENGINEER: DEVELOPMENT PLANNING (PRODUCTION) GRADE A, B OR C POSTS U2/10/031-032**

Job purpose: To undertake strategic transport planning and manage the road network evaluation processes in the Western Cape Province.

SALARY : R 345 897 – R 372 636 per annum (Grade A)

R 393 711 – R 424 146 per annum (Grade B)
R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

CENTRE REQUIREMENTS

: Cape Town
: The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

DUTIES

: Undertake traffic / transport analysis, modelling and studies to determine the future impacts of development and policy on the road and transport networks • review the impact of future policy and development on the provincial road network function and classification • review environmental and developmental policies that will impact on the provincial road network • manage the road proclamation process for the establishment of new outer alignment proposals or for the upgrading of proclaimed roads. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety;- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

NOTE ENQUIRIES

: It may be expected of candidates to undergo a behavioural and/or potential analysis
: Ms D Martheze Tel (021) 483 2177

POST 32/180

: **ENGINEER: ROAD NETWORK AND PROJECT PLANNING (PRODUCTION) GRADE A, B OR C U2/10/033**
Job purpose: To manage the road network in the Western Cape Province.

SALARY

: R 345 897 – R 372 636 per annum (Grade A)
R 393 711 – R 424 146 per annum (Grade B)
R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

CENTRE REQUIREMENTS

: Cape Town
: The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel

		regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure
<u>DUTIES</u>	:	Undertake strategic planning of the road network in the Province of the Western Cape on a continuous basis and identify potential projects according to needs and gaps in the network • undertake the economic evaluation of road projects • manage integrated environmental management evaluations of road projects • evaluate road proclamation proposal. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters
<u>ENQUIRIES</u>	:	Mr C October Tel (021) 483 2000
<u>NOTE</u>	:	It may be expected of candidates to undergo a behavioural and/or potential analysis
<u>POST 32/181</u>	:	<u>ENGINEER: SPATIAL PLANNING (PRODUCTION) GRADE A, B OR C U2/10/036</u> Job purpose: To promote the integrated development of this province by judicious management of proposed land use changes and their impact on the proclaimed road network as well as the Metropolitan transport system.
<u>SALARY</u>	:	R 345 897 – R 372 636 per annum (Grade A) R 393 711 – R 424 146 per annum (Grade B) R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure
<u>DUTIES</u>	:	To evaluate proposed land use changes that may impact on the proclaimed and metropolitan road networks and determine the necessary road improvements that need to be undertaken by the developers/local authority in mitigation thereof • to exercise control over subdivision/townships development in the rural areas • control access to developments along proclaimed roads and roads of metropolitan significance • ensure that land use development takes place with a minimum environment impact. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of

technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

**NOTE
ENQUIRIES**

: It may be expected of candidates to undergo a behavioural and/or potential analysis
: Mr C October Tel (021) 483 2000

POST 32/182

: **ENGINEER: CIVIL / STRUCTURAL (PRODUCTION) GRADE A, B OR C U2/10/037**
Job purpose: To ensure that the planning, design, construction and maintenance of bridges, culverts and ancillary structures on proclaimed roads in the Western Cape Province are cost effective and comply to the required legislation, policy and standards in order to improve the serviceability and the safety thereof

SALARY

: R 345 897 – R 372 636 per annum (Grade A)
: R 393 711 – R 424 146 per annum (Grade B)
: R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

**CENTRE
REQUIREMENTS**

: Cape Town
: The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

DUTIES

: Manage and control the operation and development of the Struman Structures Management System • responsible for structural designs for departmental construction • review the structural designs, specifications and documentation by consulting engineers for compliance with departmental standards • co-ordinate and control the design phase of projects being designed by consulting engineers. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

**ENQUIRIES
NOTE**

: Mr HS Viljoen Tel (021) 483 2161
: It may be expected of candidates to undergo a behavioural and/or potential analysis

<u>POST 32/183</u>	:	<p><u>ENGINEER: GEOMETRIC CIVIL DESIGN (PRODUCTION) GRADE A, B OR C - 2 POSTS U2/10/038 – /039</u></p> <p>Job purpose: To ensure that the geometric aspects of designs of provincial roads in the Western Cape Province comply with the necessary policies and standards in order to optimise the efficiency and safety of these roads</p>
<u>SALARY</u>	:	<p>R 345 897 – R 372 636 per annum (Grade A) R 393 711 – R 424 146 per annum (Grade B) R 450 174 – R 530 280 per annum (Grade C), Offer will be based on proven years of experience</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Cape Town</p> <p>The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure</p>
<u>DUTIES</u>	:	<p>Evaluate reports, strategies and documentation done by consulting engineers • checking geometric designs, specifications and documentation done by consulting engineers to ensure that it complies with the department's standards • co-ordinate and manage design phase of road projects • assist with the compilation of provincial geometric design policy, standards and specifications. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters</p>
<u>NOTE ENQUIRIES</u>	:	<p>It may be expected of candidates to undergo a behavioural and/or potential analysis Mr WM Sibernagl Tel (021) 483 2170</p>
<u>POST 32/184</u>	:	<p><u>ENGINEER: TRAFFIC ENGINEERING (PRODUCTION) GRADE A, B OR C U2/10/040</u></p> <p>Job purpose: To constantly monitor, improve and maintain the Traffic Engineering and road safety engineering aspects of the provincial roads in the Western Cape Province in order to optimise the safety and efficiency of these roads</p>
<u>SALARY</u>	:	<p>R 345 897 – R 372 636 per annum (Grade A) R 393 711 – R 424 146 per annum (Grade B) R 450 174 – R 530 280 per annum (Grade C), Offer will be based on proven years of experience</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Cape Town</p> <p>The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical</p>

knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure.

DUTIES : Perform traffic analyses and modelling • perform road traffic signs and road safety improvement designs • evaluate traffic engineering applications and designs • perform Road Safety Audits • analyse traffic accidents and prepare statistics and reports. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

ENQUIRIES : Mr SW Carstens Tel (021) 483 2174

NOTE : It may be expected of candidates to undergo a behavioural and/or potential analysis

POST 32/185 : **ENGINEER: ROAD PLANNING (PRODUCTION) GRADE A, B OR C 3 POSTS U2/10/041- 043**

Job purpose: To manage the strategic management, planning, and protection of the Provincial Proclaimed Road Network in the Oudtshoorn, Paarl and Ceres DRE area.

SALARY : R 345 897 – R 372 636 per annum (Grade A)
R 393 711 – R 424 146 per annum (Grade B)
R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

CENTRE : Oudtshoorn U2/10/041; Paarl U2/10/042; Ceres U2/10/043

REQUIREMENTS : The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure.

DUTIES : Perform traffic analyses and modelling • control of access, structures, way leaves (rights of way) and advertisements along the proclaimed road network • approve property subdivisions • evaluate and comment pertaining to applications for land use changes • provide input to local authorities in connection with integrated development plans • investigate accident black spots and preparation of traffic safety improvement plans • estimate the cost of road projects. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards •

evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

NOTE ENQUIRIES : It may be expected of candidates to undergo a behavioural and/or potential analysis
 : Oudtshoorn – Mr JC Prodehl (044) 272 6071
 : Paarl – Mr P Stofberg (021) 863 2020
 : Ceres - Mr L Starke (023) 312 1120

POST 32/186 : **ENGINEER: ROAD CONSTRUCTION (PRODUCTION) GRADE A, B OR C U2/10/044**
 Job purpose: Supporting the District Roads Engineer with the construction, maintenance, rehabilitation, and flood damage repairs in the region.

SALARY : R 345 897 – R 372 636 per annum (Grade A)
 : R 393 711 – R 424 146 per annum (Grade B)
 : R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience

CENTRE REQUIREMENTS : Oudtshoorn
 : The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure

DUTIES : Project planning and execution of road construction • road maintenance and flood damage repairs using own personnel and machinery, on contract or with the aid of the District Municipalities. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters

ENQUIRIES : Mr JC Prodehl (044) 272 6071

<u>NOTE</u>	:	It may be expected of candidates to undergo a behavioural and/or potential analysis
<u>POST 32/187</u>	:	<u>ENGINEER: MAINTENANCE CONTRACTS (PRODUCTION) GRADE A, B OR C U2/10/045</u> Job purpose: Plan, co-ordination and execution of the maintenance, improvements, reparation and construction activities of road reserves of proclaimed roads (trunk, main, divisional and minor roads) within the area / region.
<u>SALARY</u>	:	R 345 897 – R 372 636 per annum (Grade A) R 393 711 – R 424 146 per annum (Grade B) R 450 174 – R 530 280 per annum (Grade C) Offer will be based on proven years of experience
<u>CENTRE REQUIREMENTS</u>	:	Paarl The formal qualification requirement for appointment to this post is a university degree in Civil Engineering (B Eng/BSC. Eng) plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus at least three (3) years post qualification experience as well as a driver's license. Competencies: Technical knowledge and experience of engineering design, analysis and planning processes • experience in programme and project management • knowledge of existing national, provincial and local policies and legislation that impact on roads and transport/design and construction/contract coordination, including inter-governmental relations, public administration and public financial management and formulation of policies in a multi-disciplinary professional environment • research and development • decision making, analytical, team leadership and financial management skills • willingness to travel regularly • good interpersonal relations • computer literacy (MS Office) • ability to work under pressure
<u>DUTIES</u>	:	Prepare estimates of cost of road maintenance projects • provide assistance to local authorities, contractors and consultants • enforce safety rules • undertake surveying, planning and organising the construction site • assist in the investigation and comment on applications for road accesses, way leaves, tourism related road signs, etc. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:- • plan, design, operate and maintain engineering projects • develop cost effective solutions according to standards • evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • develop tender specifications • ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and • approve engineering works according to prescribed norms and standards. Human capital development: - • ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice • supervise the engineering work and processes; and • administer performance management and development. Office administration and budget planning: - • manage resources and prepare and consolidate inputs for the facilitation of resource utilization • ensure adherence to regulations and procedures for procurement and personnel administration • monitor and control expenditure; and • report on expenditure and service delivery. Research and development: - • continuous professional development to keep up with new technologies and procedures • research/literature studies on engineering technology to improve expertise; and • liaise with relevant bodies/councils on engineering-related matters
<u>ENQUIRIES</u>	:	Mr P Stofberg (021) 863 2020
<u>NOTE</u>	:	It may be expected of candidates to undergo a behavioural and/or potential analysis