



DATE OF ISSUE: 20 AUGUST 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 33 OF 2010**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**AMENDMENT**

: **The Presidency:** Kindly note that IRO. Post 32/72, Director: Stakeholder Liaison: Office of the Director-General which was placed in circular 32 of 2010 the following is brought to your attention, the position is for the Department of Performance Monitoring and Evaluation within the Presidency.

**Provincial Administration: Gauteng Department of Health:** Please note that the following posts: Information Technologist Helpdesk Support Officer: Ref no: 70253555; Computer Technologist: Ref no: 70253557, that was placed in Circular 31/2010 have been withdrawn .

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>AGRICULTURE, FORESTRY AND FISHERIES</b>	<b>A</b>	<b>03 – 06</b>
<b>ENERGY</b>	<b>B</b>	<b>07 – 08</b>
<b>ENVIRONMENTAL AFFAIRS</b>	<b>C</b>	<b>09 – 14</b>
<b>HEALTH</b>	<b>D</b>	<b>15</b>
<b>HOME AFFAIRS</b>	<b>E</b>	<b>16 – 23</b>
<b>HUMAN SETTLEMENTS</b>	<b>F</b>	<b>24</b>
<b>JUSTICE</b>	<b>G</b>	<b>25 – 32</b>
<b>PUBLIC ENTERPRISES</b>	<b>H</b>	<b>33</b>
<b>SCIENCE AND TECHNOLOGY</b>	<b>I</b>	<b>34 – 35</b>
<b>SOCIAL DEVELOPMENT</b>	<b>J</b>	<b>36 – 38</b>
<b>PERFORMANCE, MONITORING AND EVALUATION</b>	<b>K</b>	<b>39 – 41</b>
<b>TOURISM</b>	<b>L</b>	<b>42</b>
<b>TRADE AND INDUSTRY</b>	<b>M</b>	<b>43</b>
<b>TRADITIONAL AFFAIRS</b>	<b>N</b>	<b>44 – 50</b>
<b>NATIONAL TREASURY</b>	<b>O</b>	<b>51 – 52</b>
<b>WATER AFFAIRS</b>	<b>P</b>	<b>53 – 62</b>
<b>WOMEN, CHILDREN AND PEOPLE WITH DISABILITY</b>	<b>Q</b>	<b>63 – 66</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>GAUTENG</b>	<b>R</b>	<b>67 – 73</b>
<b>KWAZULU-NATAL</b>	<b>S</b>	<b>74 – 80</b>
<b>LIMPOPO</b>	<b>T</b>	<b>81 – 93</b>
<b>WESTERN CAPE</b>	<b>U</b>	<b>94 - 99</b>

## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

## OTHER POSTS

- POST 33/01** : **STATE VETERINARIAN REF NO: 195/2010**  
Directorate: Animal Health  
This post is a re-advertisement of Ref 133/2009. Candidates who previously applied, must re-apply.
- SALARY** : R 378 456 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a BVSc or BVMCh degree. Must be registered as a Veterinarian with the South African Veterinary Council. Sufficient appropriate experience. Sound knowledge of animal disease control with special references to state controlled and vector borne diseases. Experience in policy formulation and regulatory activities. Good verbal and written communication skills. Valid driver's licence. Proven computer literacy, especially MS Word, MS Excel and MS Outlook.
- DUTIES** : The incumbent will be responsible to play a major role in the development, monitor and evaluation of National Animal Disease Control Policies and Animal Health legislation. Liaise with relevant role players and stakeholders, including provincial veterinary services. Contribute to an efficient and comprehensive risk analysis services with regard to Animal Disease. Co-ordinate, administers, facilitate, analyse and amend all animal health schemes, including Bovine Brucellosis and any other future proposals. Develop, co-ordinate, administer auditing programmes for National and Provincial Animal Disease Control measures.
- ENQUIRIES** : Dr O. Letuka, Tel. 012 319 7489
- POST 33/02** : **CONTROL RESOURCE CONSERVATION INSPECTOR REF NO: 194/2010**  
Directorate: Land Use and Soil Management
- SALARY** : R192 540 per annum
- CENTRE** : Upington

- REQUIREMENTS** : Applicants must be in possession of a three year degree or National diploma in Agriculture/Conservation/Entomology/Environment (you are required to furnish a credit certificate and/or statement of results) and a post graduate qualification in related study fields with sufficient experience gained after qualification. Excellent written and verbal skills to communicate with land users regarding compliance with the Agricultural Pest Act, 1983 (Act No. 36 of 1983). Good knowledge of environmental legislations that are relevant to migrant pest control. Competency in the use of computer and MS Office programmes. Good communications skills (verbal and written). A valid Code B driver's licence. Candidate must be willing to travel extensively and be away from home in the execution of duties.
- DUTIES** : The incumbent will be responsible to ensure efficient migratory pests control through surveillance, control planning, control coordination and control management. To conduct ecological risk assessment of migratory pests roosts and determination of the suitable control method for specific roosting site. To facilitate, utilise and liaise with consultative forums to assist with migratory pests control. To promote awareness and technology transfer with regard to migratory pests control as well as enhance capacity among interested/concerned parties. To assist in determining the research needs and developing and managing research programmes for migratory pest control. To manage the migratory pests depot, depot personnel and contracted employees.
- ENQUIRIES** : Mr D.J. Tladi, Tel. 012 319 7568
- POST 33/03** : **SENIOR PLANT HEALTH OFFICER REF NO: 196/2010**  
 Directorate: Plant Health  
 This is a re-advertisement of Ref. 67/2010. Candidates who previously applied must re-apply.
- SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a B.Sc. or B.Sc. (Agric) degree with Entomology or Zoology as a major subject or a B. degree in Plant Protection or a B. Honours or Masters degree in Plant Protection (you are required to furnish a credit certificate and/or statement of results). Sufficient work experience in a related field of invertebrate pest management. The post requires a person with an interest in, and sound knowledge of, pest behaviour and the impact it may have on international and national trade as well as food security and biodiversity. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983). Knowledge of International Phytosanitary Standards and Principles as set by the International Plant Protection Convention (IPPC), including subject matters on pest risk analysis, surveillance, eradication programmes, determination of pest status in an area, pest free areas/places and sites of production. Knowledge of the World Trade Organisation's Sanitary and Phytosanitary Agreement (WTO-SPS). Good Knowledge of taxonomy, biology, epidemiology of pests and pest control measures. Good knowledge regarding the development of surveillance programmes for plant pests. Good verbal and written communication skills. Proven computer literacy in Microsoft Office (MS Word, Excel and Access). A valid driver's licence and the willingness to travel/drive frequently, even at short notice.
- DUTIES** : The incumbent will be responsible to implement the Agricultural Pests Act (in terms of the WTO SPS agreement). Develop pest profiles and conduct risk assessments to identify potential pest risks which may enter South Africa. Develop early warning systems for quarantine pests according to the standards set by the IPPC. Develop disaster management and contingency plans against the outbreak of disastrous pests. Audit current systems to identify risks associated with plants and plant products. Develop, co-ordinate and manage quarantine pests surveillance, containment and eradication programmes. Ensure data capturing and maintenance of data with regard to Early Warning Systems programmes. Ensure proper awareness regarding quarantine pests targeted in Early Warning Systems. Develop proper working agreements and partnerships between all possible stakeholders for specific programs. Ensure pest information dissemination between stakeholders.
- ENQUIRIES** : Mr J.H. Venter, Tel. 012 319 6384

- POST 33/04** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 193/2010**  
Directorate: Animal Health
- SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate with extensive experience in Human Resources Management or a National diploma or a B. degree in Human Resources Management and relevant experience in Human Resources Management. Ability to write submissions. Computer skills (MS Word and Excel).
- DUTIES** : The incumbent will be responsible to handle administrative processes with regard to appointment, promotion, resignation, PMD's. Complete the Application to fill a post form and send to HR directorate when posts are to be filled. Coordinate performance management and development system (PMDS) for the directorate. Execute functions pertaining to leave administrative for the directorate. Coordinate training for the directorate. Ensure that all HR outstanding documents of employees are submitted on time. Render effective HR advisory services to managers and employees within the directorate. Management and supervision of sub-ordinates.
- ENQUIRIES** : Ms C. Maluleke, Tel. 012 319 7475
- POST 33/05** : **ADMINISTRATIVE OFFICER REF NO: 192/2010**  
Directorate: Animal Health  
This post is a re-advertisement of Ref 276/2009. Candidates who previously applied must re-apply.
- SALARY** : R130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate or National diploma or B. degree in Financial Administration. Relevant experience in finance/budget, supply chain management and knowledge of PFMA. Computer skills (MS Word and Excel).
- DUTIES** : The incumbent will be responsible to compile and administer the budget of the directorate. Compile and distribute monthly expenditure reports, MTEF, adjustment, virements, roll over and shift for directorate, including corrections of incorrect allocations made on BAS. Compile and consolidate financial and data during budget and reporting process (MTEF, ENE and annual report) keep records of all budget inputs and capturing of budget and related issues. Inventory control and loss control. Responsible for accounts payments, requisitions and registry
- ENQUIRIES** : Ms C. Maluleke, Tel. 012 319 7475
- POST 33/06** : **GENERAL TECHNICAL ASSISTANT 2 POSTS REF NO: 197/2010**  
Directorate: Plant Production  
This post is a re-advertisement of Ref 260/2009 and 261/2009. Candidates who previously applied must re-apply
- SALARY** : R105 645 per annum  
**CENTRE** : Plant Genetic Resources Centre, Roodeplaat  
**REQUIREMENTS** : The successful candidate must be in possession of a Grade 12 certificate with Biology, Physical Science and Mathematics as a passed subject (you are required to furnish a credit certificate and/or statement of results) as well as the certificate in practical seed analysis, i.e. agricultural and/or horticultural crops and/or grasses. Experience in a natural science laboratory with prior knowledge and handling of laboratory apparatus is essential. Seed testing experience. Must have the ability to do numerical/mathematical calculations and apply physical science concepts (will be evaluated during the interview).
- DUTIES** : The incumbent will be responsible for the conduction of seed analysis tests for quality determination purposes at the Official Seed Testing Laboratory, which include physical purity, germination, moisture and tetrazolium tests amongst others. Ensure good laboratory practises, e.g. maintenance of apparatus/equipment. Implementation of the International Seed Testing Association Quality Assurance Programme to ensure international accreditation. Participate in the technical processes, such as monitoring of registered laboratories, activities of seed quality related organisations, provision of

**ENQUIRIES**

knowledgeable training and ensuring optimum seed testing in accordance with international rules and national legislation.  
: Ms P.J. Strauss, Tel. 012 808 5395

## DEPARTMENT OF ENERGY

**APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19 Arcadia, 0007 or hand delivered to Travenna Building, Corner Mentjies and Schoeman Street. Sunnyside

**FOR ATTENTION** : Mr N Ncongwane

**CLOSING DATE** : 02 September 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 33/07** : **DEPUTY DIRECTOR: GAS POLICY**

**SALARY** : R378 456 per annum (inclusive package), Level 11

**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree in Natural Sciences or equivalent qualification with extensive relevant experience PLUS the following key competencies ☐ Knowledge of: • General knowledge of energy sector • detailed knowledge of gas sector ☐ Skills: • Project management • Financial management • Communication • Computer • Writing ☐ Creativity: • Problem solving • innovative and creative thinking ☐ Attributes: • Work without constant supervision Dedicated • Work within structures • Work under pressure • Adaptability Recommendation/Note: Post-graduate degree would be an added advantage

**DUTIES** : Identify shortcomings and related issues pertaining to the orderly development of the gas industry • Research and draft possible legislative intervention to address these shortcomings • Consult with stakeholders on legislative interventions • Monitor and evaluate developments in the industry ( international and local) • Advise on the implementation and application of the legislative framework • Promote the implementation of the legislative framework through various projects • Supervise and develop staff

**ENQUIRIES** : Mr L Themba 012 444 4047

**POST 33/08** : **DEPUTY DIRECTOR: COAL AND GAS REGULATION**

**SALARY** : R378 456 per annum (Inclusive package), Level 11

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree in Law with extensive relevant experience in drafting legislation and regulations. PLUS the following key competencies ☐ Knowledge of: • General knowledge of energy sector • Detailed knowledge of petroleum, coal and gas sectors • Economics of petroleum, coal and gas sectors • Detailed knowledge of legislative drafting • Energy related prescripts • ☐ Skills: • Project management • Financial management • Communication • Computer • Writing ☐ Creativity: • Problem solving • innovative and creative thinking ☐ Attributes: • Work without constant supervision • Dedicated • Work within structure • Work under pressure • Adaptability. Recommendation/ Note: Post-graduate degree would be an added advantage.

**DUTIES** : Manage petroleum, coal and gas legislative and regulatory research projects • Advise on appropriate regulatory approaches for petroleum, coal and gas sectors. • Benchmark South African regulatory approaches with the rest of the world to promote competitiveness • Investigate tariff and pricing policies applicable to the petroleum, coal and gas sectors • Communicate and liase with energy regulators locally and abroad on petroleum, coal and gas issues • Consult with sector stakeholders. • Manage sub-directorate • Review and draft legislation for the petroleum, coal and gas sectors.

**ENQUIRIES**

: Mr L Themba 012 444 4047

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

**NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, and forwarded for the Director-General, Department of Environmental Affairs, 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. SMS's candidates will be subjected to SMS competency assessment test. The Department reserves the right not to make an appointment.

## OTHER POSTS

**POST 33/09** : **CONTROL BIODIVERSITY OFFICER GRADE B (AP6020/2010)**

**SALARY** : R411 699 – 579 834 per annum (An all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree in Natural Sciences. • Sound knowledge of biodiversity issues and experience in implementation and compliance of biodiversity-related legislation is essential • Good managerial, organizational, communication, interpersonal and administrative skills • Knowledge of financial management • Experience in or an advanced knowledge of the implementation of Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); and the National Environmental Management: Biodiversity Act (NEMBA) and its associated regulations • Advanced knowledge of sustainable use of natural resources, alien and invasive species, threatened or protected species and CITES species • In possession of a valid driver's license

**DUTIES** : Key Performance Areas: The successful candidate will be required to manage a sub directorate responsible for: Coordination of the implementation of the NEMBA provisions, regulations, norms and standards and indicators with specific reference to threatened or protected species, alien species and listed invasive species; coordination of the implementation of the Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); providing sound advice to senior line function staff and stakeholders outside the Public Service on the implementation of NEMBA provisions relating to threatened or protected species, alien species and listed invasive species; and the implementation of CITES; providing public awareness on issues relating to the implementation of the provisions of NEMBA with specific reference to threatened or protected species, alien species and listed invasive species and the implementation of CITES and providing training and capacity building to issuing authorities with regard to provisions of NEMBA and implementation of CITES;

**ENQUIRIES** : Ms B Grobelaar, TEL (012) 310 3760

**FOR ATTENTION** : MR G Mroke

**CLOSING DATE** : 23 August 2010

**POST 33/10** : **CONTROL ENVIRONMENTAL OFFICER GRADE B (INDUSTRIAL AND SECTOR EMISSION MANAGEMENT): REF NO: AP119/2010**

**SALARY** : R411 699 – R579 834 per annum (All inclusive flexible remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate B Degree or equivalent in Science, or Engineering or Environmental Management plus extensive relevant experience. Knowledge of best practice in the field of air quality management, industrial process and cleaner production practices. Experience or knowledge of atmospheric sciences will be an advantage; knowledge of government's environmental quality and protection related policies, priorities and strategies. Good knowledge of: Environmental issues, Government's standard administrative procedures,

intergovernmental coordination and cooperation, project planning and budgeting methodologies and Management principles

**DUTIES** : The successful applicant will be responsible for the priority area plan implementation and will perform the key functions : Contribute towards and support the implementation of authorisation systems, protocols, regulations, strategies and guidelines by the Licensing Authorities; Develop and implement specific sector guidelines ; Manage, coordinate and support the Licensing of Strategic Industrial Sectors ; Provide support in the implementation of specific sector emission reduction program ; Perform the reviewing and auditing of the industrial and sector emission management programs and perform administrative and management duties of the Sub-directorate

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Mr Mazwi Lushaba Tel (012) 310 3263  
: Mr D Masoga  
: 30 August 2010

**POST 33/11** : **CONTROL ENVIRONMENTAL OFFICER GRADE B (PRIORITY AREA IMPLEMENTATION) REF NO: AP125/2010**

**SALARY CENTRE REQUIREMENTS** : R411 699 – R579 834 per annum (All inclusive flexible remuneration package)  
: Pretoria  
: An appropriate B Degree or equivalent in Science, or Engineering or Environmental Management plus extensive relevant experience. Knowledge of practice in the field of air quality management, priority area implementation. Experience or knowledge of atmospheric sciences will be an advantage. knowledge of government’s environmental quality and protection related policies, priorities and strategies. Good knowledge of: Environmental issues, Government’s standard administrative procedures, intergovernmental coordination and cooperation, project planning and budgeting methodologies.

**DUTIES** : The successful applicant will be responsible for the priority area plan implementation and will perform the following key functions; Contribute towards the implementation of Priority Area Air Quality Management Plan systems, protocols, regulations, strategies and guidelines; Provide expert technical and subject specific comment and advice on the development of Priority Area Air Quality Management plans; Manage and coordinate the implementation of specific projects (eg. Air Quality Licensing System, Information Management and Capacity Building) ; Provide support with regards to authorisation, compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA) ;Perform the reviewing and auditing of the implementation systems and interventions contained in the Priority Area Air Quality Management Plans and perform administrative and management duties of the Sub-directorate

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Mr Mazwi Lushaba Tel (012) 310 3263  
: Mr D Masoga  
: 30 August 2010

**POST 32/12** : **CONTROL ENVIRONMENTAL OFFICER GRADE B (AIR QUALITY MANAGEMENT PROGRAMS) REF NO: AP123/2010**

**SALARY CENTRE REQUIREMENTS** : R411 699 – R579 834 per annum (All inclusive flexible remuneration package)  
: Pretoria  
: An appropriate B Degree or equivalent in Science, or Engineering or Environmental Management plus extensive relevant experience; Knowledge of practice in the field of air quality management, industrial process and cleaner production practices. Experience or knowledge of atmospheric sciences will be an advantage; knowledge of government’s environmental quality and protection related policies, priorities and strategies; Good knowledge of: Environmental issues, Government’s standard administrative procedures, intergovernmental coordination and cooperation and project planning and budgeting methodologies.

**DUTIES** : The successful applicant will be responsible for the priority area plan implementation and perform the following key functions ; Contribute towards identification of problems from non-industrial sources and support the development and implementation of solutions ; Influence other authorities to incorporate air quality improvement initiative to non-industrial sectors ; Facilitate and support the implementation of air quality management strategies and plans for non-industrial sources ; Provide support to the coordination and influencing

Metropolitan officials toward implementation of interventions for improving Metropolitan areas air quality ; Perform the reviewing and auditing of the industrial and sector emission management programs and perform administrative and management duties of the Sub-directorate

**ENQUIRIES** : Mr Mazwi Lushaba Tel (012) 310 3263  
**FOR ATTENTION** : Mr D Masoga  
**CLOSING DATE** : 30 August 2010

**POST 33/13** : **BIODIVERSITY OFFICER PRODUCTION GRADE B (AP6025/2010)**

**SALARY** : R153 312 – 170154 per annum (Total package of R222 858 per annum/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree in Natural Sciences. • Sound knowledge of biodiversity issues and experience in implementation and compliance with biodiversity-related legislation is essential • Good managerial, organizational, communication, interpersonal and administrative skills • Knowledge of financial management • Experience in or an advanced knowledge of the implementation of Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); and the National Environmental Management: Biodiversity Act (NEMBA) and its associated regulations • Advanced knowledge of sustainable use of natural resources, alien and invasive species, threatened or protected species and CITES species • In possession of a valid driver's license

**DUTIES** : Key Performance Areas: The successful candidate will be required to assist a sub directorate responsible for: Coordination of the implementation of the NEMBA provisions, regulations, norms and standards and indicators with specific reference to threatened or protected species, alien species and listed invasive species; assist coordination of the implementation of the Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); providing sound advice to line function staff and stakeholders outside the Public Service on the implementation of NEMBA provisions relating to threatened or protected species, alien species and listed invasive species; and assist with the implementation of CITES; providing public awareness on issues relating to the implementation of the provisions of NEMBA with specific reference to threatened or protected species, alien species and listed invasive species and the implementation of CITES and assist in providing training and capacity building to issuing authorities with regard to provisions of NEMBA and implementation of CITES;

**ENQUIRIES** : Ms B Grobbelaar, Tel (012) 310 3760  
**FOR ATTENTION** : Mr G Moroke  
**CLOSING DATE** : 30 August 2010

**POST 32/14** : **SENIOR ADMINISTRATION CLERK III: REGISTRY REF NO: AP6027/2010**

**SALARY** : R105 645 per annum (Total package of R165 023 per annum/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : Matric certificate and at least one year experience in registry environment with special emphasis on record and document management. Valid code 8 or above Drivers Licence with at least 2 years driving experience supported a valid Professional Driving Permit. Administration qualification as well as knowledge and understanding of National Archives and Record policy shall be an added advantage.

**DUTIES** : The successful candidate will provide support to the Chief Directorate with regard to filing of project documents. Manage filing plan for Social Responsibility Programme. Monitor the level of compliance with broader records management legislation. Manage central photocopier machine and registry inventories. Register, distribute and file incoming and outgoing correspondence. Handle queries from regional office, other branches and directorates in relation to registry and projects. Scan project documents into Project Management System. Opening, issuing and closing of project files. Provide general administration support to the Chief Directorate. Assist with the packing of document packs for the directorate meetings. Transport personnel, electronic equipment and documents to external venues where the departmental meetings are going to take place.

**ENQUIRIES** : Ms. S. Masina TEL: (012) 317 3320

**FOR ATTENTION** : Kate Selemela  
**CLOSING DATE** : 30 August 2010

**POST 33/15** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (INDUSTRIAL AND SECTOR EMISSION MANAGEMENT) REF NO: AP121/2010**

**SALARY** : R238 551 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent in Science, or Engineering or Environmental Management plus relevant experience; Knowledge of best practice in the field of air quality management, industrial process and cleaner production practices. Experience or knowledge of atmospheric sciences will be an advantage; knowledge of government's environmental quality and protection related policies, priorities and strategies; General knowledge of: Environmental issues, Government's standard administrative procedures, intergovernmental coordination and cooperation, project planning and budgeting methodologies.

**DUTIES** : The successful applicant will be responsible for the priority area plan implementation and perform the key functions : Assist in the implementation and support of authorisation systems, protocols, regulations, strategies and guidelines by the Licensing Authorities; Develop and implement specific sector guidelines; Manage, coordinate and support the Licensing of Strategic Industrial Sectors ; Provide support in the implementation of specific sector emission reduction programmes ; Perform the reviewing and auditing of the industrial and sector emission management programs and perform administrative and management duties of the Sub-directorate

**ENQUIRIES** : Mr Mazwi Lushaba Tel (012) 310 3263  
**FOR ATTENTION** : Mr D Masoga  
**CLOSING DATE** : 30 August 2010

**POST 33/16** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (AIR QUALITY MANAGEMENT PROGRAMS) REF NO: AP127/2010**

**SALARY** : R238 551 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent in Science, or Engineering or Environmental Management plus relevant experience; Knowledge of best practice in the field of air quality management, industrial process and cleaner production practices; Experience or knowledge of atmospheric sciences will be an advantage; knowledge of government's environmental quality and protection related policies, priorities and strategies General knowledge of: Environmental issues Government's standard administrative procedures , intergovernmental coordination and cooperation , project planning and budgeting methodologies.

**DUTIES** : The successful applicant will be responsible for the priority area plan implementation and key functions : Assist in the identification of problems from non-industrial sources and support the development and implementation of solutions; Influence other authorities to incorporate air quality improvement initiative to non-industrial sectors ; Provide assistance and support the implementation of air quality management strategies and plans for non-industrial sources ; Provide support to the coordination and influencing Metropolitan officials toward implementation of interventions for improving Metropolitan areas air quality ; Perform the reviewing and auditing of the industrial and sector emission management programs and perform administrative and management duties of the Sub-directorate

**ENQUIRIES** : Mr Mazwi Lushaba Tel (012) 310 3263  
**FOR ATTENTION** : Mr D Masoga  
**CLOSING DATE** : 30 August 2010

**POST 33/17** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): PERMITTING REF NO: AP117/2010**

**SALARY** : R193 671 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or an equivalent qualification in natural, engineering or environmental sciences. Appropriate working experience in the field of environmental impact assessment S/he must have an understanding of the

policy and legislative framework governing pollution and waste management. Skills required: Networking skills; organising and planning skills; computer literacy; good interpersonal relations; communication skills (written and verbal); Ability to work independently and efficiently under pressure and Ability to work individually and in a team.

**DUTIES** : To co-ordinate the development and maintenance of a register of waste disposal sites. To provide administrative and technical support for the processing of applications for the permitting of waste disposal sites. To receive ethnical inputs from other Directorates. To manage document transfers. To monitor and audit waste disposal sites. To track and provide updates on authorizations being processed by the Sub-Directorate. To report on the status of authorization of all waste disposal sites. To support the maintenance and updating of processes and procedures for the review of waste disposal site permits. To support processes for the development of Minimum Requirements for waste disposal sites. To coordinate support to provinces on waste disposal site permitting. To co-ordinate projects undertaken within the Sub-Directorate. To liaise with stakeholders. To support cooperative governance structures and processes. To disseminate information to Clients. To support key stakeholders on authorizations.

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Mr M Tshitangoni Tel: (012) 310-3380  
: Mr D Moyane  
: 30 August 2010

**POST 33/18** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT SUPPORT REF NO: AP6023/2010**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum (Total Package R 265 715 per annum)  
: Gauteng - Sedibeng District Municipality  
: A Bachelor's degree in Environmental management/ Environmental Sciences/ Developmental studies or equivalent qualification as well as training in project management. The applicant should at least two years experience in the field of environmental management, relevant experience in community facilitation and development; government planning processes; interacting with provincial and local authorities; in-depth knowledge of environmental Legislations, Project management, Intergovernmental Relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.

**DUTIES** : Support Environmental Planning/ Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advise the municipalities on municipal mandates in line with different environmental legislations. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects;

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Langanani Dombo (012) 310 3042  
: Mr G Moroke  
: 31 August 2010

**POST 33/19** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: AP6024/2010**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum (Total Package R 265 715 per annum), Level 9  
: Pretoria  
: An appropriate Communication or equivalent qualification and / or practical experience relevant in external communication. Competencies required: Good understanding of external communication specifically media relations, knowledge of Department of Environmental Affairs projects, sound interpersonal relations and ability to communicate with stakeholders at all levels, Knowledge and skills in formulating and writing reports. The successful candidate should also be

computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Must be in possession of a valid drivers licence (Code 08). Must be able and willing to travel and work long hours including weekends and public holidays. Must be able to commence work promptly at 07:30 am.

**DUTIES**

: To manage the media monitoring process and co-ordinate the daily tele-conference. Compile minutes of teleconference. Provide a media liaison function. Provide logistical media support to the department. Draft communication strategies and media plans. Convene press conferences and / or other media events. Draft reports. Compile media statistic reports. Provide a media writing capacity eg. draft media statements. Provide administrative support to the Environment Communicators' Forum. Provide general communication support.

**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**

: Mr. M. Rannditsheni - Tel: 012 310 3901  
: Mr G Mroke  
: 31 August 2010

## 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. Place applications in the green box at Security. No faxed applications will be considered.
- 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. 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 33/20** : **SENIOR SECRETARY GRADE II REF NO: NDOH 23/2010**  
Cluster: HIV and AIDS and STI: NGO Co-ordination  
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 CENTRE REQUIREMENTS** : R87 978 per annum (plus competitive benefits).  
Pretoria  
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** : 27 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](http://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 33/21** : **DIRECTOR: LEARNING PROGRAMME DELIVERY REF NO: HRMC M2/10/1**
- SALARY** : All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13
- CENTRE REQUIREMENTS** : Branch: Learning Centre, Head Office: Waltloo, Pretoria
- : A three year degree in education or related field or an NQF level 6 Qualification in skill development or related field is required. Extensive experience in the field of Learning and Development, experience in a middle management position with a proven track record of managing a team, •Knowledge of the Immigration Act and its regulations, the Refugees Act, the Public Service Act, Public Service Regulations, the Constitution of the Republic of South Africa, the Public Finance Management Act (PFMA) and other applicable legislative frameworks •An understanding of departmental legislation as well as Human Resources legislation and prescripts •Willingness to work extended hours • A valid drivers licence and willingness to travel are essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Manage and implement strategic objectives and innovation within the directorate, Co-ordinate and deliver learning programmes. Manage service providers and ETDP contracts. Compile learning and development interventions and statistics on learning and development interventions. Create and build partnership with various internal stakeholders in order to enhance service delivery. Provide ongoing learning and development of required organisational competencies. Integrate learning priorities that facilitates strategic and regulatory change. Deliver generic and core learning interventions. Co-ordinate all learning interventions in the organisation. Develop and maintain the Departmental schedules. Identify the learning and development needs of the Directorate and ensure that these are acted on. Keep abreast of management and development trends and advice on strategies for improving learning and Development interventions. Participate in the development of the business plan for the Chief Director. Develop the operational plan for the directorate and ensure affective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the delivery of the business and operational plans against the agreed objectives and timeframes. Develop technical expertise within the directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective services delivery. Ensure operational efficiency and service delivery improvement within the directorate. Manage the resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate. Ensure effective governance and compliance within the directorate. Ensure monitoring of compliance to policies within Department of Home Affairs.

**ENQUIRIES**

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

**POST 33/22**

: **DIRECTOR: RESEARCH MANAGEMENT REF NO: HRMC M2/10/2**

**SALARY**

: All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13

**CENTRE**

: Branch: Learning Centre, Head Office: Waltloo, Pretoria

**REQUIREMENTS**

: An Honours Degree or a three year Degree with knowledge of research methodologies and experience in the field of research is needed. A Master's degree will be an added advantage. Three (3) years minimum experience in research is required. Understanding of statistics and a sound knowledge of excel for statistics analysis purposes. Sound Knowledge of Department of Home Affairs specific legislation, Knowledge of Public Service Legislation, Public Service Act of 1994, Public Service Regulations. the Constitution of the Republic of South Africa, the Public Finance Management Act (PFMA) compilation of budgets, estimation, expenditure & reporting as well as Labour Relations Act. Willingness to work extended hours • A valid driver's licence will be an added advantage and willingness to travel is essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: compile, co-ordinate and record research products within the Department of Home Affairs (DHA). Review and identify research for the Learning Academy and the Department and propose research directions. Analyse information and compile reports that will inform relevant Units about the impact on their operations. Manage research projects to support departmental policy and strategic planning. Conduct research to obtain external data and information as required by the Department. Assist the Chief Director in the development of presentations on relevant research issues for the Department and ensure that these presentations are accurate, up to date, understandable and useful and that they are effectively communicated within the Department. Ensure that research that is produced is made available to relevant stakeholders, and for record keeping in the Information Resource Centre. Provide expert advice and guidance to management on research methodologies and trends. Review, formulate and communicate and monitor the implementation of Departmental research policies. Promote best practice in respect of research. Manage and co-ordinate the activities of the Departmental Research Committee. Ensure effective communications of research issues within Department of Home Affairs. Ensure

effective monitoring of compliance to policies within Department of Home Affairs. Ensure effective operation and management of service delivery of the Research Management Directorate within the Department of Home Affairs. Manage the implementation of people management strategies, policies and procedures within the directorate. Ensure effective governance and compliance within the Directorate.

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

**POST 33/23** : **DIRECTOR: EMPLOYEE WELLNESS REF NO: HRMC M2/10/3**

**SALARY** : All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13

**CENTRE REQUIREMENTS** : Chief Directorate: Employee Engagement: Head Office: Waltloo, Pretoria  
: A three year degree in Human Resource or Social Sciences or related field or an NQF level 6 equivalent is required. Knowledge of the HIV/AIDS Legislation and related legislation. Knowledge of the Employee Wellness programme and processes. Extensive experience in the Human Resource environment, Experience in a management position with a proven track record of managing a team. Knowledge of the Public Service Regulations, Public Service Act, the Public Finance Management Act (PFMA), the Constitution of the Republic of South Africa, Understanding of departmental legislation as well as Human Resources legislation and prescripts •Willingness to work extended hours. A valid drivers license and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage and implement strategic objectives and innovation within the unit. Develop the business plan for the unit and ensure effective prioritisation and resource planning. Provide strategic direction within the unit. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the unit against the business plan to the CD/DDG. Develop technical expertise within the unit and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on management, succession planning, performance management and career development appropriate aspects and matters. Provide strategic guidance to management with regards to development and implementation of social plans, including making labour specific input into the migration planning process. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective services delivery. Ensure efficient and effective management of Employee Wellness Services within DHA. Manage the resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate. Ensure effective governance and compliance within the directorate.

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

**POST 33/24** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC M2/10/4**

**SALARY** : All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13

**CENTRE** : Chief Directorate: Human Resource Strategy and Planning, Head Office: Waltloo, Pretoria

**REQUIREMENTS** : A three year Degree in Human Resource Management/ Public Administration or an NQF level 6 qualification in Human Resources is required. Extensive experience in the field of Human Resources environment. Experience in a management position with a proven track record of managing a team. Knowledge of Organisational Development and Design and expertise in Organisational (re) structuring and Business Process Improvement. Knowledge of Organisational Change Management processes. Extensive knowledge, understanding, implementation of Public Service Policy and Legislative Framework. A valid driver's license, willingness to travel and working extended hours are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage the Design of the Department of Home Affairs with particular reference

to managing the development, implementation and maintenance of the organisational structure and post establishment. Determine staffing ratios, identify and analyse end to end Business Processes and recommend improvement. Provide guidance and support to the team, coordinate and monitor delivery against the strategic, business and operational plans and ensure adherence to agreed objectives and timeframes. Manage the grading of jobs within the DHA through the Job Evaluation processes to ensure equal pay for work of equal value through the prescribed JE System. Translate organisational functions into implementable actions through the development of job profiles and job descriptions. Introduce innovative ways of doing business and improvement in work practices, methods and procedures. Provide strategic support to the DHA on Organisational Development matters and report to EXCO and senior management when required. Conduct research to keep abreast with latest developments in the field and benchmark against best practices. Produce quality reports and submit to relevant structures as required. Identify and manage projects in order to achieve strategic and operational objectives. Manage Human and Financial Resources in line with relevant policies, guidelines and procedures. Design systems to ensure effective governance and compliance with the relevant prescripts. Ensure effective risk and compliance Management.

- ENQUIRIES** : Mr W D Hlongwane, Tel No: (012) 810-8606
- POST 33/25** : **REGIONAL MANAGER: CIVIC SERVICES 2 POSTS**
- SALARY** : All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13
- CENTRE** : (a) Limpopo Area 1 (Greater Sekhukhuni and Waterberg municipalities), Ref No: HRMC M2/10/5A  
(b) Kwazulu-Natal Area 5 (Uthukela, Umzinyathi, Amajuba District Municipalities), Ref No: HRMC M2/10/5B
- REQUIREMENTS** : An appropriate three year degree in Operations Management, Business Management or Public Administration or an NQF level 6 equivalent is required. Extensive experience in management. Experience in managing a geographically dispersed team would be an advantage. Knowledge of the South African Constitution, Immigration Act, Refugee Act, Marriage Act No. 25 of 1961 and the Recognition of Customary Marriages Act, No. 120 of 1998, Civil Union Act 2007, South African Citizenship Act No. 88 of 1995, Identification Act, No. 68 of 1997, Public Service Act and Regulations. Understanding of all other civic services legislation and regulations- Birth and Deaths Registration Act, 1992 (Act No. 51 of 1992) as amended - South African Passports and Travel Document Act, 1994 (Act No.4 of 1994) as amended. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. A valid driver's license and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the relevant Civics region and ensure effective prioritisation and resource planning. Provide strategic direction and guidance within the region and specifically to Regional and District Office Managers. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Provide advice and guidance on Front Office aspects and matters across the area of responsibility. Oversee the functions of the local regional and district offices within DHA and ensure effective performance reporting. Ensure the continuous improvement of data quality and compliance with data quality requirements. Ensure effective capacity planning and prioritisation within the region. Identify and participate in the development of front office policies and procedures in conjunction with the Policy and Strategy unit and the Provincial Managers. Provide continuous leadership to regional office and district office managers to ensure that consistent and uniform operating procedures are applied in the front offices. Liaise with other Regional Managers and Provincial Managers regarding the standardisation of operations and the subsequent implementation of standard operating procedures across the whole of South Africa. Establish and maintain effective communication channels to enable informed decision making and coordination. Manage the implementation of people management strategies, policies and procedures within the region.

Manage the implementation of the employment equity plan within the Region. Manage the implementation of compliance performance management within the Region. Manage the resources within the Region in an effective and efficient manner. Administer the budget and monitor that expenditure is in line with financial requirements and the Region objectives. Manage external contractors and suppliers within the Region in an effective and efficient manner.  
Mr W D Hlongwane, Tel No: (012) 810-8606

**ENQUIRIES**

**POST 33/26**

**DIRECTOR: CONTRACTS REF NO: HRMC M2/10/6**

**SALARY**

All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13

**CENTRE REQUIREMENTS**

Chief Directorate: Legal Services, Head Office: Pretoria, Watterlo  
Minimum qualification: BIURIS, BPROC or LLB; Extensive experience in the drafting/scrutiny of commercial contracts; Proven track record of managing a team. Knowledge of Departmental procedures, policies and legislation. Knowledge of Public Service prescripts; Knowledge of Public Finance Management Act, 1999, Treasury Regulations, Procurement policies and legislation. Strong work ethic and ability to work under pressure. Good verbal and written communication, analytical, leadership and managerial skills. Interpersonal and human relations skills. Conflict handling and research skills. Ability to motivate people. Computer literacy. Ability to work extended hours may be required and willingness to travel. A valid Code B/EB driver's license is required.

**DUTIES**

The successful candidate will be responsible for the following specific tasks: Responsible for the drafting/scrutiny of Commercial Contracts and Service Level Agreements by the Directorate. Manage and implement strategic objectives and innovation by developing a business plan for the Directorate and ensuring effective prioritisation and resource planning. Ensure operational efficiency and service delivery improvement by effectively managing the performance of the Directorate against agreed service level agreements, business requirements and targets. Manage the resources within the Directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate and ensure effective compliance.

**ENQUIRIES**

Adv D Erasmus, Tel: (012) 810 8515

**POST 33/27**

**DIRECTOR: POLICY DEVELOPMENT REF NO: HRMC M2/10/7**

**SALARY**

All-inclusive salary package of R652 572 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules, Level 13

**CENTRE**

Chief Directorate: Policy and Strategic Management, Head Office: Watterlo, Pretoria

**REQUIREMENTS**

A relevant Bachelor degree (NQF 6) is required; plus a post graduate qualification in policy development or relevant research-related fields. A Masters degree would be an advantage. Extensive experience with policy development, including research and the management of processes, is required. It is important for the post-holder to have a sound understanding of the context in which DHA policy is developed, including constitutional and legislative, socio-economic, and security-related. Essential skills are analysing, writing and communicating policy; stakeholder management; and project and contract management. Also required is a sound understanding of Public Service Legislation, including the Public Service Act, 1994 and the PFMA; compilation of budgets and financial reporting; and the Labour Relations Act. Five years relevant experience with policy development or management or research is required. A valid driver's license is required.

**DUTIES**

The successful candidate will be responsible for the following specific tasks: Ensure effective and inclusive processes for the formulation of policies related to the DHA. Keep abreast of relevant national and international trends in policy development. Monitor the policy environment and assist the Department to review policies. Align policies with DHA strategy and legislative requirements.

Monitor and manage communication of policy across the entire organisation. Monitor and manage compliance to legislative and organisation policy. Keep and maintain a register of all approved policies. Ensure alignment of DHA policies with DHA strategy, legislation and other requirements. Ensure timely and effective reviews of DHA policies. Participate in the development of the strategic plan for DHA; Provide direction to the policy development directorate in terms of the achievement of the strategy of DHA. Ensure effective talent management within the directorate. Manage the policy directorate resources.

**ENQUIRIES**

: Dr J Carneson, Tel No: (012) 810 8012

**OTHER POSTS**

**POST 33/28**

: **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC M2/10/8**

**SALARY  
CENTRE  
REQUIREMENTS**

: All-inclusive salary package of R 378 456 per annum, Level 11  
: Directorate: Organizational Development, Head Office: Waltloo, Pretoria  
: A three year Degree in Public Administration/ Management Services or an NQF level 6 equivalent in the field of Human Resources with extensive knowledge in the organizational development environment. Knowledge of Business Process Improvement and development of Standard Operating Procedures. Extensive knowledge in project management and management of a team. Knowledge of the ORG Plus 6 Programme. Knowledge of the Public Service Policy and Regulatory Framework. In depth knowledge and understanding of Organisational development and Design. A valid driver's license, willingness to travel and working extended hours are essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: managing the design and review of the organizational structure and post establishment within DHA. Ensure service delivery innovations and improvements of working methods and practices and procedures. Conduct feasibility studies and investigations to improve work efficiency. Coordinate the implementation of organisational design procedures, principles and guidelines as prescribed by the DPSA. Maintain accurate and comprehensive records of all approved organisational designs and reviews by the Minister of DPSA and DHA. Ensure effective relevant, accurate and timeous information to enquiries received from the business Units. Ensure the coordination of workshops and consultative session with business Units. Provide expert advice and manage end to end Business Processes. Manage and coordinate organisational change process and provide recommendations. Ensure efficient and effective application and utilisation of resources within the functional Unit. Ensure effective risk and compliance Management.

**ENQUIRIES**

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

**POST 33/29**

: **SPECIALIST: NETWORK CONTROLLER REF NO: HRMC M2/10/9**

**SALARY  
CENTRE  
REQUIREMENTS**

: All-inclusive salary package of R 378 456 per annum, Level 11  
: Chief Directorate: Infrastructure Management, Head Office: Waltloo, Pretoria  
: A three year degree in Information Technology or an NQF Level 6 equivalent is required with three years experience as an Assistant Director in the information systems environment. Experience in a LAN and WAN environment is essential. Preferably sound knowledge of Novell/ Microsoft/ Linux and Cisco environment. Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998. Knowledge and an understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and knowledge of the Public Service Act and Regulations, Public Finance Management Act, An understanding of human resource legislations and prescripts. Preparedness to travel and work extended hours when required. A valid driver's licence and willingness to travel are essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Reporting to the Director: Networks, ensure effective and efficient provision of support on hardware and software networks within the Department. Implement and manage WAN and LAN environment. Implement identified policies, standards and guidelines to be followed by DHA to ensure safe keeping of

networks. Manage and implement strategic objectives and innovation within the Sub-Directorate, as well as to provide advice and guidance on network aspects and matters. Ensure operational efficiency and service delivery improvement within the Department, which includes ensuring that projects are implemented to best practice network standards as well as ensuring availability of the network through the Department. Ensure that all incidents reported are investigated and resolved within a reasonable timeframe. Manage resources within the Sub-Directorate in an effective and efficient manner. Manage the Implementation of people management strategies, policies and procedures within the Sub-Directorate and ensure that staff are motivated and committed to the vision and goals of the Sub-Directorate. Develop technical expertise within the unit and keep abreast of technological advancements. Ensure good governance and compliance within the Sub-Directorate in line with relevant legislations, regulations and DHA policies and procedures, as well as with all audit requirements, quality and risk management frameworks, standards and procedures. Liaise with key stakeholders at various levels.

**ENQUIRIES** :

Mr S Mmakau (012) 810-6212

**POST 33/30** :

**DEPUTY DIRECTOR: SENIOR SERVER SECURITY SPECIALIST REF NO: HRMC M2/10/10**

**SALARY CENTRE REQUIREMENTS** :

All-inclusive salary package of R 378 456 per annum, Level 11  
 Directorate: Information Systems, Head Office: Waltloo, Pretoria  
 An appropriate three year degree or diploma in Information Technology or Computer Science or NQF level 6 is required with extensive experience in Information Systems Security in a Specialist role. Supervisory experience. Knowledge of ICT processes and procedures. Knowledge of information technology and information technology security. Understanding of policies, procedures, standards, encryption and Government legislation. Knowledge of the GITO frameworks and policies. Knowledge of the Departmental legislations, Prescripts and Database Security, Server Security as well as Network Security. A valid driver's licence and willingness to travel are essential.

**DUTIES** :

The successful candidate will be responsible for the following specific tasks: Manage server/desktop in the department by providing security access codes. Develop and ensure the effective implementation of desktop/server security strategy. Ensure that user computers are protected from viruses which can be transferred between programs or computer without the knowledge of the user. Manage and provide staff to secure user systems against attacks and data corruption. Oversee the installation of antivirus software in the staff computer in order to protect it from viruses. Ensure that information or files in the computers are protected by providing remote access to staff. Advise staff to take responsibility and precautions to safeguard the security of their computer and information contained in it. Ensure that staff who are not connected to the network are assisted with regards to hard disk failure, power supply failure and other unprotected operator accesses. Ensure that personal firewall software is installed for DHA staff to provide the ability to control the services which are permitted access to and from the computer. Provide advisory notes by highlighting best practices which enable users to secure the user systems against attacks, data corruption and accidental risks that is likely encountered. Provide advice to users to restrict access to the computer through passwords protection and provide Password Advice Note to staff. Ensure that DHA staff uses power on password and screen saver passwords to prevent unauthorized access to the computer. Oversee the processes of providing emergency access to critical data stored on the computer. Monitor and ensure the implementation of the following technologies: Server operating system. Workstation operating system security Firewall Intruder prevention, Anti virus and spy ware, Service security i.e. Web server or database, Content filtering. Patch management. Ensure compliance to IS Security and quality management frameworks. Oversee the monitoring and detection of violations and exceptions to the mandated requirements. Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives.

**ENQUIRIES** :

Mr Z Khuzwayo, Tel: (012) 810 8319

**POST 33/31** : **REGIONAL IT SUPPORT OFFICER 2 POSTS REF NO: HRMC M2/10/11**

**SALARY CENTRE** : Basic Salary of R 192 540 per annum, Level 9  
 : (a) Limpopo, Ref No: HRMC M2/10/11A  
 : (b) North West, Ref No: HRMC M2/10/11B

**REQUIREMENTS** : An appropriate three year diploma/ degree in Information Technology, A+, and/or N+ Certification is required. Knowledge and Technical Support Experience of Government Transversal Systems, Advanced Maintenance and Experience of Desktop Environments and Network Infrastructure (Servers, Routers, Switches and Cabling) required. Novell or Microsoft Servers Background, Either CCNA, MCSE and CNE Certification will be an added advantage. Knowledge of Minimum Information Security Standards (MISS). A valid driver's license and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Provide day to day IT Services within regions. Handle all logged calls accurately and timeously as per Service Level Agreements. Follow standard operating procedures for assisting queries. Implement new information services initiatives within regions in accordance with department requirements (including updating of systems, computers, access controls, enforcing and advising on new policy, etc). Participates in departmental Information Services projects and initiatives. Provide all incidents reported, investigate and resolve problems within a reasonable timeframe. Provide incident management services by detecting incidents that have an impact on the business. Detect and record incidents to ensure that there are no lost services/ incidents requests. Understand the impact of incidents on Service Level Agreements targets allowing improved prioritization. Provide monthly service, incident and audit reports to Regional IT Support Manager. Support processes that allow new incidents to be checked against known errors and problems so that any previously identified workarounds can be quickly located. Identify suitable workarounds that provided staff with service improvement while a more permanent solution is sought. Analyze urgency and the resources required to effect temporary or permanent solutions to the problems.

**ENQUIRIES** : Ms N Mosoeu, Tel No: (012) 810-8112

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Enquiries related to the application process should be directed to Genevieve Mohammed at Human Communications, tel. (011) 807-3260. Please forward your application, quoting the relevant reference number, to: Human Communications, PO Box 1793, Rivonia 2128 or hand-deliver at 3 Autumn Road, Rivonia 2128. Alternatively, e-mail applications to [dohs@humancommunications.co.za](mailto:dohs@humancommunications.co.za) or apply online at [www.humanjobs.co.za](http://www.humanjobs.co.za) Physical: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Mr A Mositsa
- CLOSING DATE** : 3 September 2010
- 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. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. 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 of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 33/32** : **DEPUTY DIRECTOR: BATHO PELE & CHANGE MANAGEMENT REF: DOHS/106/2010**  
Directorate: Organizational Transformation
- SALARY** : R378 456 p.a
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year degree, preferably with Industrial Psychology as a major. Sound knowledge of Public Service transformational legislative framework Relevant experience working with transformation programmes or in related fields, e.g. HRM. Supervisory and financial management skills Coordination and planning skills Policy formulation skills Project management skills Computer skills Good communication skills (verbal and written) Good interpersonal skills A valid driver's license will serve as an advantage
- DUTIES** : Develop, facilitate and monitor implementation of a change management strategy Facilitate and monitor the implementation of the Service Delivery Improvement Plan, including Batho Pele flagship projects Facilitate, coordinate and monitor implementation of the EE Plan Develop, facilitate and coordinate implementation of a mainstreaming guideline on race, disability, children and other marginalized groups Manage the resources (human and financial) and performance of the Subdirectorate.
- ENQUIRIES** : Ms P Mokalapa Telephone number: (012) 421 2931
- NOTE** : This post is not restricted to employees working in the public service.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

## MANAGEMENT ECHELON

**POST 33/33** : **CHIEF DIRECTOR: RESEARCH REF NO: 10/249/CLO**  
This is a re-advertisement, candidates who applied need not re – apply as their application will still be considered.

**SALARY** : R790 953 – R959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB Degree or four year recognize legal qualification; At least five years experience in Senior Management level with knowledge of multi Departmental Research; A valid Drivers license. Skills and competencies: Applied strategic capability; Research Skills; Legal Interpretation and drafting Skills; Financial Management Skills; Strategic Planning and Analytical thinking; Project and people Management Skills; Investigation Skills; Communication Skills (Verbal and written); Computer Literacy;

**DUTIES** : Conduct research on legal principles; Advise Ministers on comparative law e.g. policies on government approach and response to conduct Litigation; Conduct litigation risk analysis i.e. researching on risk factors based on the information received from the State Attorney Offices; Liaise with all Chief Directors within the Branch to coordinate the work done; Implement the Departmental strategy/ MTSF; Identify appropriate focal points and evaluate matters in relation to identified focal points; Evaluate legal theories around identified focal points and draft legal reports based on the theories and recommendations; Present legal reports to the chief Litigation Officer; Perform any other function as delegated by the CLO; Professional and Administrative management of the Office including: Management of Human resource matters; Dealing with queries and problems from client departments, the legal profession, offices and from within the Department; Managing the budget of the office; Distributing the incoming work to subordinates; Managing the work flow and quality of outputs; Coordinating the work of the CLO Branch.

**ENQUIRIES** : Mr N Mabula (012) 357 8747

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 06 September 2010  
**NOTE** : preference will be given to women candidates and people with disabilities

**POST 33/34** : **CHIEF DIRECTOR: OPERATIONS & QUALITY MANAGEMENT REF NO: 10/251/CLO**

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

**SALARY** : R790 953 – R959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A four year legal Degree or equivalent qualification; At least 10 years Administrative /Management experience with knowledge of Law of which 5 years should be on senior management level; Knowledge of formulating frameworks on how system should be developed; A valid Drivers license. Skills and competencies: Applied strategic capability; Interpretation Skills; Financial Management Skills; Strategic Planning and Analytical thinking; Project and people Management Skills; Presentation Skills; Investigation Skills; Communication Skills (Verbal and written); Advanced Computer Literacy; Problem Solving;

**DUTIES** : Manage the; Conducting of litigation analysis; Provisioning of response on Parliament enquiries; Provisioning of quality management system; Rendering of advice to improve performance and evaluation of implemented corrective action; Planning, creating and implementing of monitoring and quality management system through the budget and performance reports; Receiving and processing submissions and correspondence from stakeholders; Requesting, receiving and analysis of reports from State Attorney offices; Compiling and consolidation of reports indicating performance trends at the State Attorney Offices; Provisioning of Advice with regard to the Human & Financial Resources of State Attorney Offices; Ensure liaison with other stakeholders in the profession; Monitor and manage the implementation of strategy, analysis of statistics and development of policies (statutory bodies); Provide inputs for strategic planning; Professional and Administrative management of the Office including; Dealing with queries and problems from client departments, offices and from within the Chief Directorate; Managing the budget of the Office; Distributing the incoming work to Principal Legal Administration Offices (Directors); Managing the work flow and quality of outputs; Performance management system.

**ENQUIRIES** : Mr N Mabula (012) 357 8747

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

**CLOSING DATE** : 06 September 2010  
**NOTE** : preference will be given to women candidates and people with disabilities

**POST 33/35** : **SPECIALIST LITIGATION REF NO: 10/248/CLO**

**SALARY** : R663 303 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney: Bloemfontein

**REQUIREMENTS** : An LLB or Four year recognized legal qualification; At least 10 years appropriate post qualification litigation experience; Admittance as an Attorney; Right of appearance in the High Court of South Africa; Thorough knowledge of legal practice, office management and accounting system (trust and vote accounts); Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa; Knowledge of the Public Service Regulation, Public Finance Management Act, Employment Equity Act, Skills Development Act, and Labour Relations Act; Knowledge of all legislation and policies that inform the Department of Justice's Administrative Support Activities; Extensive civil litigation experience; A valid driver's license. Skills and competencies: Service delivery innovation; Client orientation and customer focus; Strategic capacity and leadership; Planning and organizing; Legal research and

- drafting; Problem solving and conflict resolution skills; Interpersonal relations skills; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Strategic and conceptual orientation; Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking
- DUTIES** : Ensure that legal documents and other technical materials complies with legal professions standards of delivery with regard to language, style, content and form; Ensure that opinions meet the requirement of client to resolve issue and make progress in the specific area of concern; Oversee the budget to ensure there is no over expenditure of the allocated funds; Generate the strategic business plan for State Attorney Office, directing and manage the implementation thereof in accordance with the strategic objectives and capabilities of the business organization; Build and generate awareness of the critical need for the high standards of Performance Management System; Provide administrative support and facilitate the finalization of cases; Receive and process documentation from attorneys; Liaise, support and communicate with relevant stakeholders; Provide services and advice to the private sector and the public sector; Give both verbal and written legal opinions; Draft opinions, pleadings and processes, and brief to the Counsel; Liaising with the client departments for instructions and documentation; Conduct litigation in the various courts on behalf of the state; Prepare matters for trial; Working in conjunction with Counsel and experts in preparing applications and actions; Ensure that all pleadings and processes are correctly served and filed; Representing the States interest at tribunals and enquiries including insolvency inquiries; Appear before the Registrar of Deeds to execute and register title deeds and other documents; Keep abreast of developments in legislation; Strategic Management of the budget allocated to the office of the Chief Litigation Officer.
- ENQUIRIES** : Mr. V Mabaso ☎ (012) 315 1994
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 06 September 2010
- POST 33/36** : **SENIOR STATE ADVOCATES 2 POSTS REF NO: 10/250/CLO**  
Division: Chief Litigation Officer
- SALARY** : R652 572 - R780 228 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : LLB Degree or four year recognized legal qualification; Admission as an Advocate of Republic of SA; At least 10 years appropriate Experience in practicing as an Advocate; Right of appearance at the High Court of South Africa; Knowledge of Government prescripts, regulations and laws; Knowledge of Constitutional laws, Administrative law, International law and Interpretation of Statute; A valid Drivers license. Skills and competencies: Computer Literacy (MS Word, Power Point, Outlook and Internet); Legal Interpretation and drafting Skills; Presentation skills; Interpersonal relations; Planning and organizing; Investigative skills; Project Management skills; Communication Skills( Oral and Written); Problem Solving and Analysis skills;
- DUTIES** : Confer with and offer expert legal advice and counsel to state Attorneys in complex litigation cases; Confer with case participants; Negotiate agreements with opposing parties and counsel; Establish case strategies; Draft and review documents and lawsuits filed against government; Conduct legal Research; Prepare and present legal documents and analyses as required; Identify and evaluate witnesses, records and other information required to present the case; Represent the state at hearings and trials, on brief from State Attorney; Examine witnesses and arguing facts of the case in relation to points of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorneys in the development of case strategy, legal theories and other related matters in complex cases; Provide training on litigation processes to junior colleagues, State Attorneys and government officials responsible for State litigation; Manage of Human Resource (provide Professional guidance and assistance to subordinates); Manage own Budget.

**ENQUIRIES** : Mr N Mabula (012) 357 8747  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001  
**CLOSING DATE** : 06 September 2010

**OTHER POSTS**

**POST 33/37** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: NC/80/10**

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

**CENTRE** : Regional Office Kimberley  
**REQUIREMENTS** : Relevant three year tertiary qualification in any Security discipline ; PSIRA Grade A; At least two years supervisory experience and 3 years practical experience in security management; NIA Security Managers' Course; A code EB driver's (code 8) licence; Knowledge of PFMA and OHS Act will be an added advantage; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); The successful candidate will be required to travel extensively; 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; Accuracy and attention to detail; Investigation skills.

**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; (Physical, Personnel, document and Information security); 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 Act compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

**ENQUIRIES** : Mr Gilbert Kok at ☎ (053) 839 0051.

**POST 33/38** : **LABOUR RELATIONS OFFICER REF NO: NC/81//10**

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

**CENTRE** : Regional Office Kimberley,  
**REQUIREMENTS** : An LLB degree or three year bachelor degree/ National diploma in Labour relations; At least three years experience in the labour relations environment; Practical experience in conciliation and arbitration cases will be advantageous; A valid drivers' licence; Ability to work under pressure; Computer literacy (MS Office); Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Negotiation skills; Problem solving skills; Analytical thinking.

**DUTIES** : Promote sound labour relations in the department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of grievances, disciplinary hearings and labour relations circulars; Define and introduce labour relations procedures according to the provision of the Labour Relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings; Handle dispute resolutions for the GPSSBC, conciliation, arbitrations and dismissal disputes; Consult with State Attorneys on more complex matters; Play an active role in the management of strike; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on labour related matters.

**ENQUIRIES** : Ms C Cader ☎ (053) 839 0031.

**CLOSING DATE** : 27 August 2010

**POST 33/39** : **LEGAL ADMINISTRATION OFFICER MR-4 TO MR-5: SEXUAL OFFENCES**  
**REF NO: 10/257/CS**  
1 Year Contract  
Division: Victim Support and Specialised Court Services

**SALARY** : R157 299 – R470 970 per annum. (Salary to be determined in accordance with experience as per OSD determination)

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : LLB Degree or 4 year recognized legal qualification; At least 5 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 Sexual Offences would be an added advantage; A valid driver's license. Skills and competencies: Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute Resolution; Time management and ability to prioritise; Report writing and problem solving; Project management; Computer literacy (MS Office); Communication (written and verbal) skills; Willing to work overtime when required.

**DUTIES** : Develop plans and strategic intervention related to the implementation of relevant legislation related to sexual offences; Draft legal documents, memoranda, reports and Government notices; Co-ordinate the submission of monitoring and evaluation report related to the implementation of the legislation including JCPS inter-departmental committee reports; Prepare, consolidate and compile institutional performance reports; Analyse legislation and provide recommendation for appropriate interventions; Respond to request for legal opinions; Support the Senior Legal Administration officer in drafting key documents related to the implementation of relevant legislation; Support the Senior Legal Administration officer in planning, monitoring and co-ordination of processes and stakeholders/role players in the implementation of relevant legislation; Compile Legal Research documents, memoranda, report and Government notices; Conduct research and provide recommendations on appropriate interventions to be taken to improve both legislation and programme to enhance the implementation of relevant legislation; Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; Conduct legal Research documents, memoranda, reports and government notices; Assist the Senior legal Administration officer in compiling monthly reports MTST related quarterly reports, parliamentary reports, regional, Sub-regional and international conventions / declarations to South Africa in part to relating to relevant legislation and also support senior Legal Administration officer in planning, monitoring and coordinating of processes in implementation of relevant legislation; Prepare, consolidate and compile institutional performance reports; Scrutinize legislation related to responsibilities; Deal with requests for legal opinions; Respond to Parliamentary questions; Handle ad hoc tasks in line with instructions.

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

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

**CLOSING DATE** : 06 September 2010

**POST 33/40** : **LEGAL ADMINISTRATION OFFICER, MR-3- MR-5 3 POSTS REF NO: 10/247/CLO**  
Division: Chief Litigation Officer

**SALARY** : R 130 203 – R 470 970 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB Degree or recognized legal qualification; At least 2 (two) years appropriate post qualification legal experience; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation; Knowledge of criminal procedures and practices, court

rules (Constitutional Court, Supreme Court Of Appeal, High Court, Equality Courts and Magistrate courts); Knowledge of the Constitution of the Republic of South Africa, 1996, the Institution of Legal Proceedings against certain organs of State Act, 2002 (Act 40 of 2002), The Prescription Act, 1969 (Act 68 of 1969), The Public Finance Management Act, 1999 (Act 1 of 1999), The State Liability Act, 1957 (Act 20 of 1957) and Chapter 12 of the Treasury Regulations issued in terms of the Public Finance Management Act, 1999. Ability to stay up-to-date with new developments in South African Law (especially the Law of Delict) and to conduct independent legal research; Experience and knowledge of judicial system and functioning of courts; Appropriate knowledge of and experience in office Administration. The following will serve as a recommendation: Experience in drafting court papers; A valid driver's license. Skills and competencies: Legal Research and drafting skills; Report writing and analytical skills; Computer literacy (Ms Office); Good planning and decision making; Good interpersonal and language skills; Communication skills (written and verbal)

**DUTIES** : Consider applications for pardon in terms of section 84(20(J) of the Republic of South Africa, 1996 and advise the Minister and President; Conduct legal and interviews on principle and case law relevant to legal matters; Advise the Minister and President on the appointment of commissions of inquiry in terms of the Commissions Act, 1947 (Act 8 of 1947); Advise the Minister on applications in terms of section 271B and 271C of the Criminal Procedure Act, 1977 (Act 51 of 1977) and advise the Director-General; Advise the Minister on requests to refer a question of law the Supreme Court of Appeal in terms of section 333 of the Criminal Procedure Act, 1977; Advise to Minister of matters of exemption in terms of the Debt Collectors Act, 1998 (Act 114 of 1998); Advise the Minister on request to refer a question of law in civil matters to the Supreme Court of Appeal in terms of section 23 of the Supreme Court Act, 1959 (act 59 of 1959); Handle ad hoc tasks in line with instructions; Manage legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Represent the Minister and other role-players interests during consultations; Liaise with and instruct the State Attorneys with regards to civil litigation matters and other role-players involving the Minister and /or Director-General; Draft legal papers; Manage interdepartmental arbitrations, Departmental losses, transport claims and debt recovery for and on behalf of the Department; Inform the Minister, Deputy Minister, Director-General and other divisions of the measures that will be taken in matters being dealt with by the division; Conduct presentations to various stakeholders on the Act.

**ENQUIRIES** : Mr V Mabaso ☎: (012) 315 1994  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 6 September 2010

**POST 33/41** : **PERSONAL ASSISTANT REF NO: 10/254/CLO**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate; Knowledge of Financial 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** : Mr M. Nare ☎ (012) 357 8747  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 6 September 2010

**POST 33/42** : **SECRETARY 2 POSTS REF NO: 10/252/CS**

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

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Grade 12 with typing as a subject or Secretarial Certificate; Knowledge of Financial Supply Chain Management Office and 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 filling and retrieval system;

**ENQUIRIES** : Mr N Mabula ☎ (012) 357 8747  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 6 September 2010

**POST 33/43** : **LEGAL SECRETARY REF NO: 10/253/CLO**  
Division: Chief Directorate: Research

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

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : Grade 12 with typing as a subject or 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, and 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 6 September 2010

**POST 33/44** : **SECRETARY (SECRETARIAT OF THE NATIONAL FORUM AGAINST RACISM): REF NO: 10/218/CS**

**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 procedure and processes applied in Office Management; Knowledge of Financial Provisioning and Office Administration; 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 skill 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 ensure 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** : Ms. C Patrick: 012 315 1150  
: 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** : 6 September 2010

**DEPARTMENT OF PUBLIC ENTERPRISES**

- APPLICATIONS** : Submit applications, quoting the relevant reference number, to The Directorate: Human Resources, Private Bag X15, Hatfield, 0028 or deliver to 1090 Infotech Building, corner Arcadia and Hilda Streets, Hatfield, 0028
- CLOSING DATE** : 27 August 2010
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and be accompanied by a concise CV and certified qualifications. All candidates will be subjected to test aimed at assessing their knowledge and understanding of the Secretariat environment. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply.

**OTHER POST**

- POST 33/45** : **DEPUTY DIRECTOR: SECRETARIAT**
- SALARY** : R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications and experience: Applications are invited from persons in possession of a Diploma or Degree in Public Management or equivalent qualification. A pass in the following subjects will serve as an advantage: Communication in English, intergovernmental relations and stakeholder management. A minimum of three (3) years experience in coordination of high level meetings, minute taking and liaison with top management. Knowledge and understanding of the operation of Director-General's Cluster system and Programme of Action is preferable. Personal Attributes: Ability to liaise with top management (DG and DDGs) within the Department and with external stakeholders. Ability to maintain high levels of integrity and confidentiality in respect of confidential to restricted information. Assertiveness and high level of professionalism. Willingness to work and travel outside the province as well as working outside regulated working hours. Listening and time management skills. Patience, persuasiveness and resilience as well as the ability to establish effective relationships with key stakeholders Demonstrable proficiency in English (Written and spoken)
- DUTIES** : The person appointed to this position will be responsible for: Coordination of Meetings: EXCO, OSCO, OPSCO –Sub Committee, Departmental Board, Bilaterals and other engagements between the Department and SOE, Labour and other Stakeholders as might be requested from time to time, Coordinate the development and update of Terms of Reference for all the Committees and Forums, Preparation of minutes and Action lists arising out of all the meeting within defined timeframes, Supervise the work of subordinates, Preparation of Memoranda for the approval of policies, reports and other proposals the Secretariat submits to the Ministry, Director-General and Head of Corporate Services, Liaise with different stakeholders both within and outside the Department to implement decisions arising out of meetings. Coordinate reports on the implementation of the Secretariat Business Plan.
- ENQUIRIES** : Ms Dorah Mawela, tel. 012 431 1183

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

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

- APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on "Careers" then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to [help@jonti.co.za](mailto:help@jonti.co.za) or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and Application Letter to [HRHelpdesk@dst.gov.za](mailto:HRHelpdesk@dst.gov.za) or by post to Private Bag X894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building, 52 Meiring Naude Road, Brummeria
- CLOSING DATE** : 27 August 2010
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document and three references. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only.

## MANAGEMENT ECHELON

- POST 33/46** : **DIRECTOR: KNOWLEDGE MANAGEMENT: INDIGENOUS KNOWLEDGE SYSTEMS (IKS)**
- SALARY** : R652 572 per annum (All Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must hold a postgraduate degree preferably at masters level and ideally have a qualification in knowledge management or library and information management. This should be coupled with 3 years' managerial experience in the public or private sector as well as 3 years' experience in knowledge management.
- DUTIES** : Key responsibilities will include managing the development of appropriate work content and knowledge development within the national knowledge systems office through maintaining of the database and dissemination of knowledge/information about IKS values in the knowledge and social economy.
- ENQUIRIES** : Prof. Yonah Seleti on (012) 843 6683.
- POST 33/47** : **SENIOR SPECIALIST: SCIENCE, TECHNOLOGY AND INNOVATION INDICATORS**  
Sub-Programme: National Advisory Council on Innovation
- SALARY** : R 652 572 per annum (All Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Postgraduate qualification in an appropriate field such as Statistics and have at least five years applicable experience in a public policy and research environment (e.g. Government, higher education and science councils or business sector). He / She must have published reports on issues in the indicator or related fields and be able to communicate, network and commission major sustainable programmes effectively at a high level, both national and internationally
- DUTIES** : The successful candidate for the post will be required to initiate the development and evaluation of science, technology, innovation and related indicators. Conceptualize and design relevant projects to address NACI's needs. Co-ordinate and monitor progress and quality of commissioned indicator projects. Promote indicator-based policy development and evaluation. Prepare policy input based on critically established indicators. Network nationally and internationally and serve as representative on relevant international bodies
- ENQUIRIES** : Dr K Bharuth-Ram (012) 818 8602

## OTHER POSTS

- POST 33/48** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT**
- SALARY** : R378 456 per annum (all inclusive remuneration package)  
**CENTRE** : Pretoria (Scientia Campus)  
**REQUIREMENTS** : Applicants relevant Degree of Commerce/Business Administration or equivalent qualification. A minimum of three years relevant work experience\*An extensive understanding of the Science and Technology system in South Africa and internationally. Knowledge of the government policies, PFMA, Public Service prescripts. Understanding and Knowledge of National System of Innovation\*Strategic Planning Financial management skills, Report and proposal writing, Good communication skills, Contract Management, Negotiation skills, Stakeholder relation, Computer Skills\*Strategic leader, Analytical, Team player, Diplomacy, Independent worker
- DUTIES** : Monitoring of the Unit's budget and reporting\*Liaising and networking within the Science and Technology sector to identify and generate specific opportunities\*Ensure sound Financial Management and supply chain management within the unit\*Ensure that there is an institutional arrangement and service level agreement with funded projects\*Liaise with all the Unit's stakeholders and partners
- ENQUIRIES** : Mr L Khumalo, Tel: 012 843-6418
- POST 33/49** : **DEPUTY DIRECTOR: RESEARCH AND POLICY ANALYSIS**
- SALARY** : R378 456 (all inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Post graduate Degree in the Social Sciences\* Minimum of two years experience in a research environment (preferably Higher Education or Science Council sector).\* Research and analytical skills; capacity to produce high quality reports\* Effective problem solving skills; sound interpersonal skills and a client service orientation\* A high level of computer literacy, including work with spreadsheets and word processing packages; the ability to work both independently and as part of a team; excellent written and oral communication skills; ability to work under pressure, show initiative and multitask.
- DUTIES** : Collaboration with social sciences and humanities institutions\* Conduct research and formulate policy inputs\* Participate in Social Development analysis meeting and conferences\* Coordination of the human and Social Dynamics (HSD) Grand Challenge\* Coordinate unit meetings and workshops
- ENQUIRIES** : Dr S Moodley (012) 843-6515
- POST 33/50** : **SENIOR ADMINISTRATIVE ASSISTANT**  
4 Year Contract  
Unit: Science Communications
- SALARY** : R221 898 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate and/or Secretarial qualification plus three years experience. The candidate should have the following attributes and skills: Computer literacy (Ms word, Ms Excel and Ms Power Point); ability to work independently; good verbal and written communication skills; administration skills; good inter-personal relations and good organizational skills.
- DUTIES** : The incumbent will be responsible for providing administrative and secretarial support to the Chief Director, management of the office of the Chief Director; diary management, minutes taking; drafting letters and submissions; document and information management; arrange and co-ordinate events; handling outgoing and incoming correspondence; arranging traveling and accommodation.
- ENQUIRIES** : Mr T Makhode, Tel (012) 843 6793

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 03 September 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

**MANAGEMENT ECHELON**

- POST 33/51** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED DEVELOPMENT**
- SALARY** : R 921 054 per annum (This inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules). The successful candidate will be required to enter into a performance agreement.
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate Masters Degree (or equivalent qualification) plus credible relevant experience. Applicants must have the ability to write, speak and understand at least one African (South African) language. Competencies needed: Knowledge of broad social and economic development issues and government developmental objectives. Knowledge of social protection and development services. Knowledge of /experience in policy development. Strategic capability and leadership skills. Multiple programme and project management skills. People management and empowerment skills. Ability to work in a team and with a broad spectrum of people. Planning and organisational skills. Communication skills (Presentation, networking / liaison, negotiation and report writing skills). Financial management skills. Achievement oriented and quality driven.
- DUTIES** : Manage the Branch: Integrated Development. Manage and co-ordinate programs to ensure integration in policy development and implementation and alignment to the strategic goals of the Department. Co-ordinate and facilitate the development of strategies for poverty reduction, community development and support to non profit organizations. Develop and implement programmes to mitigate the impact and prevent the spread of HIV/AIDS among vulnerable groups. Facilitate the transformation and accessibility of social development services to vulnerable individuals, households and communities. Facilitate the co-ordination and collaboration throughout the Department and the Social Development Sector and Social Cluster in development policies on strategies and programs on social development. Ensure that programs aimed at capacity building of a new category of workers in the social development sector are aligned with the Department's goals on integrated development. Ensure that the budget of the branch adequately reflect the operational realities in accordance with the Department's priorities and policies. Participate in and contribute to wards national, inter-sectoral, regional and international strategies, programmes and agendas regarding integrated social development.
- ENQUIRIES** : Mr E J Webster, Tele: (012) 312-7810

## OTHER POSTS

- POST 33/52** : **DEPUTY DIRECTOR: CHILDREN'S BENEFITS**  
Directorate: Children and Family Benefits  
Kindly note that this is re-advertisement. It is not necessary for candidates who previously applied to re-apply.
- SALARY** : R378 456 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria  
☐ An appropriate recognised Bachelors Degree with proven relevant experience.  
☐ Knowledge and thorough understanding of existing policies, legislation, regulations and strategies on social assistance for children. ☐ Advanced writing skills with proven ability to draft content –heavy memos, policy proposals, briefing papers and reports. Competencies needed: ☐ Policy Development skills. ☐ Project management skills. ☐ Excellent social and economic research skills. ☐ Communication (written, verbal and liaison) skills. ☐ Sound analytical and problem-solving skills. ☐ Planning and organising skills. ☐ Strong leadership qualities and excellent people management skills. ☐ Computer literate. Attributes: ☐ Ability to work independently and as part of a team. ☐ Proactive and innovative. ☐ Ability to manage deadlines. ☐ Confident and highly motivated. ☐ Professional and results driven. ☐ Willingness to travel.
- DUTIES** : Key Responsibilities: ☐ Design and formulate policies and legislation in respect of social assistance for children. ☐ Facilitate the implementation of such policies. ☐ Analyse, evaluate and review existing policies and legislation to improve social protection in respect of children. ☐ Facilitate and monitor the implementation of new policies and strategies to improve accessibility to social protection for children. ☐ Facilitate and manage research to determine the needs of children. Human resource management. ☐ Participate in forums and committees on matters relating to social protection for children. ☐ Review international conventions, agreements and policies on matters relating to social protection for children. ☐ Liaise with provinces and stakeholders on policies and legislation in relation to children's benefits.
- ENQUIRIES** : Dr MM Motepe, Tel no: (012) 312-7067
- POST 33/53** : **DEPUTY DIRECTOR: FAMILY BENEFITS**  
Directorate: Children and Family Benefits  
Kindly note that this is re-advertisement, It is not necessary for candidates who previously applied to re-apply.
- SALARY** : R378 456 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria  
☐ An appropriate recognised Bachelors Degree with proven relevant experience.  
☐ Knowledge and thorough understanding of existing policies, legislation, regulations and strategies on social assistance for youth and families.  
☐ Advanced writing skills with proven ability to draft content –heavy memos, policy proposals, briefing papers and reports. Competencies needed: ☐ Policy Development skills. ☐ Project management skills. ☐ Excellent social and economic research skills. ☐ Communication (written, verbal and liaison) skills. ☐ Sound analytical and problem-solving skills. ☐ Planning and organising skills. ☐ Strong leadership qualities and excellent people management skills. ☐ Computer literate. Attributes: ☐ Ability to work independently and as part of a team. ☐ Proactive and innovative. ☐ Ability to manage deadlines. ☐ Assertive. ☐ Confident and highly motivated. ☐ Professional and results driven. ☐ Willingness to travel.
- DUTIES** : Key Responsibilities: ☐ Design and formulate policies and legislation in respect of social assistance for youth and families. ☐ Facilitate the implementation of such policies. ☐ Analyse, evaluate and review existing policies and legislation to improve social protection in respect of youth and families. ☐ Facilitate and monitor the implementation of new policies and strategies to improve accessibility to social protection for youth and families. ☐ Facilitate and manage

research to determine the needs of youth and families. Human resource management.  Participate in forums and committees on matters relating to social protection for youth and families.  Review international conventions, agreements and policies on matters relating to social protection for youth and families.  Liaise with provinces and stakeholders on policies and legislation in relation to youth and family benefits.

**ENQUIRIES**

: Dr MM Motepe Tel no: (012) 312-7067

## DEPARTMENT OF PERFORMANCE MONITORING AND EVALUATION

- APPLICATIONS** : E-mail address for application: dpme.apps2010@po.gov.za . Please note requirements above
- CLOSING DATE** : 3 September 2010 at 16:30
- NOTE** : Must be scanned and sent by e-mail as one document to the e-mail address indicated for each post. Maximum file size 1Mb. Applicants must complete a Z83 form (<http://www.dpsa.gov.za/documents/forms/employ.pdf>), accompanied by a comprehensive CV (maximum 5 pages) and an ID copy. Only shortlisted candidates will be requested to submit certified copies of all qualifications. Confirmation of final appointment will be subject to a positive pre-employment vetting. Correspondence will be limited to short listed candidates only.

## OTHER POSTS

- POST 33/54** : **DEPUTY DIRECTOR: HUMAN RESOURCES**
- SALARY** : An all-inclusive remuneration package of R378 456 (entry level) per annum, Level 11. 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** : Pretoria
- REQUIREMENTS** : Minimum three year tertiary qualification with supplementary HR related courses a definite advantage. At least five years supervisory experience in the various disciplines related to human resources management. Managerial experience. Proven applied knowledge of HR policy development and maintenance in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Knowledge and experience on Equate Job Evaluation system would be an advantage. Relevant PERSAL training and experience essential. Good communication, organisational and supervisory skills. Proven computer literacy, including advanced MS Word.
- DUTIES** : The successful candidate will head the Human Resources Sub-Directorate and will be responsible for all HR and related functions, including: Develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan. Render efficient and effective human resource administration services. Promote the optimal development and utilization of human resources, sound labour relations and manage employee health and wellness. Development and management of attraction, retention and exit programmes. Coordinate human resource information and knowledge and skills management. Manage organizational design and job evaluation services and the implementation of the Skills Development strategies and plans. Manage employee training and development plans. Manage learnership, internship and induction programmes. Administer the performance management system. Manage the administration of conditions of service, remuneration and personnel information systems.
- ENQUIRIES** : Mr Pieter Pretorius (dpme.apps2010@po.gov.za)
- APPLICATIONS** : E-mail address for application: dpme.apps2010.02@po.gov.za . Please note requirements above
- POST 33/55** : **DEPUTY DIRECTOR: FINANCE**
- SALARY** : An all-inclusive remuneration package of R378 456 (entry level) per annum (Level 11). 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.
- REQUIREMENTS** : Minimum three year tertiary qualification in Accounting or Financial Management - post graduate qualification recommended. Minimum five years managerial experience in the full range of government finance functions. Relevant PERSAL and BAS training and experience. Sound knowledge of relevant legislative environment (incl. PFMA, Treasury Regulations etc.). Good communication, organisational and supervisory skills. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**DUTIES** : As Head of the Finance Sub-directorate will report directly to CFO and manage the following functions: Develop appropriate policies and procedures. Conduct long term financial planning. Compile and implement monthly forecasts (12 month rolling). Control movement of funds allocated within budget after reprioritization. Manage cash flow and treasury functions. Compile and disseminate statutory and regulatory financial reports. Manage Auditor-General relationships and audit reporting. Compile and administer the budget. Manage and report on income, expenditure, assets and liabilities. Manage debtors and creditors. Compile monthly management accounts. Ensure sound financial administration of personnel remuneration, compensation and deductions.

**ENQUIRIES APPLICATIONS** : Mr Pieter Pretorius (dpme.apps2010@po.gov.za)  
: E-mail address for application: dpme.apps2010.03@po.gov.za . Please note requirements above

**POST 33/56** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**SALARY** : An all-inclusive remuneration package of R378 456 (entry level) per annum (Level 11). 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  
: Minimum three year tertiary qualification - post graduate qualification recommended. Supply Chain Management related qualifications and courses an advantage. Minimum five years managerial experience in the full range of government supply chain management functions. Sound knowledge of relevant legislative environment (PFMA, Treasury Regulations, Supply Chain Framework, PPPFA and regulations, etc.). Good communication, organisational and supervisory skills. Relevant LOGIS and BAS training and experience. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**DUTIES** : As Head of the Supply Chain Sub-directorate will report directly to CFO. Develop and implement a SCM framework, policy and procedures. Ensure efficient and effective inventory management. Ensure compliance to SCM policy. Develop and manage contracts and service level agreements. Demand and procurement management. Manage fixed and movable assets and the rendering of logistics services. Initiate and manage an effective SCM evaluation framework.

**ENQUIRIES APPLICATIONS** : Mr Pieter Pretorius (dpme.apps2010@po.gov.za)  
: E-mail address for application: dpme.apps2010.04@po.gov.za . Please note requirements above

**POST 33/57** : **DEPUTY DIRECTOR: INTERNAL AUDIT**

**SALARY** : An all-inclusive remuneration package of R378 456 (entry level) per annum (Level 11). 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  
: Bachelor's degree or National Diploma with majors in Auditing/Internal Auditing and Accounting. Studying towards CIA (Certified Internal Auditor). Must be conversant with the IIA standards, King III as well as PFMA and Treasury Regulations. Must have three to six years full time experience in internal or external auditing. At least five years experience at a supervisory level. Proven project management knowledge and experience. Skills and Competencies: Good communication skills (verbal & written). Good management and interpersonal skills. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**DUTIES** : As head of the Internal Audit unit will report directly to the DG. Provide strategic direction for the internal audit activity. Develop and implement assurance and consultancy processes and policies and procedures. Preparation of the strategic plan and annual risk-based operational plan. Development and preparation of the resource plan and allocation of audit projects, set audit objectives and development of the planning memoranda for audit projects. Implementation of the operational plan. Reporting to management and provide management with assurance and consultancy services and value adding recommendation. Quarterly reports and an annual assessment of the effectiveness of the risk management and control processes to the Audit Committee. Maintain effective

**ENQUIRIES**  
**APPLICATIONS**

working relationship with management, Audit Committee and external service provider (to support or complement Internal Audit Activity). Workshops facilitations. Management of the sub-directorate budget throughout the year.

: Mr Pieter Pretorius (dpme.apps2010@po.gov.za)

: E-mail address for application: dpme.apps2010.05@po.gov.za . Please note requirements above

## DEPARTMENT OF TOURISM

- 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, 1<sup>st</sup> Floor, North Tower, Room 106 (Information Center),
- FOR ATTENTION** : Mr G Ntshane
- CLOSING DATE** : 27 August 2010
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). The 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment.

## OTHER POST

- POST 33/58** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDT130/2010**
- SALARY** : Remuneration package: R378 456 per annum (all-inclusive remuneration package)
- REQUIREMENTS** : A recognized tertiary qualification in Public Administration, Business Management and/or extensive relevant experience in rendering support services in a similar environment. Good organizational and administrative skills. Ability to work independently with limited supervision. Good co-ordination skills. Human Resource Management skills. Good communication skills (verbal and written). Good interpersonal and stakeholder liaison skills. Ability to work under pressure. Willingness to work extended hours. Willingness to travel.
- DUTIES** : Manage incoming and outgoing Ministerial and Director-General correspondence in the office of the Director-General. Provide effective and efficient secretarial support service to the Director-General. Provide Administrative and document management support to the Director-General. Manage language editing and translation service in the Office of the Director-General.
- ENQUIRIES** : Ms Y Dheda, Tel: (012) 310 3473

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 27 August 2010

## OTHER POST

- POST 33/59** : **ASSISTANT STATE ACCOUNTANT REF NO: GSSSD/ FIN ACC 007**
- SALARY** : R105 645 per annum
- REQUIREMENTS** : Matric with Accounting and Mathematics as subjects Computer literate MS Office e.g. Word, Excel etc Knowledge and experience of BAS and PERSAL not a requirement but an added advantage Creative and innovative thinker Ability to work independently and under pressure Sound ability to communicate well, both verbal and written Good administrative and organisational skills Good interpersonal skills.
- DUTIES** : Perform prescribed reconciliations and recalculations. Follow up and clearing of suspense accounts and or exception reports Ensure timeous processing of payments e.g. overtime, standby allowance, audit- and committee members, kilometer claims etc. Distribution and follow up of month end reports Maintain allowances and deductions of staff Ensure the recovery and recording of all staff debt Ensure the timeous capturing of journals and payments on BAS Handling of enquiries in a quick efficient manner Attend to audit queries and the implementation of control measures to prevent over / under payments and possible fraud areas Knowledge of the PFMA and Treasury Regulation requirements in terms of payroll administration.

## DEPARTMENT OF TRADITIONAL AFFAIRS

*The Department of Traditional Affairs is poised to play a key strategic role not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities but also in co-ordinating the traditional affairs activities of this Department and those of other Government Departments at the national, provincial and local government levels so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number by post to: PO BOX 687, Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101. No applications received after the closing date will be accepted.
- CLOSING DATE** : 3 September 2010
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department or the DPSA website ([www.dpsa.gov.za](http://www.dpsa.gov.za)) and should be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and an Identity Document. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.
- All of the posts below are senior management posts. Candidates should therefore possess managerial skills on different levels of proficiency depending on the level of the posts. Short listed candidates, could be expected to complete management competency assessments. **Required Senior Management Competencies are:** Strategic capability and leadership. People management and empowerment. Programme and project management. Service Delivery Innovation. Client orientation and customer focus. Financial management. Communication. Change management. Knowledge management. Problem solving and analysis. Executive Manager: Institutional and Capacity. The successful candidate for each post will be expected to sign an annual performance agreement and declare his/her financial interests within one month of appointment and thereafter on an annual basis.

## MANAGEMENT ECHELON

- POST 33/60** : **SECRETARY: HOUSE OF TRADITIONAL LEADERSHIP (CHIEF DIRECTOR LEVEL) REF NO: 16**  
Objective: To provide secretarial and administrative support services to the National House.
- SALARY** : An all inclusive remuneration package of R790 953 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at senior management level (a relevant postgraduate degree in Public Administration, Sociology or Development Studies will be an added advantage). Advanced technical knowledge: Business management and/or financial management.
- DUTIES** : The successful candidate will be responsible for the following duties: Coordinate inputs and provide advice to policy and legislative development processes of government. Provide assistance to government on the implementation matters relating to policy and Legislation. Provide secretarial and Hansard services to the House and its committees. Provide administrative support services to the House. Manage programmes and finances of the House.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response11@pinpointone.co.za](mailto:response11@pinpointone.co.za) or fax: 086 694 9976

- POST 33/61** : **EXECUTIVE MANAGER: OFFICE OF THE DIRECTOR-GENERAL (CHIEF DIRECTOR LEVEL) REF NO: 17**  
Objective: To provide executive support and manage the implementation of effective administrative systems in the Director-General's Office.  
Office of the Director-General: Traditional Affairs
- SALARY** : An all inclusive remuneration package of R 790 953 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : An appropriate degree or equivalent qualification in Public Administration or Business Management • Extensive relevant experience on senior management level• Technical competencies: Knowledge and understanding of government policies, the mandate/programmes of the Ministry of Cooperative Governance and Traditional Affairs, government framework on public service transformation and service delivery improvement and stakeholder relations.
- DUTIES** : The successful candidate will perform the following duties: Plan, develop and manage all systems and staff operations of the Office of the Director-General. Manage all HR, financial, IT, asset management and record keeping systems in the Office of the Director-General. Analyse all written communication, correspondence and documents addressed to the Director-General, and prepare written critique and comment for the Director-General. Develop, co-ordinate, support and monitor the implementation of a structured programme of interaction between the Director-General and stakeholders. Develop systems to monitor the implementation of executive decisions and progress on Department of Traditional Leadership programmes. Liaise with branch heads on all matters pertaining to branch operations and proactively alert managers on their functional obligations. Coordinate and manage departmental reports to Presidency, Parliamentarians and other strategic partners. Design strategy development methodologies to facilitate the development and integration of the Department's strategies. Monitor debates on policy and legislative processes that have an impact on the Department of Traditional Affairs and advise the Director-General accordingly. Manage and coordinate a structured programme of interaction between the Director-General and the Department of Traditional Affairs' stakeholders.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869.  
Applications for the above-mentioned post must be e-mailed to the following address: reception@pinpointone.co.za or fax: (011) 325 5113
- POST 33/62** : **EXECUTIVE MANAGER: RESEARCH AND INFORMATION MANAGEMENT (CHIEF DIRECTOR LEVEL) REF NO: 1**  
Objective: To conduct research and manage information.  
Branch: Research, Policy And Legislation
- SALARY** : An all-inclusive remuneration package of R790 953 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
- DUTIES** : Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Politics or Sociology will be an added advantage.) Advanced technical knowledge: Social enquiry, anthropology and genealogical research  
The successful candidate will perform the following duties: Provide strategic oversight over research and information management systems. Conduct research on traditional leadership and Khoi-san leadership. Conduct anthropological and genealogical research. Establish and maintain a government information system on traditional and Khoi-san leadership institutions and communities. Provide information and assist mediation of disputes and claims on traditional leadership issues.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869.  
Applications for the above-mentioned post must be e-mailed to the following address: response3@pinpointone.co.za or fax to 086 697 3898
- POST 33/63** : **EXECUTIVE MANAGER: POLICY AND LEGISLATION (CHIEF DIRECTOR LEVEL) REF NO: 4**  
Objective: To develop and review policy and legislative framework.

- SALARY** : An all-inclusive remuneration package of R 790 953 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in Development Studies, Politics or Social Science will be an added advantage.) Advanced technical knowledge: Government Communication and Information System, Dispute Resolution, traditional leadership and institutions.
- DUTIES** : The successful candidate will be responsible for the following duties: Develop and review policy. Monitor and evaluate policy and legislation implementation. Draft legislation. Render advice on policy legislation and customary law.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response6@pinpointone.co.za or fax to 086 697 9222
- POST 33/64** : **EXECUTIVE MANAGER: INSTITUTIONAL AND CAPACITY) (CHIEF DIRECTOR LEVEL) REF NO: 7**  
Objective: To provide institutional development and capacity building for the institution.  
Branch: Institutional Support And Coordination
- SALARY** : An all-inclusive remuneration package of R 790 953 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Development Planning, Studies, Public Administration or Governance will be an added advantage.) Advanced technical knowledge: Provincial growth and development strategies and integrated development plans.
- DUTIES** : The successful candidate will perform the following duties: Promote and coordinate partnerships between municipalities and traditional councils for development and service delivery. Promote and coordinate the allocation of roles and functions by government departments and other organs of state to traditional councils and traditional leaders. Promote effective systems of inter-governmental relations between government and traditional leadership.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address response9@pinpointone.co.za or fax: 086 692 7279
- POST 33/65** : **EXECUTIVE MANAGER: PARTNERSHIPS (CHIEF DIRECTOR LEVEL) REF NO: 8)**  
Objective: To co-ordinate the establishment of intergovernmental relations and partnerships for service delivery and development.
- SALARY** : An all-inclusive remuneration package of R 790 953 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at senior management level. (A postgraduate qualification in Development Planning, Studies, Public Administration or Governance will be an added advantage.) Advanced technical knowledge: Provincial growth and development strategies and integrated development plans.
- DUTIES** : Promote and coordinate partnerships between municipalities and traditional councils for development and service delivery. Promote and coordinate the allocation of roles and functions by government departments and other organs of state to traditional councils and traditional leaders. Promote effective systems of inter-governmental relations between government and traditional leadership.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response9@pinpointone.co.za or fax: 086 692 7279
- POST 33/66** : **SENIOR MANAGER: POLICY (DIRECTOR LEVEL) REF NO: 5**  
Objective: To develop and review policy.

- SALARY** : An all-inclusive remuneration package of R 652 572 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in Politics, Local Government, Law or Developmental Studies will be an added advantage.) Advanced technical knowledge: Legislation and policy frameworks applicable to local government, programme and project management, monitoring and evaluation techniques, and policy formulation skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Manage the development of a policy framework on the role and functions of traditional leadership. Develop policies on traditional leadership. Coordinate the development and implementation of Provincial policies on traditional leadership.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response6@pinpointone.co.za or fax to 086 697 9222
- POST 33/67** : **SENIOR MANAGER: LEGISLATION (DIRECTOR LEVEL) REF NO: 6**  
Objective: To draft legislation and render advice on policy legislation and customary law
- SALARY** : An all-inclusive remuneration package of R 652 572 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (An LLB qualification will be an added advantage.) Advanced technical knowledge: Local government systems, legislative drafting and review.
- DUTIES** : The successful candidate will be responsible for the following duties: Provide advice concerning legal rights and obligations with regards to traditional leadership. Interpret laws, rulings and regulations for the department. Develop and or revise legislation on traditional leadership roles. Coordinate the development and implementation of Provincial legislation on traditional leadership (e.g. regulation on kings and queens). Ensure that other aspects of the National Framework Legislation are implemented. Ensure implementation of other aspects of the White Paper on traditional leadership and governance.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response6@pinpointone.co.za or fax to 086 697 9222
- POST 33/68** : **SENIOR MANAGER: INSTITUTIONAL DEVELOPMENT (DIRECTOR LEVEL) REF NO: 9**  
Objective: To advise and support capacity building and render advice and support to associated institutions and organs of state.
- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in Development Planning, Public Administration or Business Management will be an added advantage.) Advanced technical knowledge: Local government legislation, policies, regulations and frameworks, and institutional reviews and development.
- DUTIES** : Define the needs of capacity building initiatives. Develop a capacity building framework with all institutions and organs of state. Provide administrative and management support systems. Develop and implement monitoring and evaluation systems.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response10@pinpointone.co.za or fax: (011) 325 5101
- POST 33/69** : **SENIOR MANAGER: SKILLS DEVELOPMENT (DIRECTOR LEVEL) REF NO: 10**  
Objective: To develop a skills development framework and facilitate and coordinate skills development programmes.

- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A relevant postgraduate degree in Development Planning, Public Administration or Governance and Development will be an added advantage.) Advanced technical knowledge: Integrated Development, local government legislation, policies, regulations and frameworks and South African system of inter-governmental planning.
- DUTIES** : Define the needs of capacity building initiatives. Develop a capacity building framework with all institutions and organs of state. Provide administrative and management support systems. Develop and implement monitoring and evaluation systems.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response10@pinpointone.co.za or fax: (011) 325 5101
- POST 33/70** : **SENIOR MANAGER: PARTNERSHIPS (DIRECTOR LEVEL) REF NO: 11**  
Objective: To promote and coordinate partnerships between municipalities and traditional councils for development and service delivery.
- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A relevant postgraduate degree in Social Science, Economics, Development Studies or Town and Regional Planning will be an added advantage.) Advanced technical knowledge: Geographic Information Systems (GIS), Integrated Development Planning (IDP), and spatial planning.
- DUTIES** : Develop a partnership strategy. Promote an effective, efficient and integrated system of municipalities and traditional councils to ensure sufficient partnership relations. Co-ordinate the allocation of functions by government to municipalities and traditional councils. Support municipalities and traditional councils in development planning.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: contact@pinpointone.co.za or fax: 086 694 9476
- POST 33/71** : **SENIOR MANAGER: INTERGOVERNMENTAL RELATIONS (DIRECTOR LEVEL) REF NO: 12**  
Objective: Promote effective systems of inter-governmental relations between government and traditional leadership.
- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive relevant work experience at middle management level. Advanced technical knowledge: Executive office management, knowledge of Cabinet/Parliamentary functions, knowledge of inter-governmental, policies and structures, stakeholder management.
- DUTIES** : The successful candidate will be responsible for the following duties: Develop an inter-governmental relations strategy. Promote an effective, efficient and integrated system of stakeholder relations across government. To facilitate the involvement of Traditional Leadership structures in IGR structures across levels of government. To promote public participation of traditional communities in government programmes.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: contact@pinpointone.co.za or fax: 086 694 9476
- POST 33/72** : **SENIOR MANAGER: COMMUNICATIONS (DIRECTOR LEVEL) REF NO: 13**  
Objective: To provide communication services for the department.  
Office of the Director-General: Traditional Affairs

- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. Advanced technical knowledge: Government Communication and Information System, Corporate and development communication, development communication ICTs.
- DUTIES** : The successful candidate will be responsible for the following duties: Develop and manage the communication policy and strategy. Develop, implement and monitor liaison strategies, plans and programmes. Provide media liaison services for the department in order to promote traditional leadership. Establish, manage and coordinate relations with relevant stakeholders. Attend, record and follow up on decisions taken at the meetings.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869.  
: Applications for the above-mentioned post must be e-mailed to the following address: response11@pinpointone.co.za or fax: 086 694 9976
- POST 33/73** : **BRANCH COORDINATOR (DIRECTOR LEVEL) REF NO: 14**  
Objective: To provide coordination services to the Deputy Director- General  
Branch: Research, Policy and Legislation  
Office of the Deputy Director-General: Research, Policy and Legislation
- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : The Appropriate tertiary or equivalent qualification with previous work experience at middle management level. Advanced technical knowledge: Office management and administration.
- DUTIES** : The successful candidate will be responsible for the following duties: Assist the DDG to monitor the implementation of executive decisions. Assist the DDG in managing relations with external stakeholders and coordinate special projects. Act as a principal contact and provide support to the offices of the Deputy Director-General, Director-General and Minister. Provide leadership in the management of the DDG's strategic diary. Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG. Co-ordinate and manage cabinet and parliamentary matters. Manage staff within the office of the DDG. Manage the Deputy-Director General's office including correspondence management, office budget and expenditure control. Provide secretarial role in the Branch meetings such as Branch EXCO/Quarterly Review Meeting, etc., that is organise, prepare agendas and taking minutes. Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and report. Coordinate the DG and DDG's one-on one meetings on a regular basis to keep the DG informed of developments in the Branch. Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch. Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869.  
: Applications for the above-mentioned post must be e-mailed to the following address: response11@pinpointone.co.za or fax: 086 694 9976
- POST 33/74** : **BRANCH COORDINATOR (DIRECTOR LEVEL) REF NO: 15**  
Objective: To provide coordination services to the Deputy Director-General  
Branch: Institutional Support And Coordination Office Of The Deputy Director-General: Institutional Support And Coordination
- SALARY** : An all inclusive remuneration package of R 652 572 per annum. The package included a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : The Appropriate tertiary or equivalent qualification with previous work experience at middle management level, Advanced technical knowledge: Office management and administration.
- DUTIES** : The successful candidate will be responsible for the following duties: Act as a principal contact and provide support to the Office of the Deputy Director-General

and the Director-General and/or Minister. Provide leadership in the management of the DDG's strategic diary. Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG. Coordinate and manage cabinet and parliamentary matters. Manage staff within the Office of the DDG. Manage the Deputy-Director General's office including correspondence management, office budget and expenditure control. Provide secretarial role in the Branch meetings such as Branch EXCO/Quarterly Review Meeting, etc., that is organise, prepare agendas and taking minutes. Co-ordinate and consolidate all relevant documentation for the DDG's, viz., Branch business plans, budgets and reports. Coordinate the DG and DDG's one-on-one meetings on a regular basis to keep the DG informed of developments in the Branch. Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response11@pinpointone.co.za or fax: 086 694 9976

**POST 33/75** : **SENIOR MANAGER: INFORMATION SYSTEMS (DIRECTOR LEVEL) REF NOI: 2**  
 Objective: Establish and maintain a government information system on traditional and Khoi-san leadership institutions and communities.

**SALARY** : An all-inclusive remuneration package of R 652 572 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in Information Systems and Information Technology will be an added advantage). Advanced technical knowledge: Information Systems and Information Communication and Technology (ICT) management

**DUTIES** : The successful candidate will be responsible for the following duties: Develop a government information system strategy regarding traditional leadership. Develop and implement a master government information system and security plan. Provide advisory services regarding the government information system on traditional leadership.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response3@pinpointone.co.za or fax to 086 697 3898

**POST 33/76** : **SENIOR MANAGER: RESEARCH (DIRECTOR LEVEL) REF NO: 3**  
 Objective: Conduct research on traditional leadership, Khoi-san, anthropological and genealogical services.

**SALARY** : An all-inclusive remuneration package of R 652 572 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in Development Studies, Politics or Social Science will be an added advantage.) Advanced technical knowledge: Government Communication and Information System, Dispute Resolution, traditional leadership and institutions.

**DUTIES** : The successful candidate will be responsible for the following duties: Conduct research and provide up to date information on the government information system regarding traditional leadership institutions, including Khoi-san, and communities. Provide Anthropological support and advice to traditional communities, government, statutory bodies, research institutions and the public. Give support to with regard to dispute resolution and developmental issues pertaining to traditional leadership and institutions. Provide assistance on the government wide National Programme of support to the institution of traditional leadership. Coordinate the input of all relevant departments into Khoi-san issues.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869.  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: response3@pinpointone.co.za or fax to 086 697 3898

## NATIONAL TREASURY

**APPLICATIONS NOTE** : National Treasury, Private Bag X 115, Pretoria, 0001  
 : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POSTS

**POST 33/77** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT TRAINING REF NO: S098/2010**

Division: Specialist Functions

Purpose: To provide inputs to the development, formulation of supply chain policy and the synchronization of training for all spheres of government (National, Provincial & Local Government).

**SALARY** : From R378 456 per annum (all-inclusive)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Relevant 3 year Degree or diploma preferably in Supply Chain Management • 3–5 years relevant experience in a supply chain management environment • Thorough knowledge of demand, acquisition and logistics management processes • Experience of capacity building / training on supply chain management • Knowledge of the National Qualifications Framework.

**DUTIES** : Provide inputs for the compilation of an annual training strategy • Represent National Treasury in ongoing consultation with provincial treasuries, departments and municipalities to address training needs • Provide inputs for the development of competency frameworks for supply chain management • Participate in discussions for the development of unit standards and qualifications for supply chain management • Conduct skills audit at national and provincial departments and municipalities to determine training needs • Provide support with the development of a professional cadre for supply chain management in Government • Co-ordinate and implement capacity building programmes for Supply chain management • Provide inputs for the development of learnership programmes • Develop training programmes in consultation with PALAMA and SITA • Facilitate information and awareness sessions and workshops on processes and procedures • Assess the facilitator's knowledge and skills • Develop guidelines and tools to evaluate the competencies of the facilitator • Continuously review the content of the learner's and facilitator's guide • Provide inputs for the amendment of training guides • Evaluate the effectiveness of the training and recommend corrective action and improvements to the training modules • Provide inputs in the development of training material and review the content of training material • In conjunction with PALAMA, participate in the design and development of a curriculum for training • Facilitate the development of guideline documents for information and awareness sessions and workshops.

**CLOSING DATE** : 30 August 2010

**APPLICATIONS** : E-mail: [recruit.sf@treasury.gov.za](mailto:recruit.sf@treasury.gov.za).

**POST 33/78** : **FINANCIAL ADMINISTRATION SPECIALIST: EXPENDITURE AND REVENUE REF NO: S081/2010**

Division: Corporate Services

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A tertiary qualification or relevant experience in Finance Management/Accounting • Experience in and sound knowledge of financial and procurement management • Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations • Computer literacy with sound knowledge of the full MS Office suite as well as sound knowledge of BAS (Basic Accounting System) and LOGIS. • Results orientated individual who has organisational awareness and good problem solving and analysis skills.

**DUTIES** : • Preparation and processing of payment requisitions for all creditors and other related payments • Preparation and processing of fund transfers to the various spheres of government including those transfers to other entities • Administration of cash deposits and departmental revenue • Administration of the National Treasury's bank accounts • Administration of Department's Petty Cash Facility • Monitor, follow up and clear transactions allocated to control/suspense accounts.

**APPLICATIONS** : E-mail: [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za)

**CLOSING DATE** : 30 August 2010 @ 12:00

**POST 33/79** : **FINANCIAL ADMINISTRATION SPECIALIST: PERSONNEL REMUNERATION**  
**REF NO: S082/2010**  
Division: Corporate Services

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A tertiary qualification or relevant experience in Financial Management/Accounting • Experience in and sound knowledge of personnel remuneration, payroll and debtors management • Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and applicable Tax legislation • Computer literacy with sound knowledge of the full MS Office suite as well as sound knowledge of BAS (Basic Accounting System) and PERSAL • Results orientated individual who has organisational awareness and good problem solving and analysis skills. •

**DUTIES** : • Efficiently and effectively process accounting transactions relating to the Department's payroll (deductions and allowances) • Distribute and monitor payrolls and schedules • Account for and administer amounts owed to the Department (debtors management) • Process subsistence and travel advances and claims payable to staff • Administer service terminations (resignations and transfers) • Ensure that tax is deducted from service providers / consultants • Monitor and ensure that amounts allocated to control / suspense accounts are cleared and reconciled on a timely basis

**APPLICATIONS** : E-mail: [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za)

**CLOSING DATE** : 30 August 2010 @ 12:00

## DEPARTMENT OF WATER AFFAIRS

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

## MANAGEMENT ECHELON

**POST 33/80** : **SPECIALIST ENGINEER: GOVERNMENT CERTIFICATE OF COMPETENCY FOR ENGINEERS 13 POSTS**  
Strategic Asset Management and Constructions Support

**SALARY** : R746 844 per annum (All inclusive package)  
**CENTRE** : Variuos  
**REQUIREMENTS** : Master Degree in Engineering in particular in Mechanical or Electrical fields; Government Certificate of Competency for Engineers; Registration with Engineering Council of South Africa as a Professional Engineer; Valid Drivers Licence. 10 years engineering experience as a professional engineer. Programme and project management; Knowledge of engineering design and analysis; Research and development; Communication; Planning and organising; Conflict management; Computer literacy Negotiation skills; Problem solving and analysis.

**DUTIES** : Take accountability for safe operation of water supply installations demanding more than 3000 kVA; Design new systems to solve complex engineering challenges related to enhancing safety; Research and development; Consultation.

**ENQUIRIES** : Van Der Westhuizen Tel-012 336 8397  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela  
**CLOSING DATE** : 31 August 2010

## OTHER POSTS

**POST 33/81** : **CHIEF ENGINEER GRADE A (ELECTRICAL)**  
Directorate: Strategic Asset Management

**SALARY** : R507 114 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 CLOSING DATE** : Ms T Bapela  
: 31 August 2010

**POST 33/82** : **CHIEF ENGINEER GRADE A (MECHANICAL MAINTENANCE)**  
Directorate: Strategic Asset Management)

**SALARY CENTRE REQUIREMENTS** : R507 114 per annum, all inclusive package.  
: Pretoria  
: 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 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 CLOSING DATE** : Ms T Bapela  
: 31 August 2010

**POST 33/83** : **ENGINEER (PRODUCTION) GRADE A-C 3 POSTS CIVIL, 3 POSTS MECHANICAL/ELECTRICAL) 6 POSTS**  
(O & M X 2, Water Services Planning X 2 & Sustainable Programs X 2)

**SALARY CENTRE REQUIREMENTS** : R345 897-R530 280 per annum (all inclusive package)  
: Polokwane Regional Office  
: \*Engineering degree (B Eng/BSC (Eng). \*Three years post qualification engineering experience required. \*Valid driver's license. \*Compulsory registration with ECSA as a Professional Engineer. \*Knowledge of Programme and project management. \*Engineering, legal and operational compliance. \*Financial management. \*Strategic capability and leadership. \*Computer skills, Negotiation and communication skills. \*People management, Change Management and Conflict Management.

**DUTIES** : \*Render assistance to Municipalities on the planning of water and sanitation infrastructure. \*Assist the Chief Engineer in the management of the planning subordinates. \*Manage the project development cycle and related contractual issues in water services infrastructure. \*Analyze reports against projects milestone in liaison with the respective implementing Agents and Water Services Authorities. \*Prepare reports on the milestone and key performance areas. \*Assist the municipalities in the project selection and prioritization.

**ENQUIRIES APPLICATIONS** : Mr B Badenhorst, tel. (015) 290 1218  
: The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the

Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**CLOSING DATE** : 13 September 2010

**POST 33/84** : **CONTROL ENVIRONMENTAL OFFICER GRADE A-B 1 POST INDUSTRIES AGRICULTURE; 1 POST SOURCE COORDINATION**  
Directorate: Resource Protection and Waste

**SALARY** : R238 551 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Four year Degree or equivalent qualification in natural or environmental sciences and 6 years posts qualification experience. 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** : Mr W 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

**FOR ATTENTION** : Ms T Bapela  
**CLOSING DATE** : 31 August 2010

**POST 33/85** : **CONTROL ENGINEERING TECHNICIAN GRADE A-B**  
(Sustainable Programmes- Contract Administration)

**SALARY** : R218 166-R538 233 per annum (all inclusive package)  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*National Diploma in Engineering. \*Six years post qualification technical experience. \*Valid driver's license. \*Compulsory registration with ECSA as a Professional Engineering Technician. \*Knowledge of Project management. \*Technical design and analysis knowledge. \*Technical report writing and technical consulting. \*Financial management. \*Computer skills. \*Communication, planning and organizing skills. \*People management. Recommendations: \*Knowledge of relevant legislation: National water Act, 36 of 1998 and Water Services Act, PFMA, DORA.

**DUTIES** : \*Coordinate contract management in the Water Services Sector. \*Monitor and keep all contracts document trail. \*Monitoring and evaluation of the planning and implementation of the water services projects. \*Processing of service provider payments. \*Attend water services meetings. \*Liaison with other sector departments on the water services infrastructure development programs. \*Compile analytical project progress reports. \*Supervise and train subordinates.

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

**CLOSING DATE** : 13 September 2010

**POST 33/86** : **CONTROL ENGINEERING TECHNICIAN GRADE A-B 2 POSTS**  
Water Services Planning

**SALARY** : R218 166-R538 233 per annum (all inclusive package)  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*National Diploma in Engineering. \*Six years post qualification technical experience. \*Valid driver's license. \*Compulsory registration with ECSA as a Professional Engineering Technician. \*Knowledge of Project management. \*Technical design and analysis knowledge. \*Technical report writing and technical consulting. \*Financial management. \*Computer skills. \*Communication, planning and organizing skills. \*People management. Recommendations:\*Knowledge of relevant legislation: National Water Act (Act 36 of 1998), and water services Act.

**DUTIES** : \*Planning and management of the water services projects. \*Assist and support the Water Services Authorities in the planning and implementation of the water services projects. \*Attend Water Services sector meetings. \*Liaison with other sector departments on the infrastructure development programme. \*Monitor and evaluate the implementation of water services projects. \*Produce analytical projects progress reports. \*Evaluate the water services sector technical reports. \*Supervise and train subordinates

**ENQUIRIES** : Mr B Badenhorst, tel. (015) 290 1218  
**APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**FOR ATTENTION** : Mr MJ Nzima.  
**CLOSING DATE** : 13 September 2010

**POST 33/87** : **CONTROL ENGINEERING TECHNICIAN GRADE A-B**  
Water Services Operation and Maintenance

**SALARY** : R218 166-R538 233 per annum (all inclusive package)  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*National Diploma in Engineering. \*Six years post qualification technical experience. \*Valid driver's license. \*Compulsory registration with ECSA as a Professional Engineering Technician. \*Knowledge of Project management. \*Technical design and analysis knowledge. \*Technical report writing and technical consulting. \*Financial management. \*Computer skills. \*Communication, planning and organizing skills. \*People management. Recommendations:\*Knowledge of relevant legislation: National Water Act (Act 36 of 1998), and water services Act.

**DUTIES** : \*Ensure that the objectives of the strategic framework for water services are effectively and efficiently implemented and maintained by all relevant institutions for delivering water services to end users. \*Develop and maintain a regulatory and monitoring system. \*Develop and maintain a regulatory and monitoring process and system in collaboration with the Water Service Institutions. \*Must ensure that: \*The system adheres to national standards and norms. \*Benchmarks for Key Performance Indicators are developed and agreed upon by all parties. \*Communication procedures with stakeholders are in place. \*Time frames for monitoring activities are in place. \*Roles and responsibilities amongst stakeholders are clearly defined. \*The authorities of his/her subordinates is clearly defined according to relevant legislation and agreed upon by the Department of Water Affairs and the Water Services Institutions. \*An early warning system of non-compliance is in place. \*His/her subordinates has access to all relevant information to effectively execute their duties. \*Evaluation:\*Evaluate all the above activities against agreed upon standards and norms and key performance indicators and interpret the performance of service providers. \*Take action against non-compliances. \*Report to his/her supervisor all the results of his monitoring. \*Highlight all non-compliance. \*Propose corrective measures to the water service authority and water service provider. \*Communicate with service providers where and when assistance is needed. \*Intervene where and when required. Supervise and train subordinates.

**ENQUIRIES** : Mr MJ Modiba, tel. (015) 290 1430  
**APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**FOR ATTENTION** : Mr MJ Nzima.

**CLOSING DATE** : 13 September 2010

**POST 33/88** : **MR5 LEGAL ADMINISTRATIVE OFFICER GR5**  
Limpopo Proto CMA

**SALARY** : R193 764 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*LLB degree. \*At least three years' appropriate post-qualification legal experience. \*Postgraduate law degree will be an added advantage. \*Admission as an Attorney/Advocate. \*At least five-years' appropriate experience in the practice or application of law. \*Five three managerial experience. \*Knowledge of advanced law in general and constitutional and administrative law and law of contracts and legislation as well as international laws in particular. \*Excellent verbal and written communication skills. \*Dispute resolution and negotiation skills. \*Excellent people management, office administration and planning skills. \*Computer literacy (MS Word, PowerPoint, Outlook). \*Knowledge of the Constitution of South Africa, Public Service Act and Regulations, Public Finance Management Act, Promotion of Access to Information Act and other relevant legislation. \*Interpersonal relations. \*Good presentation skills. \*Analytical thinking, research and report writing skills. \*Policy formulation and project management. \*A valid driver's license. The following will serve as recommendations: \*A postgraduate LLB degree or higher legal qualification, with International Law as a course. \*Experience and skills in the drafting of legislation and litigation. \*Broad knowledge of environmental, Veld Fire Act, Forestry Act and water laws. \*Broad knowledge of the Constitution and Public Service transformation policies. \*Knowledge of or skills in International Law and negotiations.

**DUTIES** : \*Negotiate, draft and provide verbal and written advice/opinions in respect of contracts for the Department. \*Draft and process legislation, notices, regulations and general authorisations. \*Draft legal documents, such as affidavits, directives, delegations, memoranda and assignments. \*Provide legal training and make presentations on the Acts administered by or having a bearing on the Department. \*Appear before the Water Tribunal on behalf of the Department. \*Debt recovery and litigation matters. \*Provide ongoing legal advice/opinion to the Department to ensure that the goals of the Department are met. \*Comment on or make recommendations on policies/strategies for the Department and the Public Service/State. \*Represent the Department at committees and meetings.

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

**FOR ATTENTION** : Mr MJ Nzima  
**CLOSING DATE** : 13 September 2010

**POST 33/89** : **ENVIRONMENT OFFICERS (SPECIALIST PRODUCTION) 5 POSTS**  
1x Industries; 1x Local Government; 1x Agriculture; 1x Source Coordination; 1x Mines  
Directorate: Resource Protection and Waste

**SALARY** : R193 671 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Four year Degree or equivalent qualification in natural or environmental sciences and 6 years posts qualification experience. A valid Code 8 (EB) driver's licence.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : 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.

**FOR ATTENTION CLOSING DATE** : Ms T Bapela  
: 31 August 2010

**POST 33/90** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**  
Office of the Deputy Minister of Water and Environmental Affairs

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Pretoria  
: 3 year qualification with 3 years relevant experience or Senior Certificate with 5 years relevant experience. Key Competencies: Knowledge of government policies; Knowledge of water and environment sector; Knowledge and experience of government financial management systems; Knowledge and experience in project management; Good Interpersonal skills; computer skills; Good communication skills (verbal and written); Knowledge of performance management and development, knowledge of government wide performance monitoring and evaluation.

**DUTIES** : Coordination of Deputy Ministers projects; Co - ordination of Ministerial events; Provide support to the head in the oversight of the Deputy Ministers areas of work, Compile reports, Analysis of reports, Site visits. Liaison with departmental project managers, stakeholder liaison and management, Provide support in the Constituency Office to ensure efficiency.

**ENQUIRIES APPLICATIONS** : Lischen Naniki Maja, Tel-012 336 7956  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION CLOSING DATE NOTE** : Ms T Bapela  
: 31 August 2010  
: Kindly take note that the nature of appointment to this post will run concurrently with the Deputy Minister's term of Office until 30 May 2014.

**POST 33/91** : **PRINCIPAL COMMUNICATION OFFICER**

**SALARY CENTRE REQUIREMENTS** : R161 970 per annum  
: Polokwane Regional Office  
: \*An appropriate recognised three-year tertiary qualification in Communications, Public Relations and/or equivalent qualifications. \*Appropriate relevant experience within the communication field. \*Good written and verbal communication skills. \*Excellent knowledge of Public Relations, event and project management. \*Networking skills. \*Good negotiation skills. \*Good planning and organizing skills. \*Media liaison and Public Relations skills. \*Familiarity with government communication policies and programmes. \*A valid driver's license.

**DUTIES** : \*Responsible for communication in the Regional Office. \*Build and maintain effective communication links with government structures and relevant stakeholders. \*Design, drive, monitor and evaluate communication campaigns, projects and events. \*Advice and assist with media liaison activities. \*Assist in managing media production requirements. \*Write articles for internal and external publications. \*Assist with the administrative exhibitions. \*Provide communication and advice to regional management.

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

**CLOSING DATE** : 13 September 2010

**POST 33/92** : **SENIOR STATE ACCOUNTANT**  
Main Account – Management Accounting

**SALARY** : R161 970 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A three-year National Diploma or Bachelor's degree in Accounting or Management accounting with 3 years experience or Senior Certificate with a minimum of 10 years experience in Financial or Management Accounting. Recommendations: Experience in supervision, people management and strong leadership qualities. Wide exposure to government's position on Financial Management, Current practices in reporting and applicable policies and legislative framework, Computer literacy, communication, presentation skills and knowledge of BAS, Logis and PERSAL.

**DUTIES** : Respond accurately and promptly to Audit Queries. Reconciling and clearing of suspense account on monthly basis, ensure smooth operation of payroll administration. Authorize payments on financial systems, supervision over cashier's office, Facilitate planning and budgeting in the MTEF time frames for Voted and Donor Funding, processing and preparation of fund transfers (Budget Virements), Itemisation of the regional budget, compilation monthly cash flow statements. Monthly expenditure control and monitoring of expenditure patterns. Forecasting, reporting and analysing BAS reports.

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

**FOR ATTENTION** : Mr B Saki (021) 941 6018  
**CLOSING DATE** : 31 August 2010

**POST 33/93** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C 4 POSTS**  
 Water Services Planning

**SALARY** : R148 818 –R228 132 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*National Diploma in Engineering. \*Three years post qualification technical experience. \*Valid driver's license. \*Compulsory registration with ECSA as Professional Engineering Technician. \*Project management. \*Technical design and analysis knowledge. \*Research and development. \*Technical report writing and technical consulting. \*Problem solving and decision making. \*Computer skills. \*Communication skills. \*People management. \*Planning and organizing. \*Change management. Recommendations: \*Knowledge of relevant legislation: National Water Act (Act 36 of 1998), and Water Services Act.

**DUTIES** : \*Plan water services projects and programme management of the water services sector. \*Assist and support the water services authorities in the pre-planning and planning of water services projects. \*Liaise with other sector departments on the infrastructure development program. \*Produce an analytical report that reflects water services sector project progress against intended targets. \*Evaluate the water services sector technical reports. \*Supervise and train subordinates.

**ENQUIRIES** : Mr B Badenhorst, tel. (015) 290 1218  
**APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**FOR ATTENTION** : Mr MJ Nzima.  
**CLOSING DATE** : 13 September 2010

**POST 33/94** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C**  
 Water Services Operation and Maintenance

**SALARY** : R148 818 –R228 132 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*National Diploma in Engineering. \*Three years post qualification technical experience. \*Valid driver's license. \*Compulsory registration with ECSA as Professional Engineering Technician. \*Project management. \*Technical design and analysis knowledge. \*Research and development. \*Technical report writing and technical consulting. \*Problem solving and decision making. \*Computer skills. \*Communication skills. \*People management. \*Planning and organizing.

**DUTIES** : \*Change management. Recommendations: \*Knowledge of relevant legislation: National Water Act (Act 36 of 1998), and Water Services Act.  
 : \*Ensure that the objectives of the strategic framework for water services are effectively and efficiently implemented and maintained by all relevant institutions for delivering water services to end users. \*Oversee and regulate Water Services Institutions on the following: \*Compliance with minimum norms and standards. \*Performance on efficient utilization of resources. \*Monitor the following activities: Service delivery, technical effectiveness and infrastructure utilization. \*Reporting: Timeously alert the relevant authorities on non-compliance that could preclude the agreed upon performance. \*Propose corrective action and support the implementation thereof. \*Prepare reports for management review meetings. Intervention: Propose corrective action on non-compliance and steps of intervention to the Department of Water Affairs's management on continuous basis.

**ENQUIRIES APPLICATIONS** : Mr MJ Modiba, tel. (015) 290 1430  
 : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**FOR ATTENTION CLOSING DATE** : Mr MJ Nzima.  
 : 13 September 2010

**POST 33/95** : **SENIOR ADMINISTRATIVE CLERK**  
 Office of the Deputy Minister of Water and Environmental Affairs

**SALARY CENTRE REQUIREMENTS** : R130 425 per annum  
 : Pretoria  
 : Grade 12 and/or equivalent qualification. Knowledge of government policies; Knowledge of water and environment sector; Knowledge and experience in Communications and Media.

**DUTIES** : Handling administrative matters; Media research; Follow up on media invites, releases and statement issued; Update media database; maintaining the filing system Compile articles for in-house / internal newsletters. Good communication skills (verbal and written)

**ENQUIRIES APPLICATIONS** : Lischen Naniki Maja, Tel-012 336 7956  
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION CLOSING DATE NOTE** : Ms T Bapela  
 : 31 August 2010  
 : Kindly take note that the nature of appointment to this post will run concurrently with the Deputy Minister's term of Office until 30 May 2014.

**POST 33/96** : **STATE ACCOUNTANT: GENERAL LEDGER 3 POSTS**

**SALARY CENTRE REQUIREMENTS** : R130 425 per annum  
 : Pretoria  
 : A Bcom Degree or equivalent qualifications with appropriate experience. Knowledge and understanding of General Accepted Accounting Practices (GAAP), Public Finance Management Act (PFMA), SAP and Treasury Regulations. Computer literacy and ability to work under pressure. Planning and Organizing. Excellent verbal and writing communication skills. Coordinating. Creativity and numeric skills.

**DUTIES** : Implement controls in the financial accounting environment. Perform bank and cash reconciliations. Monitor general ledger accounts. Handle enquiries both internal and external. Ensure compliance with all financial prescript, rules and regulations. Clearing of general ledger accounts e.g. cashier payment account, Telkom account and PERSAL account. Process and perform ad hoc tasks from time to time.

**ENQUIRIES APPLICATIONS** : Ms N Gama 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  
**CLOSING DATE** : 31 August 2010

**POST 33/97** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R105 645 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : Grade 12 Certificate. A tertiary qualification in Administration would be an advantage. The incumbent must have proven office administration skills; ability to organise events; ability to work independently and proactively; Computer literacy (MS Word, Excel, Power Point, Internet and Outlook) is essential; Good communication skills IN English and Afrikaans (verbal and written); Willingness to travel; driver's license (certified copies must be attached).

**DUTIES** : Providing technical administrative support to the Berg Water Management Area (WMA); arrange meetings and workshops; help with the administration of the establishment and support of water management institutions, assist with the transformation of irrigation boards into water user associations, capacity building and stakeholder participation in Water Management Institutions, compliance of Water User Associations in respect of statutory requirements, taking minutes and filing.

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

**FOR ATTENTION** : Mr B Saki (021) 941 6018  
**CLOSING DATE** : 31 August 2010

**POST 33/98** : **AUXILIARY SERVICES OFFICER**  
Water Services Planning

**SALARY** : R73 584 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*A Grade 12 certificate or equivalent qualification and appropriate experience in the field. Recommendations: \*Knowledge and understanding of the Water Sector Programme. \*Computer literacy, with more emphasis on spreadsheets. \*Good written and verbal communication skills.

**DUTIES** : \*Compile weekly and monthly water services reports (including those to the donors). \*Record applications for township development and obtain outstanding water services information. \*Print e-mail messages and reports. \*Record queries regarding the progress on planning of the water services projects. \*Administrative support to the Chief Engineer: Planning. \*Documenting and administering of license applications. \*File the water services reports. \*Prepare payment certificates, purchase requisitions and orders.

**ENQUIRIES** : Mr B Badenhorst, tel. (015) 290 1218  
**APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 9506, Polokwane, 0700, for attention: Mr MJ Nzima. (Applications can also be hand delivered to the Department of Water Affairs, 49 Joubert Street, corner Thabo Mbeki and Church Streets, AZMO Place Building (Application Box-Ground Floor).

**CLOSING DATE** : 13 September 2010

**POST 33/99** : **SECURITY OFFICER (CONTROL ROOM OPERATOR)**

**SALARY** : R73 584 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*A Matric Certificate. \*A Grade C PSIRA Certificate. \*Knowledge of the Control room operation and Security administration. \*Well developed office administration and organizing skills. \*Good interpersonal written and verbal communication skills. \*Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). \*Ability to work independently, willing to work long hours and under pressure. \*A control room operator reference or CCTV certificate. \*A minimum of one year experience in Control room operations.

**DUTIES** : \*Manage Integrated Security System and control room operations. \*Enroll Officials on a Biometric System. \*Assist in the general administration of Safety and Security office.

**ENQUIRIES** : Mr J Maenetja, tel. (015) 290 1431

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

**CLOSING DATE** : 13 September 2010

## DEPARTMENT FOR WOMEN, CHILDREN AND PERSONS WITH DISABILITIES

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms M Makgae
<b><u>CLOSING DATE</u></b>	:	03 September 2010, 17h00
<b><u>NOTE</u></b>	:	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.

## MANAGEMENT ECHELON

<b><u>POST 33/100</u></b>	:	<b><u>CHIEF DIRECTOR: CIVIL SOCIETY &amp; PRIVATE SECTOR COORDINATION</u></b> Branch: Inter-Sectoral Coordination
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R790 953 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Ensure coordination of inter-governmental stakeholders related to Women, Children and Persons with Disabilities I Facilitate the mechanisms for collaboration with civil society and private sector institutions/organizations I Coordinate activities of the national machineries, forums stakeholders and committees I Provide technical support to branches for interaction with civil society and Private Sector Institutions I Develop and maintain the implementation of the Strategic Partnerships Management Strategy I Develop and maintain systems, guidelines and frameworks for collaboration with civil society and private sector institutions I Coordinate events and activities related to collaboration with civil society and private sector institutions/organizations I Facilitate inception of projects for collaboration with civil society and private sector institutions/organizations.
<b><u>ENQUIRIES</u></b>	:	Mr John Olivier (012) 300 5993
<b><u>POST 33/101</u></b>	:	<b><u>CHIEF DIRECTOR: STRATEGY, POLICY ANALYSIS AND DEVELOPMENT</u></b> Branch: Inter-sectoral Coordination
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R790 953 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	I Coordinate the formulation, implementation, monitoring and evaluation of Departmental policies and provide knowledge management services I Conduct research on issues pertaining to vulnerable groups I Monitor external policies affecting Women, Children and Persons with Disabilities I Undertake policy development and analysis.

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

**POST 33/102** : **CHIEF DIRECTOR: PUBLIC SECTOR RELATIONS**  
Branch: Inter-sectoral Coordination

**SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R790 953 per annum  
: Pretoria  
: 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** : Facilitate mechanisms for collaboration with Public Sector institutions I Coordinate activities of the national machineries, forums, stakeholders and committees I Establish and maintain inter-governmental relations I Coordinate activities of the national machineries, forums stakeholders and committees I Provide technical support to branches for interaction with Public Sector Institutions I Develop and maintain the implementation of the Strategic Partnerships Management Strategy I Develop and maintain systems, guidelines and frameworks for collaboration with public sector institutions I Coordinate events and activities related to collaboration with public sector institutions I Facilitate inception of projects for collaboration with public sector institutions.

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

**POST 33/103** : **CHIEF DIRECTOR: PUBLIC SECTOR RELATIONS**  
Branch: Public Sector Coordination

**SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R790 953 per annum  
: Pretoria  
: 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** : Facilitate mechanism for collaboration with public sector institutions I To coordinate activities of the national machineries, forums, stakeholders and committees I Establish and maintain Intergovernmental Relations I Develop and maintain the implementation of the Strategic Partnerships Management Strategy. Develop and maintain systems, guidelines and frameworks for the Inter-Governmental Relations I Provide technical support to branches for interaction with Public Sector Institutions I Coordinate events and activities related to collaboration with Public Sector Institutions I Facilitate inception of projects for collaboration with Public Sector Institutions.

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

**POST 33/104** : **DIRECTOR: INTER-GOVERNMENTAL RELATIONS**  
Branch: Inter-Sectoral Coordination

**SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum  
: Pretoria  
: 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** : Manage the stakeholders participation in the National, Provincial & Local Government spheres I Develop systems and frameworks for collaboration with partners in all levels of Government I facilitate periodic stakeholder forums I Provide technical support to branches to identify potential projects and partners for collaboration.

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

**POST 33/105** : **DIRECTOR: PUBLIC INSTITUTIONS PARTNERSHIPS**  
Branch: Inter-Sectoral Coordination

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

**DUTIES** : | Manage the stakeholders participation in Public institutions including SOE, Institutions supporting democracy, Institutions of higher learning etc | Develop systems and frameworks for collaboration with partners | Facilitate periodic stakeholder relations | Provide technical support to branches to identify potential projects and partners for collaboration.

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

**POST 33/106** : **DIRECTOR: POLICY ANALYSIS AND DEVELOPMENT (SENIOR SPECIALIST)**  
Branch: Inter-Sectoral Coordination

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

**DUTIES** : | Coordinate formulation and implementation of Departmental policies | Conduct research and produce impact analysis reports to identify policy implementation bottlenecks and gaps for possible refinement | Provide advice on monitoring and evaluation of policies | Coordinate the communication of Departmental policies.

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

**POST 33/107** : **DIRECTOR: RESEARCH AND KNOWLEDGE MANAGEMENT (SENIOR SPECIALIST)**  
Branch: Inter-Sectoral Coordination

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

**DUTIES** : Define and review the research agenda annually | Generate knowledge for practical implementation | Harmonise research activities within the Department and provide norms and standards for research | Create and maintain partnerships and collaboration with various research institutes | Consolidate and synthesise existing information for use by the Departments in a user friendly manner. Update and maintain the knowledge databank.

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

**POST 33/108** : **DIRECTOR: CIVIL SOCIETY COLLABORATION**  
Branch: Inter-Sectoral Coordination

**SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R652 572 per annum  
: Pretoria  
: Appropriate Bachelor's degree (or equivalent) and extensive relevant experience  
| Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public

Finance Management Act and Treasury Regulations | Knowledge of policy formulation.

**DUTIES** : | Manage the stakeholders participation in National, Provincial & Local Government spheres | Develop systems and frameworks for collaboration with partners at all times | Facilitate stakeholders' forums | Provide technical support to branches to identify potential projects and partners for collaboration.

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

**POST 33/109** : **DIRECTOR: MONITORING, EVALUATION, RESEARCH AND DEVELOPMENT**  
**2 POSTS**  
Branch: Inter-Sectoral Coordination

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

**DUTIES** : Manage the stakeholders participation in National, Provincial & Local Government spheres | Develop systems and frameworks for collaboration with partners at all times | Facilitate stakeholders' forums | Provide technical support to branches to identify potential projects and partners for collaboration.

**ENQUIRIES** : Mr John Olivier (012) 300 5993  
**CLOSING DATE** : 03 September 2010, 17h00

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

**APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

**POST 33/110** : **HEAD CLINICAL UNIT: PSYCHIATRY REF NO: 70256076**  
Directorate: Psychiatric

**SALARY** : R892 287 per annum (All inclusive package)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : Specialist qualification in general psychiatry. A minimum of 7 years experience as Medical Specialist after registration with the HPCSA as a General Psychiatrist.  
**DUTIES** : Exercise control over all functions and human resources in the family medicine department. Clinical teaching and training of junior members staff. Provide effective psychiatric consultation service to Tembisa Hospital drainage area. Provide leadership and management within the department and ensure effective human resource and financial management.

**ENQUIRIES** : Dr. S. Mfenyana, Tel no: (011) 923-2053  
**CLOSING DATE** : 3 September 2010  
**NOTE** : The employer reserves the right to fill or not to fill the post.

**POST 33/111** : **HEAD CLINICAL UNIT: OPHTHALMOLOGY REF NO: 70256077**  
Directorate: Ophthalmology

**SALARY** : R892 287 per annum (All inclusive package)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : Specialist qualification in Ophthalmology. A minimum of 7 years experience as Medical Specialist after registration with the HPCSA as Ophthalmologist..  
**DUTIES** : Exercise control over all functions and human resources in Ophthalmology department. Execute advisory commitment; formulate strategic policies which will enable the hospital to successfully fulfil its role in delivering quality service to the community. Compile budget and manage personnel activities. Provide effective Ophthalmology service to Tembisa Hospital drainage area.

**ENQUIRIES** : Dr S. Mfenyana Tel No: (011) 923-2053  
**CLOSING DATE** : 3 September 2010  
**NOTE** : The employer reserves the right to fill or not to fill the post.

**OTHER POSTS**

**POST 33/112** : **MEDICAL OFFICER GRADE 3 1 POST REF NO 70256357**  
Directorate: Hast

**SALARY** : R554109 per annum (plus benefits)  
**CENTRE** : Jhb Metro District  
**REQUIREMENTS** : MBCHB with clinical experience in PHC. Registration with HPCSA, minimum of 10 years post community service experience. Knowledge and training in HIV, AIDS and ART program. Experience in CCMT – ART clinical service will be an added value.

**DUTIES** : Ensure implementation of policy Guidelines on the Comprehensive Care. Management of CCMT- ART clinic. Ensure quality assessment of patients before commencing ART treatment. Provide patients counseling services to ensure care and adherence with the use of ART treatment. Facilitate the process of Down Referral of stable patients on ART from initiation sites to the PHC maintenance

sites. Provide training and development of professional nurses and other Health Care Providers on the care of patients on ART. Conduct and participate in the meetings and workshops. Ensure effective data collection, collation and analysis on clinical side. Work closely with multidisciplinary team in the district. Participate and support research, monitor and evaluate CCMT Program implementation. Render commuted overtime duties in the district.

**ENQUIRIES** : Mrs A Mnculwane , Tel No: 011 694 – 3822  
**CLOSING DATE** : 31 August 2010

**POST 33/113** : **SPECIALIST PAEDIATRICIAN REF NO: 70256078**  
 Directorate: Pediatrician

**SALARY** : R491 892-R554 109 per annum (All inclusive package)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : A minimum of 5 years experience as a registered paediatrician after registration with the HPCSA as Medical as a Specialist in Paediatric and Child Health.

**DUTIES** : Provision of clinical services in all areas of Paediatrics and Child Health especially Neonatal and Paediatric Intensive Care. Teaching and training of Medical students, Medical Interns and Medical officers in the Department. Administrative duties as required. Participate in Consultant on call duties during both weekdays and weekends.

**ENQUIRIES** : Dr Kubheka Tel No: (011) 923-2000  
**CLOSING DATE** : 3 September 2010  
**NOTE** : The employer reserves the right to fill or not to fill the post.

**POST 33/114** : **ASSISTANT DIRECTOR 1 POST REF NO: 70256356**  
 Directorate: Hast

**SALARY** : R263 328 per annum (plus benefits)  
**CENTRE** : Jhb Metro District  
**REQUIREMENTS** : Basic R425, Registered with SANC as a professional nurse. Knowledge and experience in HIV & AIDS, STI, TB and TB/HIV. Project management experience. Sound knowledge of PFMA and computer literacy, communication skills and team building.

**DUTIES** : Ensure implementation of protocols and policy guidelines on HAST program. Ensure implementation of HAST program according to Business plan and Dora indicators. Provide support in the implementation of TB/HIV program in all health facilities in the district. Provide support on the NGO program. Ensure recording and reporting on the program. Participate in the process of Down Referral of stable patients on ART from initiation sites to PHC maintenance sites. Support training and development of professional nurses and other Health Care Providers on HAST. Conduct and participate in meetings and workshops. Work closely with multidisciplinary team in the HAST program. Knowledge of PFMA. Monitor and evaluate HAST program implementation.

**ENQUIRIES** : Mrs A Mnculwane , Tel No: 011 694 – 3822  
**CLOSING DATE** : 31 August 2010

**POST 33/115** : **LECTURER PND 1/2: SOCIAL SCIENCE AND PSYCHIATRIC NURSING SCIENCE (5 POSTS REF NO: 70256144)**  
 Directorate: CHRIS Hani Baragwanath Nursing College

**SALARY** : R 195 936 R 227 148 and R 240 981 –R 314 427 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Registration with S.A.N.C.as a General Nurse, Midwife and Psychiatric Nurse. Registration with S.A.N.C. as a nurse Educator. Minimum of three years experience in Clinical Psychiatric Nursing. An undergraduate or post graduate degree. A minimum of four years appropriate /recognizable nursing experience after registration as a professional Nurse with the SANC in General Nursing. Must be able to teach ancillary and major subjects. Computer literate. Code 08 valid driver's license.

**DUTIES** : Employment of a variety of teaching strategies. Participate in policy development. Plan and conduct student assessments in theoretical and practical aspects. Subject specific academic support. Implement PMS&D for students. Develop and review and evaluate the curriculum. Participate in and encourage research. Teach and accompany learners in all clinical areas associated with the Nursing

College (General, Psychiatric and Community). Engage in continuing Nursing Education in own subject field. Must be prepared to work under pressure. Participate in Development of operational plans, remedial and support of learners. Assessor and Moderator courses will be an added advantage. Exercise control over students.

**ENQUIRIES** : Mrs E.Radebe, Tel No: (011) 983-3007  
**CLOSING DATE** : 03 September 2010

**POST 33/116** : **LECTURER PND 1/2: GENERAL NURSING 7 POSTS MIDWIFERY DEPARTMENT 2 POSTS COMMUNITY NURSING DEPARTMENT 2 POSTS STUDENT AFFAIRS LECTURER 1 POST**  
REF No: 70256145-General Nursing (7 POSTS)  
REF No: 70256146-Midwifery Department (2 POSTS)  
REF No: 70256147-Community Nursing Department (2 POSTS)  
REF No: 70256148-Student Affairs Lecturer (1 POSTS)  
Directorate: CHRIS Hani Baragwanath Nursing College

**SALARY** : R 195 936 R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Registration with S.A.N.C.as a General Nurse, Midwife and Community Nurse Registration with S.A.N.C. as a Nurse Educator. Minimum of three years experience in clinical nursing. An undergraduate or post graduate Degree. A minimum of four years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Must be able to interpret and apply legislation relevant to Nursing Education and training. Must be able to compile and collate student records from selection through to graduation. Must be able to reach Ancillary and Major subjects. Computer literate. Code 08 valid driver's license.

**DUTIES** : Must be prepared to teach in all the following fields: General, Psychiatric, Community, Midwifery, Biological and Social Science and Sub –categories. Participate in policy development. Plan and conduct student assessments in theoretical and practical aspects. Implement PMS&D for students. Subject specific academic support. Develop and review and evaluate the curriculum. Participate in and encourage research. Teach and accompany learners in all clinical areas associated with the Nursing College (General, Psychiatric and community) Engage in continuing Nursing education In own subject field. Maintain all student records in compliance with legislative prescripts and policy guidelines of the Institution. Must be prepared to travel to all areas utilized for experiential learning. Must be able to work under pressure. Assessor and moderator courses will be an added advantage. Exercise control over students.

**ENQUIRIES** : Ms N.Mngoma, Tel No: (011) 983-3003  
**CLOSING DATE** : 03 September 2010

**POST 33/117** : **LECTURER PND 1/2: STUDENT COUNSELLING DEPARTMENT 1 POST REF NO: 70256143**  
Directorate: CHRIS Hani Baragwanath Nursing College

**SALARY** : R 195 936 R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Registration with S.A.N.C.as a General Nurse, Midwife and Psychiatric, Diploma in Psychiatric Nursing Science or Course II in Psychology. Registration with S.A.N.C. as a Nurse Educator. Minimum of three years experience. Computer literate. Code 08 valid driver's license. Excellent Communication Skills.

**DUTIES** : Plan and manage learner counseling and support programmes. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Preparation of learners to be ready to undergo self – evaluation. Support and guidance of Student Representative Council. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Participation in recruitment programmes for potential learners. Policy development. Participation in research projects. Campus visits to promote learner adaptability in the clinical area. Participation in curriculum development, review and evaluation. Continuing education in student counseling and Nursing Education.

**ENQUIRIES** : Mrs M.J. Joka, Tel No: (011) 983-3008

**CLOSING DATE** : 03 September 2010

**POST 33/118** : **LECTURER PND 1/2: GENERAL NURSING 15 POSTS REF NO: 70256142**  
Directorate: CHRIS Hani Baragwanath Nursing College

**SALARY CENTRE** : R 195 936 R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)  
Bonalesedi Nursing College Campus Of The Chris Hani Baragwanath Nursing College Situated At The Leratong Hospital In Krugersdorp.

**REQUIREMENTS** : Registration with S.A.N.C.as a General Nurse, Midwife and Community Nursing. Registration with S.A.N.C. as a Nurse Educator. Minimum of three years experience in clinical nursing. An undergraduate or post graduate Degree. A minimum of four years appropriate/recognizable nursing experience after registration as a professional Nurse with the SANC in General Nursing. Must be able to reach Ancillary and major subjects. Computer literate. Code 08 valid driver's license.

**DUTIES** : Must be prepared to teach in all the following fields: General, Psychiatric, Community, and Midwifery, Biological and Social Science and Sub-categories. Participate in policy development. Plan and conduct student assessments in theoretical and practical aspects. Implementation PMS & D for students. Subject the curriculum. Participate in and encourage research. Teach and accompany learners in all clinical areas associated with the Nursing College (General, Psychiatric and Community) Engage in continuing Nursing Education in own subject field. Must maintain student records in compliance with legislative requirements and policy guidelines the institution. Must be prepared to travel to all areas utilized for experiential learning. Must be able to work under pressure. Participate in assessor and moderator courses will be an added advantage. Exercise control over students.

**ENQUIRIES CLOSING DATE** : Mrs R. Ramahlafi, Tel No: (011) 696 -8339/8301  
03 September 2010

**POST 33/119** : **LECTURER PND 1/2: 1 POST EACH FOR : ORTHOPAEDIC NURSING, CRITICAL OPHTHALMOLOGY NURSING, CHILD NURSING AND ONCOLOGY NURSING.**  
Ref No: 70256135-Orthopaedic Nursing  
REF No: 70256137-Critical Care  
REF No: 70256139-Ophthalmology Nursing  
REF No: 70256140-Child Nursing  
REF No: 70256141-Oncology Nursing  
Directorate: CHRIS Hani Baragwanath Nursing College

**SALARY CENTRE** : R 195 936 R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)  
Post Allocated At: Rahima Moosa Nursing College Campus Of Chris Hani Baragwanath Nursing College Situated In Coronationville.

**REQUIREMENTS** : Registration with S.A.N.C.as a General Nurse, Midwife and Psychiatric, Registration with S.A.N.C. as a Nurse Educator. Diploma/degree in Orthopedic Nursing or Critical Care or Ophthalmology Nursing or Child Nursing or oncology nursing. Minimum of three years experience in Orthopedic Nursing or critical care or Ophthalmology Nursing or Child Nursing or Oncology Nursing. With a track record of transferability of skills to the post applied for. An undergraduate or post graduate degree. A minimum of four years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Computer literate. Code 08 valid driver's license.

**DUTIES** : Plan and manage academic programs. Employment of variety strategies to reach the required outcomes. Policy development. Student evaluation (Theoretical and practical). Implementation of PMS & D for post basic students where applicable. Subject-specific academic support. Develop, review and evaluate curricula. Participate in and encourage research. Implement assessment strategies to determine learner competence. Record-keeping as required. Accompany learners in the clinical areas. Continuing education in Nursing Education as well as own specialty.

**ENQUIRIES CLOSING DATE** : Ms A.M.Young, Tel No: (011) 983-3006  
03 September 2010

**POST 33/120** : **MIDDLE MANAGER RADIOGRAPHER (MANAGER-IN-CHARGE) REF NO: 70256326**

Directorate: X-Ray Department

**SALARY** : R192 540 per annum (Plus benefits)  
**CENTRE** : Mamelodi Hospital  
**REQUIREMENTS** : Degree/Diploma in Diagnostic Radiography. Formal Management qualification. Ten years experience in managing the X-Ray Department in a Public Hospital. Ability to manage different categories of staff. Ability to work with multi disciplinary teams in the hospital. Registration with HPCSA as a Radiographer. Knowledge of Public Service prescripts and laws.  
**DUTIES** : Overall management of the X Ray Department: People management skills. Ability to manage other resources of the department. Compliance with legislative requirements for the X-Ray Department. Knowledge of Public Service prescripts and laws. Cooperate with other work teams in the hospital. Manage Quality Assurance in the Department. Supervise, guide and develop junior Radiographers. Render after hours service as required.  
**ENQUIRIES** : Mr. M.A. Mbatha, Tel. no: (012) 841 8334  
**CLOSING DATE** : 06 September 2010

**POST 33/121** : **MIDDLE MANAGER SONOGRAPHER (SUPERVISOR) REF NO: 70256327**  
Directorate: X-Ray Department

**SALARY** : R192 540 per annum (Plus benefits)  
**CENTRE** : Mamelodi Hospital  
**REQUIREMENTS** : Degree / Diploma in Radiography. Registration with HPCSA as a Radiographer and as a Sonographer. Ten years experience as a Chief Radiographer in a Public Hospital. Ability to manage different categories of staff. Ability to work with multi disciplinary teams in the hospital.  
**DUTIES** : Overall management of the X-Ray Department. People management skills. Ability to manage other resources of the Department. Compliance with legislative requirements for the X-Ray department. Knowledge of Public Service prescripts and laws. Cooperate with other work teams in the hospital. Manage Quality Assurance in the Department. Supervise, guide and develop junior Radiographers. Render after hours service as required.  
**ENQUIRIES** : Mr. M.A. Mbatha, Tel. no: (012) 841 8334  
**CLOSING DATE** : 06 September 2010

**POST 33/122** : **RADIOGRAPHER 2 POSTS REF NO: 70256202**  
Directorate: Allied

**SALARY** : R161970 per annum (plus benefits)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : National Diploma/B RAD in diagnostic Radiography or equivalent Registration with HPCSA is compulsory. High level of responsibility.  
**DUTIES** : Render 24 hours Radiographic services including weekends and Public Holidays. To assist in management of X-Ray department. To supervise and develop junior staff members. To assist in departmental problem solving. Participate and assist with Quality Assurance/control tests.  
**ENQUIRIES** : Ms. B. Ntuli, Tel no: (011) 923-2141  
**CLOSING DATE** : 6 September 2010  
**NOTE** : The employer reserves the right to fill or not to fill the post.

**POST 33/123** : **CHIEF RADIOGRAPHER 2 POSTS REF NO: 70256328**  
Directorate: X-Ray Department

**SALARY** : R161 970 per annum (Plus benefits)  
**CENTRE** : Mamelodi Hospital  
**REQUIREMENTS** : Degree/Diploma in Diagnostic Radiography. Registration with HPCSA as a Radiographer. Five experience as a Radiographer in a Public Hospital. Ability to manage different categories of staff. Ability to work with multidisciplinary teams in the hospital.  
**DUTIES** : Assist with the management of the X-Ray Department. People management skills. Ability to manage other resources of the Department. Compliance with legislative requirements for the X-Ray Department. Knowledge of Public Service prescripts and laws. Cooperate with other teams in the hospital. Manage Quality

Assurance in the Department. Supervise, guide and develop junior Radiographers. Render after hours service as required.

**ENQUIRIES** : Mr. M.A. Mbatha, Tel. no: (012) 841 8334  
**CLOSING DATE** : 06 September 2010

**POST 33/124** : **PRINCIPAL DIETITIAN REF NO: 70256353**  
 Directorate: ARV Unit

**SALARY** : R161970 per annum (plus benefits)  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : BSc in Dietetics and registration with Health Professions Council as Dietitian. Between 5 and 10 years experience after registration. Interpersonal communication skills, team builder and computer skills. Knowledge of health policies, finance and regulations.

**DUTIES** : Assessment of nutritional status of ARV, TB and PMTCT patients. Plan and implement nutritional care plans for patients. Monitor and evaluate to ensure quality nutritional services for patients. Report to Regional Office and manage own stock (supplements) and resources. Be part of a multidisciplinary team. Do nutrition advocacy and assist in in-service training of staff. Work hand in hand with hospital dietitians. Collaborate with facilities and district office. Write and submit nutrition reports. Assist social worker to improve household food security.

**ENQUIRIES** : Ms P S Mahlangu Tel No: (012) 3801453  
**CLOSING DATE** : 27 August 2010

**POST 33/125** : **CHIEF DENTAL THERAPIST 3 POSTS REF NO: 70256355**

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Jhb Metro Health District  
**REQUIREMENTS** : A Degree/Diploma in Dental Therapy. Registration with the HPCSA, 6 years experience in the relevant field.

**DUTIES** : Provide oral health services to the community, Perform administrative duties for clinical services, Examine, diagnose and treat oral ailments within the scope of a dental therapist. Promote oral health and carry out preventative measures, Ensure proper inventory and safe keeping of all instrument and equipments. Rotate through services.

**ENQUIRIES** : Dr P.L Ruck (011 933 1055)  
**CLOSING DATE** : 31 August 2010

**POST 33/126** : **NETWORK CONTROLLER 3 POSTS REF NO: 70255806**  
 Directorate: Information Technology

**SALARY** : R161 970 (plus benefits)  
**CENTRE** : Jhb Metro District  
**REQUIREMENTS** : Grade 12 plus N+ and or A+. A three year Diploma/Degree or MCSE will be to your advantage. Minimum of 1 year experience in IT, switches, cabling, network configuration and management technologies. Knowledge of operating and application systems (Windows XP, Windows Vista, MS Office 2003, 2007) and Microsoft Server 2003/2008 OS). Helpdesk procedures and processes. A valid drivers' license.

**DUTIES** : Server – Network infrastructure – Cabling, Desktop Support and Administration. Microsoft Active Directory knowledge. Configure and support E-mail and Internet access. Support MS Office suite and MS Products. Support and monitor all transversal systems (BAS, Persal, Citrix, SAP, SAP SRM) and applications / software. Helpdesk functions, customer services and recordkeeping.

**ENQUIRIES** : Mr O Pietersen , Tel No: 011 694 – 3707  
**CLOSING DATE** : 31 August 2010

**POST 33/127** : **SENIOR RADIOGRAPHER 2 POSTS REF NO: 70256329**  
 Directorate: X-Ray Department

**SALARY** : R130 425 per annum (Plus benefits)  
**CENTRE** : Mamelodi Hospital  
**REQUIREMENTS** : Degree/Diploma in Radiography: Registration with HPCSA as a Radiographer. Relevant experience as a Diagnostic Radiographer in a Public Hospital

environment. Ability to cooperate with various teams in the whole hospital. Willingness to do shift work and also to work on public holidays.

**DUTIES**

: Perform duties as a diagnostic Radiographer on 24 hour service. Supervise, guide and develop junior radiographers. Do quality assurance duties. Help with the management of the x-ray Department. Render after hours services as required according to roster. Render patient care duties in a team context. Preparedness to go an extra mile in the performance of duties.

**ENQUIRIES**

: Mr. M.A. Mbatha, Tel. no: (012) 841 8334

**CLOSING DATE**

: 06 September 2010

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

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

**NOTE** : Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course.

**OTHER POSTS**

**POST 33/128** : **CLINICAL MANAGER: MEDICAL GR 1 2 POSTS SURGERY 1 POST CASUALTY (TRAUMA AND A&E) X 1 REF NO: MED 6/2010**

**SALARY** : R596 934 per Annum(all inclusive package) is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus 18% Inhospitable Area Allowance of basic salary and Commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

**CENTRE REQUIREMENTS** : Institution: Ladysmith Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner plus registration with HPCSA plus a minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner, Recommendations: ATLS, CLS, APLS for casualty, ATLS for surgery, a higher diploma or continuous 5 years working experience at a PMO level in the respective subject/field Knowledge, Skills, Training and Competences Required: ability to diagnose and manage common medical problems including emergencies, good surgical or casualty skills, sound supervisory and leadership skills, good communication and interpersonal skills, ability to function as part of a multi disciplinary team to district level, program planning, implementation and evaluation, ability to make a difference, ability to work and maintain meaningful relationships with a diverse community, ability to teach junior staff including interns, familiarity with current relevant Acts when necessary

**DUTIES** : Key Performance Areas: ability to function at consultant level, train junior staff, active participation as member of the health service institution, participation in governance and administration of the Casualty or Surgery Departments respectively, able to participate in outreach programs, be willing to go and assist/relieve medical staff shortages on other departments when requested to do so by the Head of Department or Medical Manager, administrative duties, training and supervision of health professionals in providing clinical care, perform clinical audits, perform other duties as allocated by the Head of Department or Medical Manager, maintain clinical, professional and ethical standards, after hours on call/overtime is mandatory, supervision and support to junior medical and professional staff, academic development

**ENQUIRIES APPLICATIONS** : Dr. L. Rahman Tel no. 036-6372111 Ext 202  
: All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

**CLOSING DATE** : 27 August 2010

**POST 33/129** : **VICE PRINCIPAL: SINGLE NURSING COLLEGE: (EXAMINATION OFFICER)**  
**RE NO G85/2010**

**SALARY CENTRE** : An all inclusive salary package of R435 414 per annum  
Human Resource Management Service: KwaZulu-Natal College of Nursing:  
Head Office: Pietermaritzburg

**REQUIREMENTS** : A National Diploma/Degree in Nursing: General, Midwifery or Psychiatry and Community; PLUS Post- registration Diploma in Nursing Education and Health Services Management ; PLUS An additional qualification in Clinical Nursing Science (R212); PLUS - At least ten (10) years appropriate experience in a Nursing Campus/University as a lecturer; PLUS Current Registration with the South African Nursing Council; PLUS Three (3) years relevant management experience; PLUS Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Vice Principal of Nursing College: Didactics, and will be responsible to coordinate, implement and monitor a uniform examination system in order to promote an effective and efficient nursing education system in KwaZulu-Natal, and as such the ideal candidate must: - Possess knowledge of the relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation.- Have in-depth knowledge of the nursing programmes and the curriculum. - Possess knowledge of curriculum development and review. - Possess proficiency in teaching and assessment in Nursing Education.- Possess knowledge of policy development, interpretation implementation, monitoring and evaluation.- Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes.- Possess sound conflict and decision-making/problem solving skills. - Have good research and analytical skills.- Have excellent communication and presentation skills (both verbal and written). - Be computer literate with a proficiency in MS Office package and Excel.- Ensure and enable effective communication between the Department and all stakeholders in Health. - Have good interpersonal relations.

**DUTIES** : Key Performance Areas:- Develop uniform examination policies and protocols. - Prepare and process Examination material. - Plan and schedule examinations. - Implement uniform examination system for KwaZulu-Natal College of Nursing. - Publish examination results. - Develop and review the curriculum.

**ENQUIRIES APPLICATIONS** : Mrs S D Naicker: 033- 264 7800/7817  
All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION CLOSING DATE** : Mr P J Buthelezi  
: 03 September 2010

**POST 33/130** : **MEDICAL OFFICER GRI, II & III 15 POSTS REF NO: MED 7/2010**  
Obstetrics And Gynaecology – 2 Posts, Orthopaedics – 2 Posts, Internal Medicine – 1 Post, Family Medicine – 2 Posts, Surgery – 2 Post, Paediatrics – 2 Posts, Anaesthetics – 2 Posts, Psychiatry – 1 Post, Urology – 1 Post

**SALARY** : Appoint-Ment Requirements:  
Medical Officer GR1: R405333 – R456606p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer  
Medical Officer Gr2: R470406 – R529905p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer  
Medical Officer Gr3: R554109 – R662502p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

		The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post
<b><u>CENTRE REQUIREMENTS</u></b>	:	Institution: Ladysmith Hospital
	:	Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required, ability to work in multi-disciplinary team setting, excellent communication skills and ability to teach and train staff within team, ability to work and maintain meaningful relationship with a diverse community, ability to make a difference, program planning, implementation and evaluation, information management, knowledge of Health and Public Service Legislation, Regulations and Policies, medical ethics, epidemiology and statistics, supervision skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide medical services at department appointed to, Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per speciality and disease proofing, Patient satisfaction, patient satisfaction surveys and reducing waiting times, Active participation in training interns and community service doctors, Maintain and continuously improve professional and ethical standards, Instill confidence in public service and also in medical profession through exemplary behavior, Participation in after hours work is essential, Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department, Conduct orientation and induction programs for interns, community service doctors and junior colleagues, Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care, NB: applicants for Obs & Gyn will be required to perform CTOP
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr L. Rahman Tel no. 036-6372111 Ext 202
	:	All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370
<b><u>CLOSING DATE</u></b>	:	27 August 2010
<b><u>POST 33/131</u></b>	:	<b><u>MEDICAL OFFICER GRI, II &amp; III – ARV 4 POSTS REF NO: MED 8/2010</u></b>
<b><u>SALARY</u></b>	:	Appointment Requirements: Medical Officer GR1: R405333 - R456606p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer Medical Officer GR2: R470406 – R529905p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer Medical Officer GR3: R554109 – R662502p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post. Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
<b><u>CENTRE REQUIREMENTS</u></b>	:	Institution: Ladysmith Hospital
	:	Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required in managing HIV/Aids, TB, STI, etc., ability to work in multi-disciplinary team setting, excellent communication skills and ability to teach and train staff within team, ability to work and maintain meaningful relationship with a diverse community, ability to make a difference, program planning, implementation and evaluation, information management, knowledge of Health and Public Service Legislation, Regulations and Policies, medical ethics, epidemiology and statistics, supervision skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide medical services at ARV and PHC Clinics, Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per specialty and disease proofing, Patient satisfaction, patient satisfaction surveys and reducing

waiting times, Active participation in training interns and community service doctors, Maintain and continuously improve professional and ethical standards, Instill confidence in public service and also in medical profession through exemplary behavior, Participation in after hours work is essential, Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department, Conduct orientation and induction programs for interns, community service doctors and junior colleagues, Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care

**ENQUIRIES** : Dr F.B. Amod Tel no. 036-6372111  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370  
**CLOSING DATE** : 27 August 2010

**POST 33/132** : **CLINICAL NURSE PRACTITIONER (OCCUPATIONAL HEALTH NURSE): REF NO. G 83/2010**

**SALARY** : An all inclusive salary package of Grade 1 - R 195 936 Grade 2 -R 240 981  
**CENTRE** : Occupational Health Unit: Head Office  
**REQUIREMENTS** : Degree / Diploma in general nursing plus a post basic qualification in Occupational Health Nursing Service; PLUS Registration with SANC as a general nurse and Occupational Health Nurse; PLUS Unendorsed valid Code B driver's license (Code 8). Experience: Grade 1: A minimum of 4 years appropriate recognizable registration experience as community health nurse. Grade 11: A minimum of 10 years appropriate / registration experience in nursing after registration as a professional nurse with the SANC in general nursing of which at least 3 years must be appropriate / recognizable experience after obtaining the post basic qualification in / Occupational Health. Knowledge Skills, Competencies And Training Required: Knowledge of Occupational Health and Safety policies and guidelines. Legal prescript, SANC Regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial Management skills.

**DUTIES** : Key Performance Areas: To undertake baseline disease profile among employees. To ensure occupational health functions are carried out timely and correctly in order for occupational health to function at Head Office. To roll out occupational health training programmes, orientation and induction programmes for hospital. To undertake occupational disease research for the purpose of investigating and preventing all type of occupational diseases. To conduct occupational health audit functions in compliance with the occupational health and safety Act 85 of 1993. To ensure environmental conditions meet and maintain compliance certificates as regulated by the occupational health and safety Act 85 of 1993. To assist with the occupational health and safety accreditation baseline / audit improvement To implement the occupational health manuals and protocols. To uphold section 8 (employers duties) and section 14 (employees duties) of the occupational health and safety Act 85 of 1993. To assist with the developing of occupational health strategic plans in line with the district plans. To establish a multi-disciplinary committee to co-ordinate Occupational Health and Safety Programme including HIV / AIDS in the work place. To develop Occupational Health guidelines / Policies for the Province.

**ENQUIRIES** : Mr BC Mabaso: (033) 395 2052  
**APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION** : Mrs J Williams  
**CLOSING DATE** : 27 August 2010

**POST 33/132** : **MEDICAL OFFICER REF NO: EB 21/2010 1 POST**

**SALARY** : And Appointment Requirements  
 Medical Officer Gr1: R365 217 –R411 411 P.A. (An appropriate qualification in the health science –MBCHB . Current registration with health Professionals Council of Southern Africa as Medical Officer).

		<ul style="list-style-type: none"> <li>□ Medical officer Gr2: R423 846.00 –R477 462.00 PA (An appropriate qualification in the health science – MbCHb plus 5 years experience after registration with the HPCSA as a Medical Practitioner. Current Registration with Health Professionals Council of South Africa as a Medical Officer.</li> <li>□ Medical officer Gr3: R491 892.00 –R579 420.00 PA ( An appropriate qualification in the health science – MBCHB plus 10 years experience after registration with HPCSA as a Medical Practitioner. Current Registration with Health Professionals Council of South Africa as Medical Officer.</li> </ul>
<b><u>CENTRE REQUIREMENTS</u></b>	:	East Boom Community Health Centre
	:	A tertiary qualification (MBCHB or equivalent), Plus •A valid registration with the Health professional Council of South Africa as Medical Practitioner. Certificate or Diploma in HIV and TB care will be an advantage Knowledge, Skills, Training, And Competences Required: •Computer and Research skills Decision making. Good planning and organizing skills Ability to work independently and also as part of the team.
<b><u>DUTIES</u></b>	:	Key Perfomance Areas: •Medical patient – centered consultation at East Boom CHC as part of the medical team for minor and chronic ailments and emergencies. Developing and implementing policies for management of chronic diseases in the PHC setting, such as hypertension, diabetes, epilepsy and asthma. Supervision and mentoring of junior medical staff interns, Community Service Officer and other medical staff. Liaising with nursing and paramedical staff for improving quality of patient care. Monitoring and evaluating services, including collation of the monthly statistics for the medical services. Deputize for the Medical Manager when required. Care for the HIV infected and affected patients, including HAART as part of the comprehensive programme of management of HIV/AIDS and TB. Management of common illnesses within a PHC setting. Improvement of communication between CHC and referring clinics and hospitals. Work extended hours at the CHC and/or overtime at referral District Hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr TP Kerry Phone: 083 409 2881 / 033-897 1000
	:	All applications must be addressed to: The CHC Manager, East Boom CHC P O Box 4018 Willowton Pietermaritzburg 3200
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms GB Ndlovu
	:	03 September 2010
<b><u>POST 33/134</u></b>	:	<b><u>HOSPITAL MANAGER (LEVEL09) REF NO: STF HOSP 01/2010</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R192540 per annum
	:	St Francis Hospital Zululand District Office
	:	A Bachelor's Degree or National Diploma in the field of Administration and Management or a tertiary qualification in Health Science PLUS A minimum of 3 (three) years' managerial experience within a Health environment. Knowledge, Skills Training And Competence Required: Sound management, organizational, interpersonal and problem solving skills. Knowledge of Labour Relations and disciplinary procedures and processes. Knowledge of Public Sector Policies and Acts. Good communication skills both verbal and written. Conflict management and skills in negotiation Time management Leadership skills and management ability inclusive of planning, organizing and decision- making Knowledge of Human Resource Management, Financial Management System, Basic Accounting System, Acts and Regulations relating to Health Services
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible and accountable for managerial and administrative functioning in the Hospital. Responsible for the effective and efficient financial and resource management. Facilitate the strategic management of St Francis Hospital in line with the Department as well as District strategic plan. Accountable for service delivery and performance management utilization of all resources available. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down policies and procedures Promote effective and efficient communication among all categories of personnel. Maintain and evaluate provision of institutional care. Provide effective and efficient support to PHC in the catchments Ensure good governance of the institution and community participation, which includes effective functional of the Hospital Board.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs D.T. Memela, Tel No: 035 874 2303
	:	Applications may be posted or hand delivered to: St Francis Hospital Private Bag X 564 Mahlabathini 3865

**FOR ATTENTION** : Mrs M.B.Linda  
**CLOSING DATE** : 31 August 2010

**POST 33/135** : **CCMT DRUG CO-COORDINATOR (PHARMACIST ASSISTANT POST BASIC)**  
**NO OF POSTS: 3 POSTS REF NO: VRH 32/2010**

**SALARY** : Pharmacist Assistant Grade 2 R122 490 – R130 005 per annum plus Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)  
Pharmacist Assistant Grade 3 R132 738 – R151 776 per annum plus Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**REQUIREMENTS** : • Senior Certificate (Grade 12) • Current registration with the SAPC as a Pharmacist's Assistant (Post basic) • Drivers License (Code B) • Computer Literacy with proficiency in MS Office Software applications Grade 2: Plus • 5 years (minimum) experience after registration with the SAPC as a Pharmacist Assistant (Post basic) Grade 3 Plus • 13 years (minimum) experience after registration with the SAPC as a Pharmacist Assistant (Post basic) NB: (Certificates of service must be attached as proof of experience, knowledge, skills, training and competencies required) Knowledge Skills Training And Competencies Required: The incumbent will report to the Pharmacy Manager at the above mentioned sites and will be responsible for the co-ordination, procurement, distribution and ensuring the appropriate storage of Antiretroviral and chronic medication in the PHC clinics in Zululand, and as such the ideal candidate must:- Possess a good knowledge of Departmental policies and protocols, Knowledge of departmental equipment Possess high levels of accuracy. Possess good communication and numeracy skills. Have ability to take and carry out instructions with minimal supervision. PPSD or the Possess good computer literacy skills. Have the ability to work under pressure without compromising quality of work. Possess good interpersonal skills, organizational and time management skills

**DUTIES** : Key Performance Areas: To order, receipt, store and distribute pharmaceuticals (especially ARVs) within the district. To monitor stock levels of medication and promote good Drug Supply Management Principles within the clinics. To review all the clinic orders for medication before being submitted to "mother hospital. To collect and maintain departmental records, statistics and information. To provide basic primary health education to individuals and provide counselling to patients on the safe and effective use of medication. To participate in and attend continuing education and development seminars/workshops To maintain good housekeeping in the pharmaceutical environment (Hygiene and Cleanliness) To provide training on Drug Supply Management if necessary. To monitor adherence of patients to chronic medication. To monitor collection of chronic medication by patients and identify defaulters. To compile a list of defaulters and notify the PHC Manager and Pharmacy Manager To monitor uncollected chronic medication and return to Pharmacy. To liaise with the PHC clinic Manager regarding challenges to drug supply management.

**ENQUIRIES** : Ms N Khambule (Pharmacy Manager) Tel (034) 989 7016  
**APPLICATIONS** : Applications should be forwarded to: The Human Resource Department Vryheid District Hospital Private Bag X 9371 VRYHEID 3100 Applications can also be hand delivered at Human Resource Practices office no. 09

**CLOSING DATE** : 31 August 2010

**POST 33/136** : **CLINICAL SUPPORT OFFICER (LEVEL 4) REF NUMBER: SMKH 14/2010**

**SALARY** : R 73 584 per annum, Other Benefits: 13<sup>th</sup> Cheque, Medical Aid: Optional  
Housing Allowance: Employee Must Meet Prescribed Requirement

**REQUIREMENTS** : Senior Certificate / Grade 12 or Equivalent. Computer literate (Attached Proof) Knowledge, Skills, Training And Competencies Required: Computer Literate. Good organizational and planning skills. Good communication and interpersonal, written and problem solving skills. Ability to maintain high level of Confidentiality.

**DUTIES** : Key Performance Areas: Filling of patients card daily. Clerk patients and assist in compiling monthly statistics. Orientate patients about cards. Assist in supervision of general assistants. Manage patients flow. Prepare annual leave roster. Assist in reporting and recording of TB positive patients from entry through different phases of progress ill discharge using TB register. Assist in compiling TB statistics and sending it to communicable disease center. Book beds and ambulances for patients as required. Keep records of cure rate. To contact TB

defaulters. Monitor EPI register. Ordering of stores and stationery. Inventory control. Stock taking. Assist in pharmaceutical supplies control. Collect in collecting and filling of tally sheets. General admin(photocopying, typing) Monitor stock control cards. Monitor attendance register.

**ENQUIRES** : Mrs E.T Sithole TEL: 035-450 8281  
**APLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835  
**FOR ATTENTION** : Mr. X.A Buthelezi.  
**CLOSING DATE** : 28 August 2010

**POST 33/137** : **LAY COUNSELLOR X2 (ARV LEVEL 3) REF NUMBER: SMKH 15/2010**

**SALARY** : R62 013 per annum, Other Benefits: 13<sup>th</sup> Cheque, Medical Aid: Optional, Housing Allowance: Employee Must Meet Prescribed Requirement

**REQUIREMENTS** : Senior Certificate / Grade 12 or Equivalent. Certificate in HIV / AIDS Counseling (10 days course) from a recognized training institution. Knowledge, Skills, Training And Competencies Required: Good communication skills and be fluent in the local language. Basic knowledge of HIV / AIDS. Good interpersonal relationship skills. Ability to maintain high level of Confidentiality. Strong work ethics. Past / present involvement in some aspect of the community. Knowledge of Batho Pele principles and implementation thereof. Ability to work in a multidisciplinary team.

**DUTIES** : Key Performance Areas: Pre-test, post-test and ongoing HIV counseling. Provide on-going education and HCT services to all clients. Conduct literacy classes preparing for ARV initiation. Provide support to both infected and affected clients and form support groups. Facilitate development of support groups. Work collaboratively with NGO's on HIV / AIDS issues. Ensure compilation of accurate HCT /ARV statistics. Provide outreach services in the community and clinics. Identify and ensure tracing of defaulters.

**ENQUIRES** : Mrs. M.B Majola Tel: 035-450 8216  
**APLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835  
**FOR ATTENTION** : Mr. X.A Buthelezi.  
**CLOSING DATE** : 28 August 2010

**POST 33/138** : **DATA CAPTURER X1 (ARV LEVEL 3) REF NUMBER : SMKH 16/2010**

**SALARY** : R 62 013 per annum, Other Benefits: 13<sup>th</sup> Cheque, Medical Aid: Optional, Housing Allowance: Employee Must Meet Prescribed Requirement

**REQUIREMENTS** : Senior Certificate / Grade 12 or Equivalent. Computer literate (Attached Proof), Knowledge, Skills, Training And Competencies Required: Knowledge of Computer Programmes. Ability to analyze and interpret data. Good organizing and planning skills. Good communication and interpersonal, written and problem solving skills. Ability to maintain high level of confidentiality. Must be able to work within required deadlines. Ability to plan and prioritize in the execution of daily task.

**DUTIES** : Key Performance Areas: Receiving information and statistics from various sections in the institution pertaining to the institutional Health and Management information system. Capture data received from various sections on the institutional Health and Management Information Database. Update data on the database on daily basis. Analyze data before submitting it to Management and District Office. Compile monthly and annual reports on data pertaining to the institution's database. Proper filing of information and performing of general administrative duties. Perform any duty assigned by the supervisor.

**ENQUIRES** : Mrs. M.B Majola TEL: 035-450 8216  
**APLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835  
**FOR ATTENTION** : Mr. X.A Buthelezi.  
**CLOSING DATE** : 28 August 2010

**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** : 10 September 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 for management echelon positions 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 33/139** : **GENERAL MANAGER: CORPORATE SERVICES REF NO: C3/10/1**  
 This is re-advertisements and applicants who previously applied and are still interested need to apply again.
- SALARY** : R790 953 p.a. (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane  
 A dynamic manager who is in possession of a degree in Public Administration or a relevant tertiary qualification with minimum experience of 5 years. • Extensive knowledge in Human Resource Management, Logistic Support Services, Human Resource Development & PMS, Transformation Services, Labour Relations, Legal Services and Security and Investigation Services. • Ability to interact at both strategic and operational level. • A sound understanding or ability to grasp the Public Service Regulatory Framework and knowledge of current National and International HR trends and innovations will be an advantage. • Good interpersonal and negotiation skills. • Good understanding and functional knowledge of LRA, BCEA, EEA, SDA, PSR, PFMA and PSA. • Good leadership and managerial skills. • Legal experience will be an advantage.
- DUTIES** : Oversee and contribute to policy development and strategic and business planning. • Provide organisational advisory and management efficiency services. • Provide Human Resource Management services. • Provide Human Resource Development services. • Provide employee relations support services. • Provide legal advisory and administrative services. • Provide assets management and logistical support services. • Provide security management services.
- ENQUIRIES** : Mrs. S Malan 015 – 293 8678
- CLOSING DATE** : 10 September 2010
- POST 33/140** : **SENIOR MANAGER: STRATEGIC PLANNING REF NO: C3/10/2**
- SALARY** : R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to

	:	the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane
	:	• A three year degree in Public Administration or a relevant qualification with a minimum of 3 years experience. • Extensive knowledge in Planning and Organizing, Change Management, Human Resource Matter, Public Administration, compilation of reports and plans for the department. • Ability to interact at both strategic and operational level. • A sound understanding or ability to grasp the Public Service Regulatory Framework. • Good interpersonal and negotiation skills. • Policy analysis and development skills. • Good understanding and functional knowledge of relevant legislation. • Good leadership and managerial skills.
<b><u>DUTIES</u></b>	:	• Ensure the development of strategic plan for the Department. • Ensure alignment of the departmental strategic and operational plans with the PGDS, IDP's and NSDP. • Ensure co-ordination of inter-governmental relations (IGR) activities in the department. • Ensure the co-ordination and implementation of understanding by the department. • Ensure the co-ordination of Economic Cluster activities. • Manage and control the budget for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mrs. S Malan 015 – 293 8678
<b><u>CLOSING DATE</u></b>	:	10 September 2010
<b><u>POST 33/141</u></b>	:	<b><u>SENIOR MANAGER: LOGISTICAL SUPPORT SERVICES REF NO: C3/10/3</u></b>
<b><u>SALARY</u></b>	:	R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane
	:	A three year degree in Public Administration or a relevant qualification with a minimum of 3 years experience. • Computer literacy. • Valid driver's license. • Project management skills. • Strategic Planning skills. • Language skills. • Good understanding and functional knowledge of relevant legislation. • Good leadership and managerial skills. • Problem solving skills. • Report writing skills. • Conflict Management skills. • Statistical analysis skills.
<b><u>DUTIES</u></b>	:	• Manage the provision of transport support service. • Manage the provision of infrastructure support services. • District Coordination.
<b><u>ENQUIRIES</u></b>	:	Mrs. S Malan 015 – 293 8678
<b><u>CLOSING DATE</u></b>	:	10 September 2010
<b><u>POST 33/142</u></b>	:	<b><u>SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: C3/10/4</u></b>
<b><u>SALARY</u></b>	:	R652 572 per annum. (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane
	:	An appropriate B-degree or equivalent qualification in Human Resource Management / Human Science / Commerce / Management / Public Administration with a minimum of 3 years experience. • An excellent strategist and implementer. • A visionary & inspirational leader. • A team builder and a player. • An excellent communicator at all levels. • Management skills at management level and a demonstrated capacity to interpret analyze and present complex information. • Track record in preparing and management of present complex information. • Track record in preparing and management of strategic business plans, budgeting, would be added as advantage. • Knowledge of legislation, policies, frameworks. • Dynamic and energetic self starter. • Sound knowledge of business legislative mandates. • Sound knowledge of government policy and strategy development processes. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, Powerpoint, Ms Word, Internet etc.). • Ability to work under pressure. • Planning and organization skills. • Valid drivers' license. • Interpersonal Relations.
<b><u>DUTIES</u></b>	:	• To build the strategic capability of the Department to implement its strategic plans. • To lead and manage organizational development and change management in the Department. • Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in

delivering a service to the communities / clients of the Department and to ensure compliance with National and Provincial policies. • Provide high level management in order to ensure sound decision making and forward planning. • Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e. Auditor General, DPSSA, etc). • Plan, manage and coordinate resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel falling under this component. • Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level order to ensure that goals and objectives are reasonable and attainable and that reporting against the and that reporting against the Strategic Plan takes place. • Develop and implement Human Resource and Employment Equity related planning. • Administer Condition of service for LEDET staff members. • Oversee the maintenance of personnel information services.

**ENQUIRIES** : Mrs. S Malan 015 – 293 8678  
**CLOSING DATE** : 10 September 2010

**POST 33/143** : **SENIOR MANAGER: BUDGET MANAGEMENT REF NO: C3/10/5**

**SALARY** : R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

**CENTRE REQUIREMENTS** : Head Office: Polokwane  
 : • An appropriate recognized Bachelor Degree or equivalent qualification in Accounting and/ or Public Finance with a minimum of 3 years experience. • A visionary & inspirational leader. • A team builder and player. • Knowledge of PFMA and other related legislation. • Budget and risk analysis skills. • Economic and statistical analysis skills. • Budget Management skills. • Presentation skills. • Knowledge of the use of systems (BAS and Finest). • Sound knowledge of government policy and strategy development processes. • Strong communication skills (verbal & written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and organization skills. • Valid driver's license. • Interpersonal Relations.

**DUTIES** : • Develop and implementation of financial management policies and procedures of the department in line with PFMA and Treasury Regulations. • Provisions of management advisory services on all aspects relating to budgets, budgeting and appropriate allocations. • Reporting as per financial delegations of authority and Provincial Treasury. Develop departmental budgets. • Implement budgetary controls and policies. • Compile information as required by Public Finance Management Act and Treasury Regulations. • Management and development of personnel. • Compile annual financial statements and financial reports. • Provide support to the CFO.

**ENQUIRIES** : Mrs. S Malan 015 – 293 8678  
**CLOSING DATE** : 10 September 2010

**POST 33/144** : **SENIOR MANAGER: FINANCIAL ACCOUNTING REF NO: C3/10/6**

**SALARY** : R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

**CENTRE REQUIREMENTS** : Head Office: Polokwane  
 : An appropriate recognized Bachelors degree or equivalent qualification in Accounting and or Public Finance with a minimum of 3 years experience. • A visionary and inspirational leader. • A team builder and player. • Knowledge of the PFMA and other related legislation. • Financial and Risk analysis skills. • Economic and statistical analysis skills. • Expenditure monitoring and evaluation skills. • Financial Management skills. • Presentation skills. • Knowledge of the use of systems (BAS etc.). • Sound knowledge of government policy and strategy development processes. • Strong communication skills (verbal and written). • Ability to work under pressure. • Computer literacy (preferably packages such as

<b><u>DUTIES</u></b>	:	MS Excel, PowerPoint, Ms Word, Internet etc.). • Ability to work under pressure. • Planning and organization skills. • Valid driver's license. • Interpersonal Relations. • Develop and implement financial management policies and procedures of the department in line with the PFMA and Treasury Regulations. • Manage creditors sections. • Manage Revenue section. • Manage bank and cash services. Manage the payroll and related functions. • Compile annual financial statements and Management reports. • Management and development of personnel. • Provide support to the CFO.
<b><u>ENQUIRIES</u></b>	:	Mrs. S Malan 015 – 293 8678
<b><u>CLOSING DATE</u></b>	:	10 September 2010
<b><u>POST 33/145</u></b>	:	<b><u>SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: C3/10/7</u></b> This is re-advertisements and applicants who previously applied and are still interested need to apply again.
<b><u>SALARY</u></b>	:	R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane • An appropriate recognized Bachelors degree or equivalent qualification with a minimum of 3 years experience. • A visionary and inspirational leader. • A team builder and player. • Knowledge of the PFMA and other related legislation. • Knowledge of Demand Management, Acquisition Management, Logistics management, Disposal management and Asset Management. • Statistical analysis skills. • Communication and negotiation skills. • Ability to formulate policies. • Conflict Management and problem solving skills. • Delegation and leadership skills. • Strong communication skills (verbal and written). • Ability to work under pressure. • Computer literacy (preferably packages such as MS Excel, PowerPoint, Ms Word, Internet etc.). • Ability to work under pressure. • Planning and organization skills. • Valid driver's license. • Interpersonal Relations.
<b><u>DUTIES</u></b>	:	• Provision of management advisory services. • Ensure the management of human resources • Ensure the Management of Supply Chain Management. • Ensure the requirements of a Performance Management System are met.
<b><u>ENQUIRIES</u></b>	:	Mrs. S Malan 015 – 293 8678
<b><u>CLOSING DATE</u></b>	:	10 September 2010
<b><u>POST 33/146</u></b>	:	<b><u>SENIOR MANAGER: OFFICE OF HEAD OF DEPARTMENT REF NO: C3/10/8</u></b>
<b><u>SALARY</u></b>	:	R652 572 per annum (An all inclusive remunerative package) Note: The remuneration package includes a basic (60% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane • An appropriate B-degree in Social Science or equivalent qualification plus extensive relevant work experience at management level. • Proven strategic management and leadership skills. • Good stakeholder liaison. • Interpersonal and communication skills (verbal and liaison). • Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. • An understanding of the work of the Department and Government in general. • Knowledge of the Department's Public Entities will serve as an additional advantage. • Willingness to travel as and when required. • Sound knowledge of business legislative mandates. • Sound knowledge of government policy and strategy development processes. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. Planning and organising skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Oversee the provision of an effective executive support service to the Head of Department. • Ensure effective management of all incoming and outgoing correspondences in the Office of the Head of Department. • Provide secretarial services to the Head of Department's meetings. • Manage and effective parliamentary service to the Head of Department and the Department. • Contribute to policy development and strategic operational planning. • Manage the Office of the Head of Department including the administration of the Budget

for the Office. • Manage and co-ordinate engagement of the Head of Department.  
 • Serve as interface between the Head of Department and departmental business units, agencies, stakeholders and general public. • Manage consultative delegated commitments.

**ENQUIRIES** : Mrs. S Malan 015 – 293 8678  
**CLOSING DATE** : 10 September 2010

**OTHER POSTS**

**POST 33/147** : **MANAGER: BANK AND CASH MANAGEMENT REF NO: C3/10/9**

**SALARY** : R379 456 per annum (An all inclusive remunerative package)  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Tertiary qualification in Financial Management. • Two (2) years working experience in Financial Management. • Knowledge of PFMA, Treasury Regulations, DoRA. • Interpersonal Skills. • Computer literacy. • Analytical thinking skills. • Communication skills. • Delegation and leading skills. • Valid driver's license.

**DUTIES** : Facilitate, supervise and monitor clearing of bank related suspense and control accounts. • Manage monthly bank reconciliations. • Monitor the pay over or surrenders and revenue collected to Provincial Treasury. • Manage settlement of departmental liabilities. • Manage and review the losses and damages register for completeness. • Account for donor funding. • Prepare monthly requisition of funds to Provincial Treasury.

**ENQUIRIES** : Ms. Mothapo DF 015 – 293 8533  
**CLOSING DATE** : 10 September 2010

**POST 33/148** : **RESERVE MANAGER 2 POSTS REF NO: C3/10/10**

**SALARY** : R240 318 per annum  
**CENTRE** : Letaba Ranch Nature Reserve Hans Merensky/Lilie Flora Nature Reserve NB (Separate applications must be submitted for each centre)

**REQUIREMENTS** : A National Diploma in Nature Conservation or Degree in Environmental Management/Sciences. • A minimum of 3 years working experience in the conservation or environmental field. • A sound knowledge of nature reserve management, nature conservation legislations and policies. • Sound managerial background.

**DUTIES** : Implement nature reserve management policies and guidelines. • Manage infrastructure development. • Manage state owned nature reserve in a sustainable manner. • Manage and implement agreements and contracts. • Provide law enforcement services on provincial nature reserves. • Coordinate and manage people and parks programme.

**ENQUIRIES** : Ms. Nmutamvuni MM, 015 – 295 4057  
**CLOSING DATE** : 10 September 2010

**POST 33/149** : **CONTROL ENVIRONMENTAL OFFICER GRADE A ENVIRONMENTAL IMPACT MANAGEMENT REF NO: C3/10/11**

**SALARY** : R238 551 per annum  
**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : A three (3) year degree/diploma or higher in one of the following fields: Environmental Management, Natural Science, Biodiversity, environmental/water engineering or chemical/process engineering. • A minimum of three (3) years experience in any field of environmental management/engineering and related fields. • Policy/legislation development experience. • A valid driver's license. • Computer literacy. • Strong verbal and written communication skills, report writing skills, coordinating skills and problem solving skills.

**DUTIES** : Overall management of the allocated section with regard to coordination of planning, budgeting, operational aspects, performance management and the training needs of subordinates. • Implementation of the National Environmental Management Act, Environmental Impact Assessment Regulations and related national and multilateral agreements. • Development of tools for land use assessments. • Issuance of environmental authorisations in terms of the Environmental Impact management legislation. • Ensure cooperative governance

in environmental management and other functions as delegated by the department from time to time.

**ENQUIRIES** : Mr. Mongwe VM 015 – 295 4016  
**CLOSING DATE** : 10 September 2010

**POST 33/150** : **CONTROL ENVIRONMENTAL OFFICER GRADE A 3 POSTS**  
**ENVIRONMENTAL ENFORCEMENT COMPLIANCE REF NO: C3/10/12**

**SALARY** : R238 551 per annum  
**CENTRE** : Head Office: Polokwane  
Waterberg District  
Vhembe District

**REQUIREMENTS** : NB (Separate applications must be submitted for each centre)  
• A law degree or Bachelor's degree in Environmental Management, Natural or Physical Sciences plus extensive working experience in the relevant field. • Investigation best practice, knowledge of environmental policies, legislation, international instruments, civil procedure, criminal procedure, constitutional law and administrative law. • Knowledge of the justice system and the integration of law and science. • Understanding of the compliance and enforcement management system. • Excellent written and verbal communication skills, particularly with regard to drafting of directives, notices and legal correspondence. • Legal drafting and investigative and evidence gathering skills. • Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and cooperative governance. • Strategic, analytical, problem-solving and negotiation skills. • Information management and computer literacy skills. • A service orientated approach and ability to work efficiently and effectively under pressure. • A meticulous approach and inclination to pay attention to detail. • Ability to work independently, or as part of a team. • Completion of the Environmental Management Inspectors Course will be an added advantage. • A valid driver's license.

**DUTIES** : • Preparation of effective and legally defensible directives, notices and legal correspondence. • Assisting in the drafting of enforcement court applications on behalf of the department, where necessary. • Conducting inspections and investigations into reports of non-compliance related to conservation management, pollution, waste and environmental impact assessment that fall within the mandate of the department and in accordance with the directorate's strategic goals for successful and effective enforcement action. • Carrying out the function of an Environmental Management Inspector (EMI). • Building provincial administrative enforcement capacity and providing support to local governments.

**ENQUIRIES** : Adv. Monyepao MP, 015 – 295 3980  
**CLOSING DATE** : 10 September 2010

**POST 33/151** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) 3 POSTS**  
**ENVIRONMENTAL IMPACT MANAGEMENT REF NO: C3/10/13**

**SALARY** : R193 671 per annum  
**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : • A three (3) year degree/diploma in one of the following fields: environmental management/science, chemical/process/civil engineering/geography and natural sciences. • Three to four years experience in any environmental management related field, water management, process engineering, and other related fields. • A valid driver's license. • Computer literacy. • Strong verbal and written communication skills, report writing skills, coordinating skills and problem solving skills.

**DUTIES** : • Management of staff. • Implementation of the Environmental legislation and other related national and multilateral agreements. • Provide technical and procedural advice to consultants, authorities, applicants and other stakeholders with respect to the interpretation of relevant environmental legislation and policies. • Participate in the development of tools for land use assessment like strategic environmental assessments, environmental management frameworks, etc. • Issuance of environmental authorisations in terms of the Environmental Impact Assessment and ensure compliance thereof, and other functions as delegated by the department from time to time.

**ENQUIRIES** : Mr. Mongwe VM 015 – 295 4016

**CLOSING DATE** : 10 September 2010

**POST 33/152** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) 5 POSTS ENVIRONMENTAL ENFORCEMENT COMPLIANCE REF NO: C3/10/14**

**SALARY CENTRE** : R193 671 per annum  
Waterberg District  
Vhembe District  
Capricorn District  
Sekhukhune District  
Mopani District

**REQUIREMENTS** : NB (Separate applications must be submitted for each centre)  
• A Bachelor's degree in Environmental Management, Natural or Physical Sciences or relevant/equivalent qualifications. • Knowledge of environmental inspections/auditing, procedures and methodologies, pollution and waste monitoring procedures and methodologies, government's environmental quality and protection related legislation and regulations and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. • Good communications skills (written and verbal), project management, conflict management skills, good interpersonal relations, good organisation and planning management. • A valid driver's license.

**DUTIES** : • Develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. • Develop a programme to respond to public complaints of non compliance with pollution and waste legislations, illegal developments, etc. • Plan and conduct environmental compliance inspections in response to public complaints of non compliance with pollution and waste legislation. • Report on the environmental compliance status on all ad hoc inspections and make recommendations for compliance orders and investigate or prosecute criminal offences in respect of environmental legislations. • Provide support to national and local government compliance inspections structures with a view to ensure government's efficient and effective compliance inspections with all environmental quality and protection legislation, regulations, authorisations and applied enforcement instruments including notices, court orders, directives, interdicts, etc.

**ENQUIRIES CLOSING DATE** : Adv. Monyepao MP 015 – 295 3980  
10 September 2010

**POST 33/153** : **DEPUTY MANAGER: TOURISM REGISTRATION SERVICES REF NO: C3/10/15**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
Head Office: Polokwane  
• Tertiary Diploma/degree or equivalent qualifications in the tourism field. • A minimum of two (2) years experience. • Experience of tourism concepts and development principles. • Knowledge of Tourism Legislations. • Knowledge of the Tourist Guides Act, 70 of 2000. • Knowledge of registration regulations. • A valid driver's license. • Computer literacy. • Good communication skills and innovative ability. • Facilitation and presentation skills. • Event management skills. • Organising and analytical thinking.

**DUTIES** : • Registration services for tourist guides, amenities and services in the Province.  
• Enforce compliance of the Tourism Second Amendment Act and the Limpopo Tourism Act in the Province.

**ENQUIRIES CLOSING DATE** : Mr. Ngobeni M 015 – 293 8510/33  
10 September 2010

**POST 33/154** : **DEPUTY MANAGER: DEMAND MANAGEMENT 2 POSTS REF NO: C3/10/16**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
Head Office: Polokwane  
• Three (3) year tertiary qualifications in Finance, Economics, Research or related field. • Two (2) to three (3) year experience in the related field. • Knowledge of the business requirement of the department. • Knowledge of PFMA, PPPFA and Supply Chain Management Framework. • A valid driver's license • Strong communication skills (verbal and written). • Computer literacy (preferably

packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Ability to analyze and interpret economic trends. • Planning and Organization skills. • Interpersonal Relations. • Presentation skills. • Do commodity and supply analysis. • Develop procurement strategies. • Identifying the frequency of need. • Identify critical delivery dates. • Linking the requirement to the budget. • Analyzing expenditure based on past spend patterns and future needs. • Determining the specifications. • Conducting a commodity analysis and checking for alternatives. • Conducting industry analysis. • Supplier Database management.

**DUTIES** :

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/155** : **DEPUTY MANAGER: ACQUISITION MANAGEMENT 2 POSTS REF NO: C3/10/17**

**SALARY** : R192 540 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • A three (3) year tertiary qualification in Finance or related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field. • Knowledge of PFMA, PPPFA and Supply chain Management Framework will be an advantage. • Ability to comprehend computerized systems used. • Knowledge of Finest and BAS. • Good report writing and communication skills. • Good decision making and interpersonal skills. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations.

**DUTIES** : • Implement SCM policy. • Ensure services are delivered within agreed period (expedite overdue orders). • Supplier performance management. • Monitor distribution of orders. • Report on all matters relating to acquisition. • Manage bid invitation process. • Conduct site inspection. • Provide administrative support to the Bid Adjudication Committee secretariat. • Coordinate conclusion of contracts. • Inform and make recommendations on necessary action in the event of non-performance of any preferred suppliers or service providers.

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/156** : **DEPUTY MANAGER: ASSET MANAGEMENT REF NO: C3/10/18**

**SALARY** : R 192 540 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • Three (3) year tertiary qualifications in Financial Management, Logistics or related field. • Two (2) to three (3) year experience in the related field. • Knowledge of the business requirement of the department. • Knowledge of PFMA, PPPFA and Supply Chain Management Framework. • A valid driver's license. • Strong communication skills (verbal and written). • Knowledge of BAS. • Computer literacy (preferably MS Excel spreadsheets). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations.

**DUTIES** : Manage the asset register. • Update asset register with new acquisitions, disposals, transfers in/out and internal movement of assets. • Monitor and conduct bar coding of assets. • Assist in preparation of asset financial report. • Prepare journals for misallocations and misclassifications. • Monitor asset life cycle. • Monitor and conduct asset verification. • Prepare monthly reconciliation reports of assets. • Assist in identifying risk area in asset management. • Identify unserviceable, obsolete and redundant assets for disposal. • Assist in the physical disposal process.

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/157** : **DEPUTY MANAGER: BUDGET MANAGEMENT 3 POSTS REF NO: C3/10/19**

**SALARY** : R192 540 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Degree/diploma with Accounting and or Cost Accounting as a major subject. • Two (2) to three (3) years experience in the related (Budget) field. • Knowledge of the following systems: BAS; FINEST; PERSAL will be an added advantage. •

Knowledge of budgeting system of the government. • Knowledge of the PFMA and Treasury Regulations. • Computer literacy (preferably MS Excel). • Ability to work independently.

**DUTIES** : • Collect budget data from program managers. • Compile the departmental expenditure budget in terms of the guidelines and provincial budget format. • Capture budget information/data on to BAS and FINEST systems. • Provide daily and monthly reports to management. • Pass adjusting journals on daily basis. • Do funds shifting and virement on both BAS and FINEST systems. • Respond to audit queries. • Clear certain suspense account. • Exercise delegated authority.

**ENQUIRIES** : Mr Ndhlovu RJ 015 – 293 8539  
**CLOSING DATE** : 10 September 2010

**POST 33/158** : **DEPUTY MANAGER: SYSTEM CONTROLLER REF NO: C3/10/20**

**SALARY** : R 192 540 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • Tertiary qualification in Finance or Gr. 12 with 3 - 5 years working experience in financial management. • Thorough knowledge of BAS, FINEST and PERSAL. • Knowledge of PFMA and Treasury Regulations. • Computer literate. • Good interpersonal, problem solving and conflict management skills. • Valid driver's license.

**DUTIES** : • Monitoring and administration of financial systems. • User support services for systems users. • Maintenance of the department's code/accounting structure. • Monitor the closure of books. • Establish and maintain communication between BAS and the other source systems when implementing interfaces. • Identify and conduct both formal and informal training needs.

**ENQUIRIES** : Ms. Mothapo DF 015 – 293 8533  
**CLOSING DATE** : 10 September 2010

**POST 33/159** : **ENVIRONMENTAL OFFICER: WILDLIFE TRADE AND REGULATION 4 POSTS REF NO: C3/10/21**

**SALARY** : R 130 155 per annum  
**CENTRE** : Head Office: Polokwane  
Waterberg district  
Capricorn District  
Sekhukhune District  
NB (Separate applications must be submitted for each centre)

**REQUIREMENTS** : • A National Diploma in Nature Conservation plus a minimum of two (2) years experience in nature conservation. • Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislations and multilateral environmental agreements. • Computer literacy (preferably such as MS Excel, PowerPoint, MS Word, Internet, ect.). • Valid driver's license.

**DUTIES** : • Regulate and monitor the hunting industry. • Manage and control Damage Causing Animals. • Monitor and regulate game capture operations and translocation. • Regulate and monitor the establishment and the functioning of wildlife centres. • To ensure Limpopo (and South Africa's) compliance to the Convention on International Trade in Endangered Species of Wild Fauna and Flora. • Responsible for the marking, registration, management and issuing of permits for elephants ivory and rhino horn. • Permit management.

**ENQUIRIES** : Mr. Makhubele SH 015 – 295 5726  
**CLOSING DATE** : 10 September 2010

**POST 33/160** : **LIQUOR INSPECTOR REF NO: C3/10/22**

**SALARY** : R130 425 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • Gr.12. • Computer literacy. • Valid driver's licence. • Good communications skills. • Interpersonal skills.

**DUTIES** : • Conduct general inspection and enforce compliance in the licensed and unlicensed liquor premises. • Lead evidence before the Liquor Board and in court. • Investigate liquor complaints brought before the Board.

**ENQUIRIES** : Ms. Rachidi ML 015 – 293 8563  
**CLOSING DATE** : 10 September 2010

**POST 33/161** : **ACQUISITION MANAGEMENT OFFICER 4 POSTS REF NO: C3/10/23**

**SALARY** : R130 425 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field. • Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous. • Good computer literacy. • Good report writing skills. • Strong communication skills (verbal and written). • Computer literacy (preferably BAS and Finest). • Ability to work under pressure. • Planning and Organization skills. • Valid driver's license. • Interpersonal Relations.

**DUTIES** : • Invitation of bids and quotations. • Compilation of bid documents. • Evaluation of quotations. • Conduct site inspection. • Provide administrative support to the Bid Evaluation Committee and Bid Adjudication Committee secretariat.

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/162** : **ASSET MANAGEMENT OFFICER 2 POSTS REF NO: C3/10/24**

**SALARY** : R 130 425 per annum  
**CENTRE** : Waterberg District  
Sekhukhune District NB (Separate applications must be submitted for each centre)

**REQUIREMENTS** : • A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the Asset Management and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in Asset Management. • Knowledge of PFMA, PPPFA, and Supply Chain Management will be advantageous. • Knowledge of Asset Management is a requirement. • Ability to work MS Word, Excel and BAS. • Good report writing skills. • Good communication skills. • Ability to work under pressure. • Planning and Organization skills. • Valid driver's license. • Interpersonal Relations.

**DUTIES** : • Capture data and update asset register. • Control and safeguard all departmental assets. • Conduct asset verification of departmental assets. • Barcode departmental assets. • Monitor movement of assets.

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/163** : **STORES AND DISPOSAL MANAGEMENT OFFICER REF NO: C3/10/25**

**SALARY** : R 130 425 per annum  
**CENTRE** : Mopani District  
**REQUIREMENTS** : • A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the Asset or Inventory Management and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in Asset or Inventory Management. • Knowledge of PFMA, PPPFA, and Supply Chain Management will be advantageous. • Knowledge of inventory or stores management is a requirement. • Ability to work MS Word, Excel and PASTEL. • Good report writing skills. • Good communication skills. • Ability to work under pressure. • Planning and Organization skills. • Valid driver's license. • Interpersonal Relations.

**DUTIES** : • Receive and issue inventory items. • Capture stock data on PASTEL system. • Control and safeguard departmental stores. • Conduct spot checks on inventory stock. • Monitor stock margin. • Conduct stock counting and stock taking. • Conduct the physical disposal of inventory and assets.

**ENQUIRIES** : Mr Mali M 015 – 293 8694  
**CLOSING DATE** : 10 September 2010

**POST 33/164** : **BUDGET OFFICER REF NO: C3/10/26**

**SALARY** : R 130 425 per annum  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : • Degree/Diploma with Accounting as a major subject. • Three (3) years relevant experience in Budget or Accounts will be preferable. • Computer literacy. •

Knowledge of the following systems: BAS and FINEST will be an added advantage.

**DUTIES** : • Collect budget data from program managers. • Provide daily and monthly reports to management. • Capture budget information/data on to the BAS system. • Pass adjusting journals on daily basis. • Do funds shifting on both BAS and FINEST systems. • Clear certain suspense account.

**ENQUIRIES** : Mr Ndhlovu RJ 015 – 293 8539

**CLOSING DATE** : 10 September 2010

**POST 33/165** : **FINANCIAL REPORTING OFFICER REF NO: C3/10/27**

**SALARY** : R130 425 per annum

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : • Tertiary qualification in Financial Accounting. • Knowledge of BAS and PERSAL. • Knowledge of PFMA, Treasury Regulations. • Computer literate. • Communication Skills. • Valid driver's license. • Interpersonal skills.

**DUTIES** : • Collate accounting reports and supporting documentation for analysis of suspense accounts. • Assist with financial month and year end closure procedures. • Collate accounting reports and supporting documentation in support of working papers for interim and annual financial statements. • Facilitate payment of funds due on inter departmental accounts and provide report thereon. • Record all debts owed to the department correctly and timeously on the accounting system. • Recovery and correct allocation of monies received on the accounting system. • Compile information for disclosure purposes on monthly and annual financial statements. • Perform General Ledger and Subsidiary reconciliations.

**ENQUIRIES** : Ms. Mothapo DF 015 – 293 8533

**CLOSING DATE** : 10 September 2010

**POST 33/166** : **ACCOUNTS PAYABLE OFFICER REF NO: C3/10/28**

**SALARY** : R130 425 per annum

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : •Tertiary qualification in Financial Management. • Knowledge of BAS and PERSAL. • Knowledge of PFMA, Treasury Regulations. • Computer literate. • Communication Skills. • Valid driver's license. • Interpersonal skills.

**DUTIES** : • Perform creditors' reconciliations for major suppliers. • Oversee timeous and accurate payment of all invoices. • Verify payments on accounting system. • Process Subsistence and Travelling Advances and claims. • Safe-keeping of payment vouchers. • Clear expenditure related suspense accounts.

**ENQUIRIES** : Ms. Mothapo DF 015 – 293 8533

**CLOSING DATE** : 10 September 2010

**POST 33/167** : **PAYROLL OFFICER REF NO: C3/10/29**

**SALARY** : R 130 425 per annum

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : • Tertiary qualification in Financial Management. • Knowledge of BAS and PERSAL. • Knowledge of PFMA, Treasury Regulations. • Computer literate. • Communication Skills. • Valid driver's license. • Interpersonal skills.

**DUTIES** : • Process salary related allowances and refunds. • Process third party payments. • Reconcile payroll and the accounting system. • Oversee payroll certification process. • Clear salary related suspense accounts. • Perform monthly and annual tax reconciliations.

**ENQUIRIES** : Ms. Mothapo DF 015 – 293 8533

**CLOSING DATE** : 10 September 2010

**POST 33/168** : **REVENUE CLERK 7 POSTS REF NO: C3/10/30**

**SALARY** : R 73 584 per annum

**CENTRE** : Nebo Cashier Office  
Gani House Cashier Office  
Thabazimbi Cashier Office  
Namakgale Cashier Office  
Lephalale Cashier Office

Environmental Affairs Cashier Office  
 Modimolle Cashier Office  
 NB (Separate applications must be submitted for each centre)

**REQUIREMENTS** : • Grade 12 with Accounting or Mathematics. • Knowledge of PFMA, Treasury Regulations and Division of Revenue Act. • Knowledge of BAS. • Good communication skills. • Computer literacy (Microsoft Word and Excel). • Valid driver's license.

**DUTIES** : • Collecting of revenue at cashier points. • Issuing of receipts and correct allocations of monies received. • Compile revenue returns. • Banking of state money. • Preparation of revenue returns. • Compilation of monthly revenue statistics reports. • Filing and safe keeping of documents. • Maintenance of revenue stock register.

**ENQUIRIES** : Ms. Mothapo DF, 015 – 293 8533  
**CLOSING DATE** : 10 September 2010

**POST 33/169** : **FIELD RANGER 20 POSTS REF NO: C3/10/31**

**SALARY CENTRE** : R62 094 per annum  
 : Musina Nature Reserve (1 POSTS)  
 : Makuya Nature Reserve (2 POSTS)  
 : Mokolo Dam Nature Reserve (2 POSTS)  
 : Botha's Vlei Nature Reserve (2 POSTS)  
 : Lekgalametse Nature Reserve (2 POSTS)  
 : Letaba Ranch Nature Reserve (3 POSTS)  
 : Blouberg Nature Reserve (2 POSTS)  
 : Maleboch Nature Reserve (3 POSTS)  
 : Stellenbosch Nature Reserve (3 POSTS)  
 NB (Separate applications must be submitted for each centre)

**REQUIREMENTS** : • Grade 12 certificate.  
**DUTIES** : • Assist with the protection of the reserve and its natural environment resources which will include the following: nature conservation patrols; inspect and repair boundary fence; warn visitors on unauthorised actions within the reserve and report non-compliance. • Assist with fire management services which will include the following: execute fire burning programme; maintain the fire belts along the fences and facilities; conduct bloc burn. • Assist with access control. • Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which will include the following: gather biological and ecological data; report on areas for rehabilitation; monitor rehabilitation areas. • Assist with the monitoring and control of recreational facilities which will include the following: control and monitoring of recreational activities; maintenance of recreational areas.

**ENQUIRIES** : Ms. Nmutamvuni MM 015 – 295 4057  
**CLOSING DATE** : 10 September 2010

**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

**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**

**POST 33/180** : **GENERAL MANAGER: COMMUNICATION SERVICES 1 POST**

**SALARY** : Remuneration package: R790 953 per annum (A portion of the package can be structured according to the Individual's personal needs. Salary Level: 14  
**CENTRE** : Polokwane – Head Office  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Rametse EK / Mr. Tshikhudo NV @ 015 287 6331 / 015 287 6034  
**CLOSING DATE** : 27<sup>th</sup> August 2010

**POST 33/181** : **CHIEF OF STAFF: PREMIER SUPPORT SERVICES 1 POST**

**SALARY** : Remuneration package: R790 953 per annum (A portion of the package can be structured according to the Individual's personal needs. Salary Level: 14

**CENTRE** : Polokwane – Head Office

**REQUIREMENTS** : NQF 6. (i.e. a Diploma or Bachelor's Degree requiring a minimum period of study of three (3) years. At least five year appropriate experience. A valid driver's licence. Competencies: Good writing and verbal communication skills, negotiation skills, computer literacy, organising and co-ordination skills, problem solving and leadership skills. The ability to work under pressure and working abnormal hours.

**DUTIES** : Serve as the first point of contact between the Executive Authority and the Director General as well as all other employees in the Office of the Premier. Provide strategic management to staff in the Office of the Executive Authority. Manage strategic management relations and do regular environment scan and advise the Executive Authority accordingly. Advise on policy issues and ensure that appropriate advice is acquired whenever needed. This will entail co-ordination with Special Advisers on regular basis. Attend high level meetings involving the Executive Authority, take record of such proceedings and ensure that follow ups are done. Ensure proper co-ordination of the Executive Authority's programmes and provide strategic management of public relations and administration of the Office.

**ENQUIRIES** : Rametse EK / Mr. Tshikhudo NV @ 015 287 6331 / 015 287 6034  
**CLOSING DATE** : 11<sup>th</sup> September 2010

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

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

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

**MANAGEMENT ECHELON**

**POST 33/182** : **SENIOR MANAGER: MEDICAL SERVICES**

**SALARY** : Remuneration package: R 746 301 per annum (a portion of the package can be structured according to the individual's personal needs for the following allowances/benefits: motor vehicle allowance, 13th cheque, medical assistance, housing allowance, non – pensionable cash allowance).

**CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory, Cape Town  
: Minimum educational qualification: Registration as Medical/Dental Practitioner with the Health Professions Council of South Africa. Experience: A minimum of 10 years appropriate experience after registration with the HPCSA as a Medical / Dental Practitioner which must include extensive appropriate managerial experience in an academic and tertiary service environment plus the Public Healthcare sector. Competencies (knowledge/skills): Knowledge of Human Resource Management, Financial Management and policies relevant to the Government and Health Services. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Recommendations: Practical knowledge of the Vision of the Department. A postgraduate qualification in Management, Community Health or Business Management.

**DUTIES** : Key result areas/outputs: Overall strategic and operational management of clinical services, clinical governance and quality improvement. Continuous improvement of internal efficiency, effectiveness and appropriateness of clinical services. Ensuring well-functioning clinical centre management of the various clinical centres. Liaison with members of the hospital management and the faculties of Health Sciences of the Universities of Cape Town, Stellenbosch, and the Western Cape. Ensuring the highest standards of patient care are maintained to support teaching and research. Determining policies and practices regarding admission, treatment and discharge of patients within available resources. Ensuring the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Monitoring and controlling the financial resources and Human Resource Management planning of the clinical services.

**ENQUIRIES** : Dr T Carter, tel. no. (021) 404-3178/9

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

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 10 September 2010

**OTHER POSTS**

**POST 33/183** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS) 4 POSTS**

**SALARY** : Remuneration package: Grade 1: R 405 333 per annum, Grade 2: R 470 406 per annum, Grade 3: R 554 109 per annum, (a portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: MBChB (or equivalent) qualification. Experience: Grade 2: A minimum of 5 years appropriate experience as a Medical Officer, after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as a Medical Officer, after registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Ability to work in a professional team context. Ability to achieve and maintain good

interpersonal relations with the staff and clients. Ability to communicate clearly in private and in public.

**DUTIES** : Key result areas/outputs: Provision of optimal health service for children at Medical Officer level. Clinical administration of wards. An effectively provided clinical service at Medical Officer level. Effective training of undergraduates. A strong and updated knowledge base in the discipline.

**ENQUIRIES APPLICATIONS** : Dr M Mukosi, tel. no. (021) 938-5966 or Dr E Malek, tel. no. (021) 938-5734

**FOR ATTENTION CLOSING DATE** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.  
: Ms V Meyer  
: 10 September 2010

**POST 33/184** : **OPERATIONAL MANAGER (SPECIALITY STREAM) PSYCHIATRY**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY CENTRE REQUIREMENTS** : R 287 745 (PN-B3) per annum  
: Stikland Hospital, Bellville  
: Minimum educational qualifications: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited and registered with the SANC in Advanced Psychiatry. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work shifts. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Competencies (knowledge/skills): Basic computer literacy. Excellent interpersonal and effective communication skills as well as conflict management skills. Appropriate knowledge and skills in Mental Health Care. Knowledge and understanding of Nursing legislation, and related legal ethical nursing practices and framework. Recommendation: Valid driver's licence.

**DUTIES** : Key result areas/outputs: Overall management of the Unit including Management of the Clinical services, Finances/Asset/SCM, Discipline/Labour Relations/HRD/HRM, General resources and Maintenance Management. Effective management of Personnel and Administration. Ensuring high standards of nursing/patient care by setting minimum service delivery standards as well as the implementation and monitoring thereof. Effective support to the Nursing Component. Participation in research projects.

**ENQUIRIES APPLICATIONS** : Ms Z Du Preez, tel.no. (021) 940-4416

**FOR ATTENTION CLOSING DATE** : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500  
: Ms R Hattingh  
: 10 September 2010

**POST 33/185** : **CHIEF OCCUPATIONAL THERAPIST**  
Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services

**SALARY CENTRE REQUIREMENTS** : R 161 970 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.  
: Lentegeur Hospital, Mitchell's Plain  
: Minimum educational qualifications: B. Degree in Occupational Therapy. Experience: Extensive and appropriate clinical experience in Adult Psychiatry. Management and supervisory experience. Experience in vocational rehabilitation. Registration with a professional council: Registration as an independent practitioner with the Health Professions Council of South Africa. Competencies (knowledge/skills): Leadership management and programme management skills. Good communication, listening, conflict and group handling skills. Planning, organisational and service development skills. Self-discipline, self-motivated and ability to work under pressure. Strong sense of responsibility and to function independently in challenging situations, yet work in the multi-disciplinary team.

**DUTIES** : Knowledge of relevant policies. Fluency in two of the three official languages of the Western Cape. Group facilitation skills. Computer literacy

: Key result areas/outputs: Independently plan, implement and evaluate therapeutic interventions (individual, group, programme and/or service) for self and Occupational Therapy personnel in the Assertive community team and vocational rehabilitation service area. Ensure quality of intervention in the adult psychiatric service (in- & outpatients). Active participation in multi-disciplinary team. Training and professional development of self and staff in allocated responsibility areas. Project management. Management of human, physical and financial resources. Supervision and training of Occupational Therapists, Occupational Therapy Assistants and students. Support the Head of department in the strategic and operational management and administration of the Occupational Therapy department.

**ENQUIRIES** : Ms L Toorn, tel.no. (021) 370-1370

**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** : 17 September 2010

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Ayanda Mbanga Response Management PO Box 833, GREENPOINT 8051 or Applications may be hand delivered to:Response Management Job Application Box 4 Dorp Street Ground Floor Foyer entrance CAPE TOWN All hand-deliveries must be placed in a sealed envelope

**FOR ATTENTION** : Ms Judy Johnstone

**CLOSING DATE** : 10 September 2010

**OTHER POSTS**

**POST 33/186** : **DEPUTY DIRECTOR: GAP HOUSING HS032/10**

**SALARY** : R 378 456 (level 11) per annum.

**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate Bachelor's Degree (or equivalent) qualification with a minimum of 3 years' managerial experience • A valid Code B driver's licence. Recommendations: Knowledge of National and Provincial legislation, policies, guidelines, standards and procedures • Knowledge of planning, development and implementation of Affordable Housing programmes • Project Management experience • A proven track record of experience in private sector engagements in respect of Affordable Housing • Experience in Strategic, Financial and Human Resource Management • Computer literacy • Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Identification and facilitating the release or purchase of properties for integrated sustainable human settlements • Maintain partnerships with external stakeholders to harness and maximise gap housing opportunities • Active involvement in strategic planning processes of the department • Manage and co-ordinate personnel provisioning and personnel development • Establish effective communication channels and effective implementation of Staff Performance Management Systems.

**ENQUIRIES** : Mr A Swartz: 021 483-4438.

**POST 33/187** : **ASSISTANT DIRECTOR: GAP HOUSING HS033/10**

**SALARY** : R 192 540 (level 9) per annum.

**CENTRE** : Cape Town

**REQUIREMENTS** : an appropriate Bachelor's Degree (or equivalent) qualification with a minimum of 3 years' relevant experience • A valid Code B driver's licence. Recommendations: Knowledge of applicable National and Provincial legislation, policies, guidelines, standards and procedures • Knowledge of development and implementation of Affordable Housing programmes • Project Management experience • Computer literacy • Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist in managing the improvement of efficiency of the property market • Support the role-players driving the project planning and packaging of affordable housing projects • Contribute and encourage a mortgage loan design appropriate for low-income households and financial institutions • Ensure effective stakeholder management • Assist with the budget • Monitor and exercise control over expenditure • Risk management in line with the directorate's budget and financial resources.

**ENQUIRIES** : Mr A Swartz: 021 483-4438.

**POST 33/188** : **ASSISTANT DIRECTOR 3 POSTS HS034/10**

**SALARY** : R 192 540 (level 9) per annum.

**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate B-degree (or equivalent) qualification with a minimum of 3 years' relevant experience • A valid Code B driver's licence.  
Recommendations: Knowledge of applicable policies, strategies, legislation, guidelines, standards procedures and best practice esp. in respect of developmental housing matters and research initiatives • Knowledge of research process and methodologies • In depth knowledge and understanding of legislation and policy frameworks applicable to housing • Knowledge of Data analysis packages such as SPSS, etc. • Public service procedures • Knowledge of government regulations relevant to sound human resource management • Financial Management • Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Project management • Developmental housing initiatives • Policy and strategy development • Logistical framework analysis • Policy Evaluation • Data analysis • Compile Research Reports.

**ENQUIRIES** : Ms J Samson: 021 483-4224.

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : Ayanda Mbanga Response Management PO Box 833, GREENPOINT 8051 or Applications may be hand delivered to: Response Management Job Application Box 4 Dorp Street Ground Floor Foyer entrance CAPE TOWN All hand-deliveries must be placed in a sealed envelope

**FOR ATTENTION** : Ms Judy Johnstone

**CLOSING DATE** : 10 September 2010

#### **MANAGEMENT ECHELON**

**POST 33/189** : **SENIOR MANAGER: HEALTH FACILITIES REF NO: U2/10/075**  
Generic Managerial Competencies required: Strategic Management – Participate in the Chief Directorate's Strategic Processes to ensure a holistic approach to Strategic Planning and Integration of transport and provincial infrastructure and property management in the Western Cape by: developing, implementing and reviewing the necessary legislation/strategies/frameworks/policies and plans • reviewing, updating and monitoring the relevant strategies within the Department and within the Provincial Cluster system • developing, implementing and monitoring structures to ensure efficient and effective functioning of the directorate • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to management and staff in execution of Directorate mandates • recruit and retain adequate staff to achieve the Directorate's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Directorate • prepare inputs for the Annual Report process • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums:

Serve as and/ or be a member of relevant committees and forums at National, Provincial and Departmental level.

Job purpose: The management, planning and control of the Directorate: Works Health Facilities

**SALARY** : Remuneration package: R 652 572 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Cape Town  
: The formal qualification requirement for this post is a Degree (or equivalent qualification) with 6-10 years appropriate managerial experience. Competencies needed: Advanced Health Infrastructure Planning and Management capabilities • proven capability to manage a multi disciplinary team within the built sector • strong analytical and policy development skills • proven planning and organisational skills • excellent written and verbal communication skills • good systems and computer skills • knowledge of applicable legislation • good project management capability

**DUTIES** : Key performance areas: Define and review on an ongoing basis the purpose, the objective and the priorities of the Directorate in relation to the particular client group(s) and the rest of the Department • procure, maintain and manage efficiently and effectively the human, financial and other resources necessary to achieve the purpose and the objective of the Directorate • provide administrative, professional and technical guidance as necessary to subordinate staff in the execution of their assigned tasks • ensure that the proper maintenance and care of land, buildings and equipment under the control of the Directorate as well as the safekeeping of stores and supplies used by the component • ensure that the work procedures and methods employed by the Directorate are efficient and economical • contribute towards the concluding of service level agreement and the Infrastructure Programme Implementation Plan with Health department and ensure that it is properly managed • develop and implement Health facilities policies for the province in accordance with the Norms and Standards, National framework and OHS Act • act in an advisory capacity to the Head of the Department and Minister in terms of the maintenance, upgrading and erection of Provincial Health Facilities • constantly monitor and improve on feedback with regard to the health maintenance • ensure that all projects are executed on time and within set standards • responsible for financial management and line function procurement within the Directorate

**ENQUIRIES** : Mr TC Mguli Tel (021) 483 2955

**POST 33/190** : **SENIOR MANAGER: STRATEGIC AND INTEGRATED PLANNING U2/10/070**  
Generic Managerial Competencies required: Strategic Management – Participate in the Chief Directorate's Strategic Processes to ensure a holistic approach to Strategic Planning and Integration of transport and provincial infrastructure and property management in the Western Cape by: developing, implementing and reviewing the necessary legislation/strategies/frameworks/policies and plans • reviewing, updating and monitoring the relevant strategies within the Department and within the Provincial Cluster system • developing, implementing and monitoring structures to ensure efficient and effective functioning of the directorate • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to management and staff in execution of Directorate mandates • recruit and retain adequate staff to achieve the Directorate's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Directorate • prepare inputs for the Annual Report process • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National, Provincial and Departmental level.

Job purpose: To develop the Department's Strategic, transversal and integrated Plans

- SALARY** : Remuneration package: R 652 572 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
: An appropriate Degree (or equivalent qualification) with Appropriate 6-10 years appropriate managerial experience Competencies needed: Knowledge of relevant legislation, regulations and policies • knowledge of financial and personnel delegations • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development and strategic planning • strategic leadership capability • analytical and problem solving ability • excellent communication and interpersonal skills • management of diversity and change • proven computer literacy • innovative thinker • focus on outcomes • proven ability to work in a matrix management and transversal manner
- DUTIES** : Key performance areas: Manage and provide departmental input to integrated planning processes of municipalities • manage the development of strategic and integrated plans with reference to the core business of provincial transport, infrastructure and property management • liaison with multiple stakeholders on programmes and projects • manage socio-economic research as input to planning processes within the Department • manage and lead the activities of the Directorate and the Department as they relate to provincial strategic issues driven by the Department • manage the departmental strategic directives' working groups as may be necessary • manage and develop strategic and integrated departmental planning processes • manage the departmental strategic input process externally • actively participate in the strategic processes on departmental and provincial level • develop and implement a yearly business plan linked to the business plan of the department and national strategic objectives
- ENQUIRIES** : Mr JA du Plessis Tel (021) 483 2691