



DATE OF ISSUE: 27 AUGUST 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 34 OF 2010**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**AMENDMENTS**

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT:** Assistant Director: Security And Risk Management (Ref 10/65/Fs) Post 32/51, the above mention position, previously advertised on DPSA circular no:32 requires at least ten years relevant experience and not three years relevant experience, of which one had been at supervisory level

**Department of Public Enterprises:** Kindly note that the post of Deputy Director: Secretariat (Post 33/25), advertised in PSVC 33 of 2010, the closing date has been extended to 03 September 2010.

**Provincial Administration: Western Cape Department of Health:** Please note that a valid driver's licence will no longer serve as an inherent requirement for post 30/304, Senior State Accountant, but will now serve as a recommendation.

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## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : Department of Defence & Military Veterans, Area Military Health Unit Western Cape, Patient Administration, Private Bag X10, Wynberg, 7824. Please forward your application, quoting the relevant reference number to [careers@rm.amcomms.co.za](mailto:careers@rm.amcomms.co.za)
- FOR ATTENTION** : Judy Johnstone
- CLOSING DATE** : 10 September 2010
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department. The successful candidate will also be expected to sign an annual performance agreement and declare his/her financial interest within one month of appointment and thereafter on annual basis.

## MANAGEMENT ECHELON

- POST 34/01** : **HEAD: NATIONAL DISASTER MANAGEMENT CENTRE (DEPUTY DIRECTOR-GENERAL LEVEL)**
- SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate tertiary or equivalent qualification with extensive work experience at senior management level and hands-on experience in disaster management or a risk-related field. In-depth knowledge of policy and legislation relevant to the disaster risk management function in South Africa. In-depth knowledge of the concept of disaster risk management. In-depth knowledge of the core philosophy of disaster risk reduction and mainstreaming risk reduction into development. Knowledge of project management methodologies. Knowledge of information management and GIS. Knowledge of the functioning of the three spheres of Government. Management competencies: Strategic capability and leadership, programme and project management, Service Delivery Innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem-solving and analysis as well as exceptional interpersonal skills.
- DUTIES** : The successful incumbent will be responsible for the overall efficient and professional management and administration of the implementation of disaster management in South Africa. She/he will be required to: Facilitate the development and implementation of disaster management as set out in the Disaster Management Act, No 57 of 2002 and the National Disaster Management Framework (including international liaison and co-operation, focusing on reducing the risk of disasters, mitigating the severity of disaster consequences, promoting emergency preparedness in respect of disasters and stimulating disaster management education, training and capacity building and research programmes), Establish prevention and mitigation (disaster risk reduction) as the core principles for disaster management, Facilitate South Africa's co-operation in international and regional disaster management, Facilitate the development and implementation of disaster management within

national, provincial and municipal organs of State, Facilitate disaster management capacity building, training and education, Promote disaster management research. Facilitate the development of a comprehensive information management and emergency communication system for disaster management. Facilitate the development and implementation of a comprehensive workable funding system for disaster management, and Manage and oversee the development and implementation of a policy on fire and rescue throughout South Africa.

**ENQUIRIES**

: Ms Engelbrecht on Tel no. 012 334 0869

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 27 September 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

- POST 34/02** : **CHIEF PERSONNEL OFFICER**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : HR Service Centre (Nodal Point) LEW Building, Pretoria.
- REQUIREMENTS** : NQF Level 2 – 4, Preferable. Extensive experience in Personnel Administration. Special requirements (skills needed): Good interpersonal, problem solving, organising and analytical skills. Computer literate. Be able to work independently. Have telephone etiquette.
- DUTIES** : Write routine notes, memo's, letters and reports. Compile agendas and take accurate notes during meetings. Handle own typing. Manage diary. Handle faxes and photocopy. Administer Staffing and Horizontal transfers. Assist Units with staffing boards. Investigate and present supernumerary employees to DCM. Handle submission and administration of Horizontal placements. Investigate and administer grievances and misconduct. Comply with requests for SAVINFO printouts. Train subordinates. Contribute positively to building a high performing team within the HR Service Centre (Nodal Point PSAP).
- ENQUIRIES** : Ms M. Steenkamp, Tel: (012) 671 5096
- APPLICATIONS** : Department of Defence & Military Veterans, Office of the Surgeon General (Nodal Point: HR Service Centre), Private Bag X102, Centurion, 0046.
- POST 34/03** : **CHIEF ADMINISTRATION CLERK (PATIENT ADMINISTRATION) 2 POSTS**
- SALARY** : R130 425 per annum
- CENTRE** : SAMHS (AMHU WC [Health Centre Wingfield and Health Centre Gordon's Bay])
- REQUIREMENTS** : NQF Level 2 - 4: preferable. Special requirements (skills needed): Computer literate, organising, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages.
- DUTIES** : Ensure an effective reception service. Capture patient health data. Capture notes from external HCP's. Real-time capturing of patient health data. Capture DD63 for request for external service. Capture confirmed medical classification

documents (CHA). Capture injury reports (DD101, WCL4 and WCL5). Book appointments for patients to private institutes. Check patient authorisation on medical mainframe. Handle appointment book for doctor's and Art 38A nurses. Answer telephone. Retrieve patient information on computer (printouts when demanded by HCP for treatment purposes). File documents on patient files. Capture medical boards. Handle medical accounts. Keep of optometric service register. Capture and update all requests on special authority system. Authorisation of daily authorities and keep daily private medical authorisation register. Receive post. Process accounts.

**ENQUIRIES**  
**APPLICATIONS**

- : Capt D. Brandt/WO 2 A.S. Coetzee, (021) 799-6923/6866.
- : Department of Defence & Military Veterans, Area Military Health Unit Western Cape, Patient Administration, Private Bag X10, Wynberg, 7824.

## DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19 Pretoria, Acardia 0007 or hand delivered to Travenna Building, 75 Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION** : Ms E Lethole
- CLOSING DATE** : 10 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 34/04** : **ENERGY OFFICER: ADVISORY SERVICES 2 POSTS**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Northern Cape & Western Cape Region
- REQUIREMENTS** : An appropriate Diploma/Degree in Development Studies, Project Management, Natural Science and Business Management/Administration coupled with extensive relevant experience, PLUS the following key competencies:  
*☞ Knowledge of:* South African Energy Sector • Energy Policies • South African Petroleum Industry • Strategic implementation • Project Development and its dynamics • Project Management *☞ Skills* Research skills • Presentation skills • Good organising and planning skills • Report writing skills • Good coordination and facilitation • Management and stakeholder management  
*☞ Communication:* Good communicator & Negotiator • Ability to speak local language • Ability to network and communicate at different level *☞ Creativity* • Ability to work in a team • Ability to work under pressure • Analytical & decision maker • Innovative & Initiative. Recommendation: A code 08 driver's licence is essential. Please note that this post will require extensive travelling, working over weekends and away from base.
- DUTIES** : Identify, establishment & monitor the leCs in nodal areas. • Organise and facilitate stakeholder meetings to discuss problems related to the establishment of the leC's • Participate in fundraising activities that are organised in order to establish SMME's as part of the leC roll out programme • Act as a representative for the department on external meetings such as ISRDP, Thusong Centers, IDPs and IEC BOD meetings. • Develop educational programmes and conduct campaigns to inform communities about energy related issues • Handle administrative related functions
- ENQUIRIES** : Mr R Maake ☎ 012 444 4023
- POST 34/05** : **SENIOR EFFICIENCY PROMOTION PRACTITIONER**
- SALARY** : R161 970 per annum, Level 8
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : An appropriate B-Degree/National Diploma in Management Services/Organisation and Work Study (Public Service/Office) OR a Certificate in Organisation and Work Study coupled with experience. PLUS the following key competencies:  
*☞ Knowledge of:* • Understanding and knowledge of policies, prescripts, regulations, work study techniques, job evaluation and job descriptions and specifications • Have an understanding of Project Management • Knowledge of Government and Departmental policies and procedures. *☞ Skills:* • Report writing • Analytical • Problem solving • Organising, coordinating and planning skills • Basic research skills • Interpersonal relations skills • Project Management and Facilitation ski

☒ Communication: • Good communicator (both written and verbal) • Assertive and be a good listener.☒ Creativity: • Creative • Ability to work independently and under pressure.

**DUTIES**

: Execute work organisation interventions (organisational structures, post provision, etc.). • Execute job/work analyses to provide advice on processes, procedures, office accommodation, labour saving devices, form design, management systems. • Execute job analyses to provide advice on job demarcation (job descriptions and specifications) and job grading • Assist with/participate in the administration of efficiency related management systems (approved establishment, job evaluation administration. • Advise on the implementation of the findings of interventions and job/work/process analyses investigation.

**ENQUIRIES**

: Ms Marcia Malope ☎ (012) 444 4352



## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001.

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

## OTHER POSTS

**POST 34/06** : **CUSTOMER SERVICE REPRESENTATIVE (INFORMATION CENTRE) REF NO: AP6028/2010**

**SALARY CENTRE** : R161 970 per annum (total package of R228 624 per annum)  
: Pretoria

**REQUIREMENTS** : Grade 12 and an appropriate Customer Service Qualification or equivalent qualification with relevant experience in the Customer Contact Centre. Ability to interpret, analyse and explain the information as contained in the knowledge database. Sound interpersonal relations and the ability to communicate with stakeholders at all levels. Good writing skills. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet etc).

**DUTIES** : Handle face-to-face contacts with prescribed processes. Handle written queries. Manage documents. Adhere to schedule in accordance with service delivery standards Render Communications Support.

**ENQUIRIES FOR ATTENTION** : Mr. G. Dlamini Tel: (012) 310 3992

**CLOSING DATE** : Mr G Moroke  
: 17 September 2010

**POST 34/07** : **RECORDS ADMINISTRATIVE OFFICER REF NO: AP131/2010**

**SALARY REQUIREMENTS** : R130 425 per annum (Total package of R190 349 p.a.)  
: Applicants must be in possession of a National Senior Certificate. Knowledge and understanding of records classification, and manual & electronic filing systems. ♦ Experience in a Registry environment and/or similar nature (records management and filing) will be added advantage. ♦ Knowledge of the National Archives and Record Service of South Africa Act, Minimum Information Security Standards (MISS) and the Electronic Communications and Transaction Act will be an advantage ♦ Advanced computer skills. ♦ Ability to work under pressure and independently. ♦ Innovative. ♦ Planning and organising skills, good communication skills (verbal and written), good interpersonal relations and ♦ The ability to lead and work with a team.

**DUTIES** : ♦Implement and update file registers both manually and electronically. ♦ Efficient management of manual and electronic information ♦ Maintain the filing system ♦ Maintain an approved file plan and ensure records are classified appropriately in line with the National Archives Act and MISS document ♦ Assist in the identification for new filing items to be communicated with National Archives. ♦ Ensure protection of records as well as the disposal and archiving thereof. ♦ Management and skills development of Records Management personnel ♦ Be prepared to work irregular hours.

**ENQUIRIES FOR ATTENTION** : Ms M. Machaka (012) 310-3978

**CLOSING DATE** : Mr D Masoga  
: 20 September 2010

**POST 34/08** : **SENIOR ADMINISTRATION CLERK: TRAVEL SERVICES 2 POSTS REF NO: AP6030/2010**

**SALARY** : R105 645 per annum (Total package of R160 283.00 p.a. conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate and relevant experience in travel administration and financial field, Knowledge of travel and accommodation services and BAS system, Computer literacy, Writing and verbal communication skills, Planning and organising skills, Good interpersonal skills, • Ability to work long hours and independently, Ability to work under pressure.

**DUTIES** : Arrange bookings for travel and accommodation, • Compile travel and accommodation commitment reports. • Administer invoices for payments • Administer travel documents, • Receive and verify invoices for travel and accommodation and compile and reconcile payments

**ENQUIRIES** : Mr JH Botha Tel: 012-310 3418

**FOR ATTENTION** : Mr D Masoga

**CLOSING DATE** : 10 September 2010

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

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

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 10 September 2010

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

**OTHER POST**

**POST 34/09** : **PRINCIPAL COMMUNICATION OFFICER**  
Directorate: National Liaison

**SALARY** : R161 970 per annum (Medical aid, housing allowance, service bonus and state contribution to pension excluded)

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualifications: An appropriate three-year degree or equivalent qualification. Job Knowledge: A good understanding of Government policies and priorities. Knowledge of government communications. Good understanding stakeholder management, coordination and liaison. An understanding of project management and events management. Competencies: Computer literacy. The ability to work in a team, independently and under pressure. Excellent written and verbal communications skills. Good interpersonal skills, including ability to interface with all levels within Government.

**DUTIES** : Assisting in the coordination of the communications cluster (ICTS). Assisting in the drafting and assessment of strategies for the cluster; cluster departments and related projects. Assist in monitoring the implementation of the cluster communication strategy. Assist with all processes with regard to the Government Communicators' Awards. Assist with all process regarding the production, publication and distribution of the *Government Communicators' Handbook* and the electronic *Bua Magazine*. Stakeholder liaison and support. Development of Content. Participate in GCIS projects and cluster-specific projects in support of the Government Programme of Action implementation

**ENQUIRIES** : Ms Michelle Greeff, Tel 012 314 2208

## 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** : 10 September 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 34/10** : **DIRECTOR: HRM (PEOPLE ACQUISITION, REMUNERATION AND BENEFITS, REF NO: HRMC P2/10/1)**
- 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** : Chief Directorate: People Management and Development, Head Office: Waltloo, Pretoria
- REQUIREMENTS** : Bachelor's degree or equivalent qualification in a relevant field, coupled with extensive proven managerial experience in HR relevant to the post. Excellent knowledge of Policy Frameworks relevant to this post in the Public Service. Strong business acumen. Proven strategic leadership and business partnering capability. Advanced resource management, problem solving and decision-making skills. Effective communication (verbal and written), analytical and program/ project management abilities. Proven track record of leading change

management initiatives and applying innovative thinking. Sound interpersonal relations. Excellent computer literacy (Microsoft packages). A valid driver's licence. Personal literacy will be added advantage.

**DUTIES** : The successful candidate will be responsible for the following specific tasks:  
Overall management of the Directorate: People Acquisition, Remuneration and Benefits, including the management of business initiatives, finances, general resources, staff management/ development and motivation. Lead the Development, implementation and compliance monitoring with regard to HR policies and solutions relevant to the Directorate, in line with best practice. Lead service delivery improvement initiatives relevant to this portfolio in line with Batho-Pele principles. Provide management information and develop reports and solutions to identified trends. Develop, implement and action a risk register for the Directorate. Tender and Service Level Agreement management relevant to the Directorate's service offerings. Development/ implement strategies to ensure optimization of the Directorate's service delivery, resource utilization and client satisfaction index.

**ENQUIRIES** : Ms C Mocke, (012) 810-6092

**NOTE** : The DHA wishes to recruit a task mature, dynamic, innovative team leader who champions change! Nominated candidates will be required to undergo a competency assessment.

#### **OTHER POSTS**

**POST 34/11** : **PROGRAMMER REF NO: HRMC P2/10/2**

**SALARY** : An all inclusive salary package of R 378 456 (Level 11). In addition to the stated salary, DHA offers a range of market related service benefits.

**CENTRE** : Directorate: Applications Maintenance and Support, Head Office: Waltloo, Pretoria

**REQUIREMENTS** : A three year degree/diploma in Computer Science or an NQF Level 6 equivalent is required with extensive experience in Application maintenance and Support. Solid experience in programming languages and basic experience of system analysis, prioritizing changes, reporting services and testing procedures as well as experience and relevant knowledge in different maintenance and database tools, techniques and environments in order to maintain and deliver quality applications and documentation. Demonstrate thorough understanding of maintenance environment. Knowledge of relevant departmental mandates and legislation relating to applications. Knowledge of all GITO and SITA frameworks and prescripts relating to development or testing. Understanding of the maintenance and user challenges presented when applications are amended. Willingness to travel is essential and working extended hours and perform on-call duties may be required. A valid driver's licence is essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks:  
Manage and monitor application performance against Service Level Agreements (SLA) and Business requirements. Ensure availability of applications to SLAs. Ensure and monitor the resolution of system problems and document resolutions for future reference. Ensure that tools are implemented to monitor and track application performance and plan for growth and ensure sufficient capacity. Prepare detailed chart flow and diagrams outlining systems capabilities and processes. Ensure the effective maintenance and implementation of applications in accordance with business requirements. Collaborate with management regarding application changes. Manage and monitor application configurations. Research and recommend application development and use in accordance with Legislation and business change. Over the customisation and adaptation of existing programs to meet users' requirements. Manage the release of new systems and changes to current systems. Implement and ensure effective version control. Manage introduction of new service into production and migration control. Ensure information sharing between development, production, infrastructure services and business owners. Manage the resources in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure in line with financial requirements and the Directorate's objectives. Liaise with internal business Directorate to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans, budget in advance for IS projects

that are required within the entire department. Ensure effective capacity planning of IS resources. Ensure effective governance and compliance within the directorate. Implement governance processes, frameworks and procedures within the directorate. Comply with all audit requirements within the directorate. Monitor quality, risk, standards and practices against prescribed frameworks.

- ENQUIRIES** : Mr W D Hlongwane, Tel No: (012) 810-8606
- POST 34/12** : **SENIOR LEGAL ADMINISTRATIVE OFFICER: CONTRACTS REF NO: HRMC P2/10/3**
- SALARY** : An all inclusive salary package of R 378 456 (Level 11). In addition to the stated salary, DHA offers a range of market related service benefits.
- CENTRE REQUIREMENTS** : Chief Directorate: Legal Services, Directorate: Contracts, Head Office: Pretoria  
Minimum qualification: BIURIS, BPROC or LLB; Admission as an Attorney or Advocate will be an advantage. Practical and extensive experience in drafting/scrutiny of commercial contracts and/or service level agreements. Knowledge of the Department procedures, policies and legislation, Public Service prescripts, Public Finance Management Act of 1999, Treasury Regulations, procurement policies and legislation. Strong work ethic and ability to work under pressure. Good verbal and written communication, conceptual and analytical thinking skills. Interpersonal and human relations, research methodology and diplomacy skills. Problem solving, financial, project management, presentation and time management skills. Ability to motivate people and computer literacy. Extended working hours is required. A valid code B/EB driver's licence is required.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Responsible for the drafting/scrutiny of Commercial Contracts and/or Service Level Agreements; Providing legal opinions on Commercial Contracts and/or Service Level Agreements; Attending meetings/consultations on Commercial Contracts and/or Service Level Agreements; Provide support in the negotiation of Commercial Contracts and/or Service Level Agreements.
- ENQUIRIES** : Adv D Erasmus, Tel: (012) 810-8515
- POST 34/13** : **SENIOR DATA CENTRE CONTROLLER REF NO: HRMC P2/10/4**
- SALARY** : Basic Salary of R 192 540 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits.
- CENTRE** : Chief Directorate: Infrastructure Management, Directorate: Data Centre Operations, Head Office, Pretoria, Wattloo
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Information Technology or an NQF level 6 equivalent is required with extensive experience in the Information Technology. Extensive experience in a server environment is essential. Knowledge and application of the GITO requirements and frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the E-government policy framework consultation paper developed by GITO. Knowledge of the Protection of Information Act, Sound knowledge of Minimum Information Security Standards (MISS, The Position Paper on Information Security Framework), National Strategic Intelligence Act and the Draft electronic Transaction Bill. Knowledge of database administration and servers. Knowledge of server hardware and software systems. Knowledge of Data Centre management. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: To ensure user access to the data network for all Departmental locations. Ensure effective business continuity, relating to: Recording and tracking all data processing equipment outages; Systems adequate redundancy; Maintenance and testing of data centre systems and hardware; Ensure proper backup systems; Develop and implement contingency/emergency plans; Data security and availability through the administration of storage, users identification, and security procedures (i.e. password and user ID); Ensure physical security of the data centre such as fire safety, secure access, etc.; Ensure that the data centre and server rooms are well ventilated, maintained and powered (i.e. UPS); Managing the escalation of user queries relating to data centre operations; Provide access Data in line with the agreed service levels (systems and back-up); Implement identified policies and procedures; Monitor the policies and

procedures; Monitor the performance, availability, response, trends and error rates of all servers and resolve or escalate issues; Develop and manage relationship with service providers; Manage and maintain the active diversity regarding user administration and liaise with IS security regarding policy implementation; Provide software and hardware support (i.e. computers and systems). Keep up-to-date with the latest trends and developments relevant to DHA's current and future needs; Provide support to the Director and Deputy Director regarding reporting requirements of the function. Ensure the effective service delivery of IS: Data centre staff in the unit: Report on the performance of the unit against the operational plan to the Director. Analyses reported problems and develops appropriate solutions. Develops technical expertise within the unit and keep abreast of technological advancements. Manage the resources allocated to IS in the unit in an effective and efficient manner: Administer the budget and monitor that expenditure is in line with financial requirements and the unit's objectives. Manage the implementation of people management strategies, policies and procedures within the unit. Ensure effective governance and compliance of IS resources in the unit: Implement standard operating procedures governance frameworks and policies within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the business unit.

- ENQUIRIES** : Ms N Mosoeu, Tel: (012) 810-8112
- POST 34/14** : **PROJECT ADMINISTRATOR 2 POSTS REF NO: HRMC P2/10/5**
- SALARY** : Basic Salary of R 192 540 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits.
- CENTRE REQUIREMENTS** : Chief Directorate: Special Initiatives Unit, Head Office, Pretoria, Waltloo  
: An appropriate recognized three year Degree/Diploma in Administration/ NQF level 6 is required with extensive experience in Office and project administrative environment. Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems and the National Archives Act. Knowledge of Office and Business Administration. Experience in filing and Document Management. Willingness to work overtime and travel when required. Knowledge of Public Service Regulatory Frameworks. Knowledge of various filling systems and National Archives Act. Good written and verbal communication skills. Planning and organizing skills. Time, financial, change, knowledge, programme as well as project management skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiations skills. Performance oriented. Computer literacy. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidates will be responsible for the following functions: Perform general administrative activities in support of the unit. Draft submissions, reports, memorandum and minutes for the unit. Conduct records and document management both manually and electronically. Arrange and co-ordinate meetings and workshops. Provide logistical support function (make accommodation, flight and ground transport arrangements. Complete and submit subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Administer leave arrangements. Process forms and documents related to claims, payments, invoices. Filing of all projects documentation. Assist in management of project finances. Ensure project reporting to SIU Manager and IS Management.
- ENQUIRIES** : Ms G Sekhu Tel No (012) 810-7292
- POST 34/15** : **CHIEF TRAINING OFFICER 3 POSTS**
- SALARY** : Basic Salary of R 192 540 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits.
- CENTRE** : (a) Free State: Bloemfontein Ref No: HRMC P2/10/6A  
: (b) Kwazulu Natal: La Lucia, Ref No: HRMC P2/10/6B  
: (c) Mpumalanga: Nelspruit, Ref No: HRMC P2/10/6C
- REQUIREMENTS** : An appropriate recognised three year Degree/ Diploma or equivalent qualification and appropriate experience in the field of Human Resource Development, Education, Training and Development Practitioner's (ETDP) certificate, Assessor's and Moderatos' qualification will be an added advantage,

Five years training experience, Knowledge of Skill Development Act, Skills Development Levies Act, SAQA and NQF and PFMA, knowledge of the Skills Development Strategy, Knowledge of Adult Basic Education and Training (ABET), Presentation and facilitation skills, liaison and coordination skills, Good communication and interpersonal skills, Good written communication and especially report writing skills, Research skills, Computer literacy. A valid driver's licence and willing to travel are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks:  
Conduct needs analyses. Coordinate and present generic training interventions. Develop and revise training material. Evaluate and monitor training programmes and conduct impact analyses. Develop and maintain an action plan for training, Implement and monitor Adult Basic Education and Training (ABET). Research, develop and conduct NQF aligned training programmes. Liaison with Management/ Supervisors in the Department and other stakeholders, Determine work procedures and methods. Conduct NQF aligned assessments. Manage Learning Academy staff in the province. Compile and submit reports and training statistics.

**ENQUIRIES** : Ms H M Fouche (012) 810-6074

**POST 34/16** : **NETWORK CONTROLLER REF NO: HRMC P2/10/7**

**SALARY** : Basic salary of R 161 970 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits.

**CENTRE** : Chief Directorate: Infrastructure Management, Head Office, Pretoria, Waltloo  
**REQUIREMENTS** : An appropriate three year Degree/Diploma in Information Technology or an NQF level 6 equivalent is required with extensive experience in the systems support environment. Knowledge of database administration and servers. Knowledge of server hardware and software systems. Experience in a LAN and WAN environment is essential. A valid driver's licence is required.

**DUTIES** : The successful candidate will be responsible for the following specific tasks:  
Administer the functioning of the networks, associated software and hardware on LAN and WAN environment. Implement, maintain and monitor the network communication infrastructure, e.g routers and switches. Interface with staff to resolve network connectivity problems. Facilitate the maintenance of data points and network communication devices, e.g data points. Responsible for operational oversight and maintenance of network communication devices. Monitor the network performance. Identify and analyse network events from network monitoring systems. Identify and analyse network events from network monitoring system. Analyse network hardware problems and undertake necessary maintenance. Configure and install network devices. Ensure that all incidents reported are investigated and resolved within a reasonable timeframe. Create and build partnership with various internal stakeholders in order to enhance service delivery. Ensure connectivity between Branches, e.g. VPN. Ensure that all information is stored in a safe and secure environment. Provide IT related support function regarding the establishment of new DHA locations.

**ENQUIRIES** : Ms N Mosoeu, Tel: (012) 810-8112

**POST 34/17** : **ASSISTANT PROGRAMMER REF NO: HRMC P2/10/8**

**SALARY** : Basic Salary of R 161 970 (level 8) per annum. In addition to the stated salary, DHA offers range of market related service benefits.

**CENTRE** : Directorate: Application Maintenance and Support, Head Office, Pretoria, Waltloo

**REQUIREMENTS** : An appropriate degree/diploma in Computer Science or Information Technology or an NQF level 6 equivalent is required with extensive in application development and solid experience in the following field, C#, JavaScript, VB6/VB.Net, ASP or C++, Cobol and Natural Adabas. Experience of testing types e.g Regression, Functional, Stress and Load testing as well as experience and relevant knowledge in different development and database tools, techniques and environments in order to develop and deliver quality applications and documentation. Demonstrate thorough understanding of application development within a complex project and organization. Working knowledge of database Oracle and development methodology and processes. Understanding of the development challenges presented when applications or components of



applications or components of applications are developed in isolation or in conjunction with interfacing applications. Willingness to travel is essential and extended working hours and perform on-call duties may be required.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Take responsibility for the development and implementation of new systems according to specifications. Interpret and translate design specifications into functions that the program is intended to perform and translate into related code. Devise possible solutions to predict problems, evaluating options and implement the most feasible. Perform key portions of the system development lifecycle including designing, coding, documenting and installing. Design and develop application components and manage configuration requests. Perform administrative tasks such as entering time, updating work orders, updating knowledgebase, providing status reports, etc. Improve personal and professional technical knowledge and expertise and stay abreast of new developments. Write and maintain system development documentation including detailed documents on operation of program and user requirements. Liaise with system analyst and portfolio manager regarding understanding and detail specifications. Develop a release plan and coordinate the implementation of tested and approved systems. Analyse and reporting on programs testing outcomes. Conduct analysis and quality control tests to ensure that software meets or exceeds specified standards and end-user requirements. Log defects, identify course of action and perform preliminary root cause analysis. Analyse problems and issues on the defect tracking tool and make changes. Keep records of all testing completed and outcomes. Print out test runs and study outputs against specifications. Liaise with test analysts regarding testing of system against specifications, attending to errors or recommendations and make relevant changes.

**ENQUIRIES**

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

**POST 34/18**

: **LEGAL ADMINISTRATIVE OFFICER REF NO: HRMC P2/10/9**

**SALARY**

: Basic salary of R100 494 – R470 970 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)

**CENTRE**

: Directorate: Litigation, Head Office: Waltloo, Pretoria:

**REQUIREMENTS**

: An appropriate recognised Bachelor's degree in Law. Admission as an Attorney/ Advocate or practical experience in the relevant environment for a minimum period of three years. Litigation experience is essential. Knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Finance Management Act and Regulations. A valid driver's license and willingness to travel are essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Provide verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Ensure a legal support service in general litigation matters, which include issuing instructions to the State Attorney. Inform and advise the Department on Court Orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render Professional legal representation in all litigation matters affecting the Department of Home Affairs.

**ENQUIRIES**

: Mr K S Mogotsi, Tel No (012) 810-8476

## DEPARTMENT OF HUMAN SETTLEMENTS

**CLOSING DATE** : 03 September 2010  
**NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

**POST 34/19** : **DEPUTY DIRECTOR: STAKEHOLDER LIAISON REF: DOHS/108/2010**

**SALARY** : R378 456 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelors degree or equivalent qualification in Social Economics or Business management. Experience in construction/development processes will be a key requirement. A valid code 8 driver's licence. Building economist specialist; Understanding of the departments policy in sustainable human settlements; excellent communication (written/verbal) and presentation skills, Project management, Experience in consolidating disparate documents and information into reports that facilitate decision making by senior Management; Negotiations skills, ability to work under pressure, confident, liaison and coordination and business management skills.

**DUTIES** : Provide support in the Implementation of the Social Contract with stakeholders; Facilitate the drawing and signing of targeted agreements with stakeholders; Perform advocacy work for the department within stakeholder forums; Follow up all decisions and recommendations emerging within stakeholder forums; Coordinate, compile and control project specific budgets. Act as catalyst in getting other units of the department to engage with stakeholders.

**ENQUIRIES** : Mr J Methula Tel: (012) 444-5215  
**APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: [Response6@Humancommunications.co.za](mailto:Response6@Humancommunications.co.za)

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

**POST 34/20** : **PRINCIPAL COMMUNICATION OFFICER: DOHS/107/2010**  
 This Advert is restricted to employees working within the Public Service.)

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are invited from a person holding a Bachelor's degree, National Diploma or equivalent qualification with Communication and or Journalism as major subjects. The ideal candidate will be a person whose communication and interpersonal skills are supported by knowledge of the housing sector and an understanding of current housing/government policies and the Human Settlement Plan. The candidate must also have knowledge and experience in journalism or, public relations/communication, the ability to organise exhibitions, write for publications, organise staff or departmental events. Good writing, verbal and editing skills, computer literacy as well as analytical abilities are also necessary skills. Report writing, good managerial skills and the ability to work under pressure and produce results will be an advantage.

**DUTIES** : Provide communication support to Departmental events and campaigns. Implement photographic services and departmental brand. Assist in developing and promoting internal communication strategy and plan. The incumbent will also be responsible for managing day to day information sessions and notice

board displays. Manage external suppliers and advice on corporate branding. Manage departmental info-hub and Corporate Diary on a weekly basis. In addition the successful candidate will be responsible for the distribution of the Internal Newsletter on a monthly basis. Promote staff participation in internal communication events, inter-departmental, and corporate identity branding. Be responsible for the day to day running of the internal Communication and perform any other duties that may be assigned by the Manager for Internal Communication.

**ENQUIRIES**

**APPLICATIONS**

: Ms Q Mathebula Tel: (012) 421-1455  
: National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

**FOR ATTENTION**

**NOTE**

: Ms N Boqo  
: 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.

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

**APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

**FOR ATTENTION** : Ms T Marumo

**CLOSING DATE** : 10 September 2010

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

**OTHER POSTS**

**POST 34/21** : **STATE ACCOUNTANT: BOOKKEEPING REF NO: Q9/2010/41**

**SALARY** : R 130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a relevant three year Bachelor's degree/diploma in Finance or equivalent qualification and relevant, credible and proven accounting experience of a minimum of 3 years or matric with a minimum of 5 years experience. Good working knowledge of Accounting. Strong supervisory skills; proven knowledge of BAS, PERSAL, and SAFETY-NET; Knowledge of the LOGIS system will be an added advantage. Proven knowledge of the Public Finance Management Act and National Treasury Regulations; Computer skills (MS Word, PowerPoint and Excel); Ability to work under pressure and prepared to work irregular hours; Good verbal communications skills, a valid driver's license is compulsory as well as the ability to drive; Previous working experience of Bookkeeping is compulsory, including the re-issue of payments as well as Monthly and Year-end closures..

**DUTIES** : Key competencies include: Supervision of staff; Monthly follow-up and clearance of BAS Assets and Liabilities Item Accounts; Authorising of all transactions on BAS; Prepare and complete monthly Fund Request (via Safety-net); Re-issue of payments, Authorisation of Day End and Deposit Confirmation; Authorise Period Open/Close on BAS; Custodian of all accounting records and batches (including archiving and issuing thereof); Checker of the PMG Bank Reconciliation; Requisition of face value forms; and handling of all relevant telephone enquiries.

**ENQUIRIES** : Mr T Bissumbhur @ (012) 423 1430

**POST 34/22** : **ADMINISTRATION CLERK: DEMAND AND ACQUISITION REF NO: Q9/2010/39**

**SALARY** : R87 978 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A senior certificate or equivalent qualification with relevant experience in demand and acquisition management PLUS the following key competencies: Knowledge of PFMA, Treasury Regulation, PPPFA, SCM Framework, LOGIS and BAS. Skills: Computer Literacy, Report Writing and Problem Solving. Communication: Ability to negotiate, Interpersonal, and communicate at all levels. Creativity: Team Player and Flexible.

**DUTIES** : Assist with the procurement of goods and services within the Department by means of quotations. Ensure that the database is utilized effectively in the sourcing of the quotations and that client expectations are met. Ensure compliance with Supply Chain Management Policies. Provide support to

supervisor in liaising and co-coordinating with client's offices on outstanding requests for goods and services. Ensure that a proper needs assessment is undertaken of required goods or services. Receive and register requests for goods and services from the clients. Verify allocations and item descriptions. Ensure the availability of budget before procurement of goods and services. Advice users, suppliers and staff on departmental strategies, process and procedures for the procurement of goods and services. Attend to all enquiries from clients (Internal and External clients).

**ENQUIRIES**

: Mr N Celliers @ (012) 423 1423

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

## OTHER POSTS

**POST 34/23** : **REGISTRAR (1 PERMANENT POST): LAND CLAIMS COURT REF: 2010/129/GP**  
**REGISTRAR (3 CONTRACT POSTS): SOUTH GAUTENG HIGH COURT, JOHANNESBURG: REF: 2010/128/GP**

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

**REQUIREMENTS** : LLB or four - year recognize legal qualification; At least two years appropriate post-qualification legal experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy; Office management, planning and organizational skills; Good communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

**DUTIES** : Co-ordinate Case Flow Management Support Services to the judiciary and prosecution at local level; Co-ordinate issues of all processes that initiate court proceedings; Co-ordinate Interpretation services in conjunction with the interpreters within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the Senior or Chief Registrar.

**ENQUIRIES** : Enquiries may be made with the following officials: For contract posts in Johannesburg, you may contact Ms. D Momezulu (011) 332 8391 Ranburg, you may contact Ms. Z Sondlo (011) 781 2291.

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, JOHANNESBURG, 2000.

**CLOSING DATE** : 13 September 2010

**POST 34/24** : **LIBRARIAN 1 POST REF NO: 2010/132/GP**  
Re-Advertisement: (Candidates who previously applied need to re-apply as previous applications will not be considered)

**SALARY** : R161 970 - R190 792 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : South Gauteng High Court, Johannesburg

**REQUIREMENTS** : Relevant three year recognized qualification in Library or Information Science or an equivalent three year qualification; Two years relevant experience in a Law Library; Skills and Competencies: Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet); Research and planning skills; Knowledge of electronic Legal databases – Juta Online; My LexisNexis, Westlaw; Hein Online; Interpersonal relations - to interact with the Judiciary as well as other legal practitioners; Must be able to function as part of a team.

**DUTIES** : Answer reference questions (personal, telephonic and e-mail) and supplying bibliographic verification; Instruct users on the use of the electronic catalogue, helping users search on electronic databases, CD-ROM and Internet; Provide in-depth research and reference services to Court members, other judges and the legal community. Performs traditional and electronic legal research, prepares bibliographies and patron guides; Participate in user programs and collection development, and assists in formulating policies and procedure manuals; Manage services in the public reading room, including photocopying services; Update loose-leaf publications; Assist with indexing of material into the database; Maintain statistics as required; Keep current with the library profession by reading professional publications and by participating in appropriate meetings, workshops, and training sessions; Assist with Interlibrary loans.

**ENQUIRIES** : Ms D M Gomezulu ☎ (011) 332 8292

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000

**CLOSING DATE** : 13 September 2010

**POST 34/25** : **LAW RESEARCHER 2 POSTS REF NO: 10/131/GP**  
12 Month Contract

**SALARY** : R192 540 per annum + 37% lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : South Gauteng High Court Johannesburg

**REQUIREMENTS** : An LLB degree or four year recognized legal qualification; Three year's relevant experience. Skills and Competencies: Computer Literacy; Communication Skills (Oral & Written); Legal administration skills; Loyal, honest, ability to work under pressure, etc; Competency in court; Literacy

**DUTIES** : Research and retrieve material for the library accessible to the Court physically and electronically; Participate in sub-committee of researches at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgment; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment.

**ENQUIRIES** : Ms D M Gomezulu (011) 332 8000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000. OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000

**CLOSING DATE** : 13 September 2010

**POST 34/26** : **COURT MANAGER REF NO: 2010/62/MP**

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

**CENTRE** : Magistrate Court, Kriel

**REQUIREMENTS** : A Bachelor's degree in Public Administration/Management and/or National Diploma in Service Management (NQF level 5) plus, the module on Case Flow Management or equivalent qualification; Three years' managerial or supervisory experience; A valid drivers' license; The following will serve as strong recommendations: Knowledge of and experience in office and district

administration; Knowledge of Financial Management and the PFMA. Skills and Competencies: Strong leadership and management capabilities Computer literacy; Strategic capabilities; Good communication (verbal and written)

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

**ENQUIRIES** : MR M H HLOPHE ☎ 013 753 9300/07

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4<sup>th</sup> floor Nelspruit.

**CLOSING DATE** : 13 September 2010

**POST 34/27** : **ASSISTANT DIRECTOR: SECURITY REF NO: 10/55/KZN**

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

**CENTRE** : Regional Office, Durban

**REQUIREMENTS** : An appropriate degree or equivalent qualification NQF6 preferably in Security; An appropriate degree or equivalent qualification (NQF6), preferably in Security, Safety and Risk Management; A PSIRA Grade A certificate; At least more than 10 (ten) years functional security experience; Three (3) years supervisory and administrative experience; Knowledge: Public Service security policy framework; Strategies on the prevention of Corruption and Fraud; Threat and Risk Assessment; COMSEC; TSCM; PFMA; Supply Chain Management; MISS document; Control of Access to Public Premises and vehicle Act, (Act no 53 of 1985); Firearms Control Act, 2000 (Act no 60 of 2000); Occupational Health and Safety Act, 1993 (Act no 85 of 1993), National Key Points Act, 1980 (Act no 102 of 1980), Trespass Act, 1959 (Act 6 of 1959). Skills: Computer literacy (MS word); Excel Spread Sheets; Power Point Presentation, internet and Intranet; E-mail; Investigation and Analytical skills; Report writing and presentation skills in English; Taking minutes and conduct meetings in English; Planning and organizing; Project management skills; Problem solving skills; Attention to detail; Customer focus; Conflict management; Team work; Good interpersonal relations; Leadership skills; Self confidence; Independent worker

**DUTIES** : Implement the total court security function of the KZN Region (physical security; personnel, communication, document and information security); Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies; Implement security projects in the region; to monitor and manage the service level agreements of security contracts ( Guarding and Cash in Transit) in the region; Ensure that security threat and risk assessments are conducted in the region; Protection of the judiciary; Monitor and investigate security breaches; Ensure a safe and healthy working environment at courts in terms of the OHS/SHEQ; Support implementation of the Anti-Fraud and Anti-Corruption plan; Support risk management initiatives in the region; Provide inputs for the Strategic Action Plan; Provide budget inputs for security operations; Conduct various security survey and analyses; Raise and maintain security awareness in the region; Must be prepared to travel and work long irregular hours.

**ENQUIRIES** : Mr P. Shunmugam ☎ 031 3015330

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000

**CLOSING DATE** : 13 September 2010

**POST 34/28** : **RECEPTIONISTS 2 POSTS REF NO: 10/256/AIR**  
Division: Telephone Management & Reception



**CENTRE** : Pretoria

**SALARY** : R73 584 – R86 679, the successful candidate will be required to sign a performance agreement.

**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience. Skills and Competencies: Good interpersonal relations; Computer literacy (Ms Office); Communication skills (verbal and written); Customer service orientation; Attention to detailed, telephone etiquette and department.

**DUTIES** : Receive and welcome visitors and record their particulars and contact details; Promptly notify staff of their visitors; Refer visitors to security counter for access card; Provide information to assist visitors and refer them to appropriate contact in the department or elsewhere; Receive parcels/ documents and contact addressee; Answer general enquiries about the department; Keep an update list of staff in the building; Ensure reception area is tidy at all times; Answer telephone incoming calls; Relieve the telecom operator where necessary; To render ad hoc duties.

**ENQUIRIES** : Ms T Mdluli (012) 315 - 1893

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

**CLOSING DATE** : 13 September 2010

**POST 34/29** : **ADMINISTRATION CLERK REF NO: 10/258/SA**  
Directorate: Legal Advisory Service

**SALARY** : R73 584- R 86 679 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney: Kwazulu-Natal

**REQUIREMENTS** : Grade 12 or equivalent qualification; General office administrative experience; Knowledge of working in a legal office would be an advantage Skills and Competencies: Computer literacy; Communication skills (verbal and written); Interpersonal skills; Organizing and planning skills; typing skills; Customer relations skills; Attention to detail. DUTIES: Provide administrative support; Handle correspondence from Government Department; Prepare documents for payment and disbursements; Maintain, statistics records and; Assist with Registry library duties.

**ENQUIRIES** : Ms. L. Kumalo ☎ (012) 357 8650

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X54301, DURBAN, 4001. DOCEX 153, DURBAN Tel: (031) 3652500, Fax (031) 3062448, Direct Line (031) 3652587

**CLOSING DATE** : 13 September 2010

**POST 34/30** : **SENIOR REGISTRY CLERK REF NO: 10/260/MAS**

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

**CENTRE** : Master of High Court: Grahamstown

**REQUIREMENTS** : Grade 12 or equivalent qualification; relevant experience; Knowledge of working in a legal office would be an advantage; Knowledge of Registry procedures. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good interpersonal and organizational skills; Accuracy and attention to detail

**DUTIES** : Control access to the vault; ensure the safekeeping of files in the vault; Register files and control access of files in and out of the vault; Control storage and retrieval of official files in the vault; Checking of misfiles and re-arrange the filing racks as new files come into the vault; Trace/locate files; Draw files, file and bind documents on the applicable files and maintain files; Keep and update Registers; Open files and file documents; Open, sort and distribute mail; Provide support to Attorneys, Typists and office as a whole; Perform other administrative duties;

**ENQUIRIES** : Ms M Moreki ☎ 012 315-1781

**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 Street, Pretoria.  
13 September 2010

**CLOSING DATE**

:

## NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private BagX115, Pretoria, 0001 Applications can also be faxed to (012) 315 5999
- CLOSING DATE** : 13 September 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POSTS

- POST 34/34** : **SENIOR ECONOMISTS: INTERNATIONAL ECONOMIC RELATIONS REF NO: S084/2010**  
Division: International Relations and Economic Policy

- SALARY** : R378 456 per annum (all inclusive remuneration)
- CENTRE** : Pretoria
- REQUIREMENTS** : Post-graduate degree or equivalent qualification in Finance, Economics and/or International Relations, or related discipline Sound understanding of the debates and issues in the international economic arena At least 3 years' experience in economics or environment of equivalent significance Excellent analytical skills (both verbal and written) Above average use of a computer Ability to work under pressure.

- DUTIES** : Provide technical support to the Directorates in the form of briefing notes, technical memoranda, comment on technical reports and papers and conducting basic research on a variety of development topics. Support the Directorates in co-ordinating research and policy development on international financial development issues, including the state of the global economy, international capital flow and global imbalances / international financial stability. Attend international meetings/seminars and write reports on the proceedings. Support the Directorates in liaising and building effective working relationships with IMF and World Bank institutions with South Africa in respect of the Country Partnership Strategy and Article IV consultations amongst others. Respond to correspondence on various matters, *inter alia*, the WB and IMF Provide logistical support in preparation for National Treasury's participation in the relevant policy forums, more importantly the G20 and the OECD. Give support in establishing and maintaining working relationships with the SARB, IMF (SA Office and Washington Office), as well as other relevant stakeholders. Conducts research and policy analysis on international financial architecture matters, such as the IMF reform and IMF's role in supporting recovery and growth in low income and developing countries and on financial stability matters. Support *ad hoc* assignments, as determined by the Chief Directorate. Step-by-step guidelines for *operational* functions for the IFD Chief Directorate e.g. Spring & Annual meetings & IMF consultations.

- APPLICATIONS** : or e-mail to [recruit.irep@treasury.gov.za](mailto:recruit.irep@treasury.gov.za).

- POST 34/35** : **SENIOR ECONOMIST: INTERNATIONAL FINANCE REF NO: S087/2010**  
Division: International Relations and Economic Policy

- SALARY** : R378 456 per annum (all inclusive remuneration)
- CENTRE** : Pretoria
- REQUIREMENTS** :
  - Post-graduate degree or equivalent qualification in Finance, Economics and/or International Relations, or related discipline
  - Sound understanding of the debates and issues in the international economic arena
  - At least 3 years' experience in economics or environment of equivalent significance
  - Excellent analytical skills (both verbal and written)
  - Above average use of a computer
  - Ability to work under pressure.

- DUTIES** :
  - Provide technical support to the Directorates in the form of briefing notes, technical memoranda, comment on technical reports and papers and conducting basic research on a variety of development topics.
  - Support the Directorates in co-ordinating research and policy development on international financial

development issues, including the state of the global economy, international capital flow and global imbalances / international financial stability. ●Attend international meetings/seminars and write reports on the proceedings. ●Support the Directorates in liaising and building effective working relationships with IMF and World Bank institutions with South Africa in respect of the Country Partnership Strategy and Article IV consultations amongst others. ●Respond to correspondence on various matters, *inter alia*, the WB and IMF ●Provide logistical support in preparation for National Treasury's participation in the relevant policy forums, more importantly the G20 and the OECD. ●Give support in establishing and maintaining working relationships with the SARB, IMF (SA Office and Washington Office), as well as other relevant stakeholders. ●Conducts research and policy analysis on international financial architecture matters, such as the IMF reform and IMF's role in supporting recovery and growth in low income and developing countries and on financial stability matters. ●Support *ad hoc* assignments, as determined by the Chief Directorate. ●Step-by-step guidelines for *operational* functions for the IFD Chief Directorate e.g. Spring & Annual meetings & IMF consultations.  
or e-mail to [recruit.irep@treasury.gov.za](mailto:recruit.irep@treasury.gov.za).

**APPLICATIONS**

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## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

## OTHER POSTS

- POST 34/31** : **DEPUTY DIRECTOR: GAUTENG REGIONAL OFFICE (REF: DD/GRO/10)**
- SALARY** : R378 456 per annum (This remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured for a 13<sup>th</sup> cheque, home owner allowance and medical aid).
- CENTRE** : Gauteng
- REQUIREMENTS** : A relevant recognized three year degree/diploma (NQF level 6) in Public Management/Administration or Law. A verifiable above-average service organizational, multi-tasking and research skills. Excellent written and verbal communication skills. Developed working PC skills in MS Office, especially Word, Excel, PowerPoint and Outlook. Ability to work under sustained pressure and deliver satisfactory results. Ability to lead, empower and develop junior staff. Preparedness to travel extensively.
- DUTIES** : Assist in articulating the PSC programmes in the Province Assist in setting up and maintaining the Provincial Monitoring and Evaluation Systems Handle the Monitoring and Investigation function in matters pertaining to labour relations, service delivery, policy and legislation in the Province Handle Provincial Government grievances Assist in the promotion of professional ethics Assist in ensuring mission effectiveness and operational efficiency in resource management (including human, financial and assets) of the Regional Office Ensure a balanced and holistic approach in managing his/her function Proactively build sound relationships with key stakeholders.
- ENQUIRIES** : Ms D Nkwanyana Tel: (011) 833 5721
- CLOSING DATE** : 13 September 2010
- POST 34/32** : **ADMINISTRATIVE SECRETARY TO THE CHIEF DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: ASCD: PAI/10)**
- SALARY** : R 105 645 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: Must be in possession of a Senior Certificate coupled with typing competency • A three-year qualification in Office Administration will be an added advantage • Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook • Effective administrative, organisational and communication skills at all levels • Assertive, trustworthy, professional with integrity • Good interpersonal relations • Creative, motivated, self-driven, results-

oriented and have initiative • Ability to work both independently and as part of a team • Commitment to transformation.

**DUTIES**

: The successful candidate will be responsible for: • Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports • Administering office expenditure including submission of claims for subsistence and travel • Administering/Drafting and typing correspondence/documents/reports including PowerPoint presentations • Maintaining and managing the filing system for the Chief Director • Organising meetings/workshops and taking minutes during the meetings • Administering the manager's diary and co-ordinating the Chief Directorate's programmes • Organising office logistical matters including travel arrangements for the Chief Director and acting as general receptionist • Liaising with stakeholders regarding office operation • Relieving the manager of various administrative tasks.

**ENQUIRIES**

: Ms TT Mashikinya, Tel: (012) 352 1139/1252

**CLOSING DATE**

: 17 September 2010

**POST 34/33**

: **ADMINISTRATIVE SECRETARY TO THE CHIEF DIRECTOR: SERVICE DELIVERY AND COMPLIANCE EVALUATIONS REF NO: ASCD: SDCE/10**

**SALARY**

: R105 645 per annum

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: Ideal Candidate Profile: Must be in possession of a Senior Certificate coupled with typing competency • A certificate or three-year qualification in Office Administration will be an advantage • Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook • Effective administrative, organisational and communication skills at all levels • Assertive, trustworthy, professional with integrity • Good interpersonal relations • Creative, motivated, self-driven, results-oriented and have initiative • Ability to work both independently and as part of a team • Commitment to transformation.

**DUTIES**

: The successful candidate will be responsible for: • Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports • Administering office expenditure including submission of claims for subsistence and travel • Drafting and typing correspondence/documents including PowerPoint presentations • Maintaining and managing the filing system for the Chief Director • Organising meetings/workshops and taking minutes during the meetings • Administering the manager's diary and co-ordinating Chief Directorate's programmes • Organising office logistical matters including travel arrangements for the Chief Director and acting as general receptionist • Liaising with stakeholders regarding office operation • Relieving the manager of various administrative tasks.

**ENQUIRIES**

: Dr D Mamphiswana Tel: (012) 352 1205

**CLOSING DATE**

: 17 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** : 3 September 2010
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and should be accompanied by a concise CV, certified copies of qualifications and ID. 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 34/36** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: 69154**
- SALARY** : R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The Department of Public Enterprises is seeking an experienced professional to be part of the Communications team. The ideal candidate needs to be self-motivated, someone who thrives on the challenge and pressure of the communications environment, and who can work within tight deadlines. Qualifications and experience: Overall communications experience, particularly internal communications and/or stakeholder management (a minimum of 5 years in a large organization or a Government department). A degree/diploma in Communication, Public Relations or Journalism is recommended. Proven experience in project management, particularly with regard to planning and budgeting and competence in the Microsoft Office suite of programmes.
- DUTIES** : Reporting to the Director: Communications, the incumbent will: Develop, implement and manage internal communications strategies and plans. Facilitate the development, implementation and management of the overall communications strategy. Manage all internal communications, events and exhibitions. Ensure information gathering for use in internal publications and communications platforms (newsletter, calendar, etc). Provide communications support for external events. Develop promotional and branding material for the Department and Ministry. Manage the content placement and update the website and intranet. Assist with public queries. Maintain a comprehensive database of stakeholders for all events and activities. Liaise with service providers and ensure compliance with procurement policies. Participate in communications forums as relevant to DPE.
- ENQUIRIES** : Mr George Malatsi, tel. 012 431 1117

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered to 116 Proes Street, Batho Pele House, cnr Proes & Schubart Street, Pretoria 0001. Faxed and e-mailed application will not be considered.
- FOR ATTENTION** : Mr T Ntsiko.
- CLOSING DATE** : 13 September 2010
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note: The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. It is the intention of the DPSA to promote representation through the filling of its posts. The candidature of applicants from designated groups especially people with disability will receive preference. Note that correspondence will only be conducted with the short-listed candidates. If you have been contacted by the dpsa within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

## OTHER POST

- POST 34/37** : **ASSISTANT DIRECTOR: GENERAL BENEFITS (REF.0014)**
- SALARY** : R192 540– R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year degree (or equivalent qualification at NQF Level 6) in Human Resource Management or legal fields (preferably labour law) or related fields. Minimum of 5 years experience in the Human Resource field in the development and implementation of policies, guidelines and procedures. Advance knowledge and understanding of Public Service Regulatory frameworks and processes. The ability to provide specialised and sound advice on policies and procedures pertaining to a wide range of conditions of service in general and specifically w.r.t. Leave of Absence and PILIR. Comprehensive understanding of the theory and practice of research methodology, policy development, analysis and implementation. Extensive knowledge of reporting procedures applicable in the public service. A sound understanding of statistical analysis processes. Sound analytical and innovative thinking and problem-solving abilities. Excellent interpersonal relations as well as verbal and written communication skills. Well-developed planning and organising skills. Willingness to work under pressure in a fast-paced environment. Computer literacy (MS Word, MS Excel, MS Power Point). Excellent project management skills. A valid driver's license (light motor vehicle) is a strong recommendation.
- DUTIES** : The successful candidate will: Research and develop Ministerial determinations, guidelines and procedure manuals relating to conditions of service and compensatory practices. Implement and maintain policy frameworks for conditions of service and compensatory practices for the Public Service. Provide advice, conduct information sharing and capacity building sessions, and prepare draft written communication in the form of letters, submissions, Cabinet Memoranda, etc.. Conduct research, evaluate, statistically analyse, review, etc.



conditions of service practices/trends and report thereon. Develop policy proposals for negotiations and provide technical support in negotiations regarding conditions of service and compensatory practices in the PSCBC and GPSSBC. Monitor and evaluate the policies related to specific conditions of service in the Public Service. Participate in projects and other forums.

**ENQUIRIES**

: Mr Desmond van der Westhuizen at 012 336 1295

**NOTE**

: Short-listed candidates will be subjected to a skills/knowledge test.

**PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY**

***PALAMA is a government department within the portfolio of the Minister for Public Service and Administration. PALAMA is the primary vehicle through which government is addressing the capacity and skills challenges that the South African Public Service experiences at all employment levels. In terms of its capacity building role, PALAMA is also a key player in contributing to the developmental agenda of government, transformation and service delivery in the public service.***



- APPLICATIONS** : HR Department, and PALAMA by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted
- FOR ATTENTION** : Ms HD Janssen van Vuuren
- CLOSING DATE** : 17 September 2010
- NOTE** : Applications must consist of: a fully completed and signed Z83 form (please fill in all the boxes on the Z83 – it may be downloaded from the DPSA website at [www.dpsa.gov.za](http://www.dpsa.gov.za)); a recent comprehensive CV; telephone, fax and e-mail contacts for three referees; certified copies of ID document and educational qualifications; and a letter of motivation indicating why you are interested in the position and consider yourself suitably qualified. The Z83 form requires an indication of race, gender. Please also indicate disability if applicable. PALAMA seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. Its commitment to equity includes providing an enabling environment for all employees. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short-listed candidates will be required to undertake a competence assessment exercise and be subjected to security and qualifications vetting. Successful candidates will be appointed on a probation period of 12 months.). PALAMA reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 34/38** : **SENIOR ADMINISTRATIVE OFFICER**  
Twelve months fixed term contract position  
Chief Directorate: Curriculum Design  
Suitably qualified and experienced candidates are invited to apply for the twelve months fixed term contract position of Senior Administrative Officer.
- SALARY** : R161 970 per annum, plus 37% in lieu of benefits (Total package: R221 899 per annum) (Salary Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant B Admin Degree / Diploma or equivalent qualification. A Certificate or Diploma in Office Administration / Management will serve as an added advantage. Ability and experience in office management in a busy delivery unit. Project management experience will be an added advantage. In-depth knowledge of applicable software packages (MS Office Suite) and a high level of computer literacy. Ability to work in a team Independent, dynamic, self confident, outgoing, self-starter with client focused attitude and ability to work in a dynamic business environment. Good written and verbal communications skills essential Basic research skills. Demonstrate good interpersonal skills and flexibility and ability to adapt to changes. Ability to manage conflict positively. Assertive, independent and results oriented and able to work well under pressure. Ability to interact with persons in senior positions. The ability to work flexible hours is critical for the position. Valid code 08 Driver's License. Knowledge/ understanding of the various spheres of government will be advantageous
- DUTIES** : Provide an administrative and secretarial support service to the Chief Directorate: Curriculum Development. Disseminate information to all stakeholders. Travel arrangements for the team. Event co-ordination, including

the sourcing of venues and catering as appropriate. Render administrative and secretarial support to the Branch Head. General administrative functions - typing, sending faxes, development and maintenance of a filing system, making photocopies, preparing documents and refreshments for meetings etc. Drafting of letters, memoranda, presentations and submissions. Design, develop, implement and update appropriate administrative systems. Process service providers' payments and clients' invoices. Assist with the maintenance and logistics of the office accommodation Ordering of stationary and other supplies Secretariat service to meetings when required

**ENQUIRIES**

:

Ms M Daweti Tel No. (012) 441-6202

## 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** : 10 September 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment.  It will be required of the successful candidate to undergo an appropriate security clearance.  An indication in this regard will facilitate the processing of applications.  Applicants must please note that they will be required to show proof of original qualifications during the selection process.  Correspondence will be limited to successful candidates only.  If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.  It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).  Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## MANAGEMENT ECHELON

- POST 34/39** : **PROGRAMME MANAGER**  
Chief Directorate: Chief Information Officer
- SALARY** : R652 572 per annum This inclusive remuneration package consists of a basic salary, the states' 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** : Pretoria
- REQUIREMENTS** : A National Diploma/ Degree PLUS credible experience in project management.  A certificate in project management (PPM).  Experience in IT will be an added advantage.  Knowledge of the project management discipline and system development life cycle. Competencies needed:  Communication (written and verbal) skills.  Planning and organising skills.  Project management skills.  Financial management skills.  Strategic planning skills.  Presentation skills.  Negotiation skills.  Resource management skills.  Time management skills.  Change management skills.  People management skills.  Problem solving skills.  Computer literacy. Attributes:  Ability to work under pressure and to cope with high work load.  Systematic.  Diplomatic.  Integrity.  Persuasive.  Compliant.  Assertive.  Accuracy.  Adaptable.  Friendly.  Disciplined.
- DUTIES** :  Manage the departmental information technology project management office.  Develop and implement PMO methodologies, processes and standards to ensure uniformity when executing projects and to ensure that best practices are adopted and adhered to.  Manage project resources and oversee the execution of projects from the initiation through to project closure.  Identify program risks and ensure resolution.  Ensure quality of project deliverables.  Manage the relationship with key stakeholders.  Perform portfolio analysis.  Provide project performance reports to management and stakeholders.  Audit projects to ensure and measure adherence to standards.  Oversee the development of business cases that entails the expected ROI and benefits.  Oversee project budgets and negotiation of project contracting.  Manage communication plan for projects.
- ENQUIRIES** : Mr J Segole Tel (012) 312 7917

## OTHER POSTS

<b><u>POST 34/40</u></b>	:	<b><u>PROJECT COORDINATOR: SCHOLARSHIP MANAGEMENT</u></b>
		Contract until 31 December 2012
		Chief Directorate: Welfare Services Transformation
<b><u>SALARY</u></b>	:	R192 540 per annum PLUS 37% of salary in lieu of benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree or equivalent qualification PLUS a qualification in Project Administration. <input type="checkbox"/> Experience in managing projects will be an added advantage. <input type="checkbox"/> Broad knowledge and understanding of the Social Development sector will be an added advantage. <input type="checkbox"/> Knowledge of the Public Service Regulatory Framework will be added advantage. <input type="checkbox"/> Knowledge of the Public Service Human Resource Development Strategy will be added advantage. <input type="checkbox"/> Knowledge and understanding of the PFMA and Treasury Regulations. <input type="checkbox"/> Knowledge and understanding of the LOGIS and BAS. Competencies needed: <input type="checkbox"/> Financial administration skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Project administration skills. <input type="checkbox"/> Time management skills. <input type="checkbox"/> Networking and liaison skills. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Confidence. <input type="checkbox"/> Problem solving. <input type="checkbox"/> Friendly and trustworthy. <input type="checkbox"/> Self starter. <input type="checkbox"/> Assertiveness.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Full project coordination and records management, this includes; meetings, agendas, project metrics, work plans, project charters, roadmaps, critical paths, presentation and risk loges. <input type="checkbox"/> Serve as a secretariat to all project meetings. <input type="checkbox"/> Compile project office's monthly financial report. <input type="checkbox"/> Liaise with stakeholders on matters relating to the project activities. <input type="checkbox"/> Attend to audit queries and ensure that set dates are met. <input type="checkbox"/> Conduct any reasonable request issued by the project manager in support of the completion of deliverables.
<b><u>ENQUIRIES</u></b>	:	Mr MP Mothopeng (012) 312-7352
<b><u>POST 34/41</u></b>	:	<b><u>LAN SPECIALIST</u></b>
		Directorate: Information Technology
<b><u>SALARY</u></b>	:	R192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Certificate in MCSE/MCNE/CNE/A+/N+ PLUS credible practical experience in IT technical support. <input type="checkbox"/> A National Diploma/ Degree in IT will be an added advantage. <input type="checkbox"/> Knowledge of operating systems (Microsoft and Novell solutions). Knowledge of information technology systems and networks. <input type="checkbox"/> Installing and troubles shooting computer hardware and software. <input type="checkbox"/> Knowledge of routers, firewall and switches installation and support. <input type="checkbox"/> Network cabling infrastructure. Competencies needed: <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Customer service skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Business ethics skills. <input type="checkbox"/> Negotiation skills. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Confidence. <input type="checkbox"/> Trustworthy. <input type="checkbox"/> Integrity. <input type="checkbox"/> Patience. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Compliance. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Willingness to travel. <input type="checkbox"/> <input type="checkbox"/> Creative and innovative <input type="checkbox"/> Friendliness.
<b><u>DUTIES</u></b>	:	<input type="checkbox"/> Provide IT support to end users. <input type="checkbox"/> Install/uninstall software on desktop, laptops and implementation and departmental servers. <input type="checkbox"/> Conduct system backups. <input type="checkbox"/> Maintain departmental network cabling infrastructure. Install, configure and maintain department routers, firewall, switches. <input type="checkbox"/> Assist with IT related infrastructure projects. <input type="checkbox"/> Maintain departmental antivirus and content filtering systems.
<b><u>ENQUIRIES</u></b>	:	Mr S Ntsioa Tel (012) 312 7327
<b><u>POST 34/42</u></b>	:	<b><u>DESKTOP TECHNICIAN 4 POSTS</u></b>
		Directorate: Information Technology
<b><u>SALARY</u></b>	:	R192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria

**REQUIREMENTS** : MCSE/MCNE/CNE/A+/N+ PLUS credible practical experience in IT technical support. A National Diploma/ Degree in IT will be an added advantage.  
 Knowledge of operating systems (Microsoft and Novell solutions).  Knowledge of information technology systems and networks.  Installing and troubleshooting computer hardware and software. Competencies needed:  Communication (written and verbal) skills.  Interpersonal skills.  Problem-solving skills.  Planning and organising skills.  Customer service skills.  Analytical skills.  Project management skills.  Research skills.  Business ethics skills.  Negotiation skills. Attributes:  Ability to work in a team and independently.  Confidence.  Trustworthy.  Integrity.  Patience.  Accuracy.  Diplomacy.  Assertiveness.  Compliance.  Ability to work under pressure.  Willingness to travel.  Creative and innovative  Friendliness.

**DUTIES** :  Provide IT support to end users.  Install/uninstall software on both desktop and laptops.  Provide hardware and software support.  Provide support on standard systems, e.g. office package and operating systems.  Assisting in the auditing of IT assets.  Participate in line function projects.

**ENQUIRIES** : Mr S Ntsioa Tel (012) 312 7756

**POST 34/43** : **SERVICE DESK AGENT 3 POSTS**  
 Directorate: Information Technology

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Certificate in MCSE/MCNE/CNE/A+/N+ PLUS credible practical experience in IT technical support or service desk.  Installing and troubleshooting computer hardware and software.  Administration of all call login system.  Help desk process and procedures.  Experience of customer service practices. Competencies needed:  Communication (written and verbal) skills.  Interpersonal skills.  Problem-solving skills.  Planning and organising skills.  Customer service skills.  Analytical skills.  Project management skills.  Research skills.  Business ethics skills.  Negotiation skills. Good telephonic etiquette. Attributes:  Ability to work in a team and independently.  Confidence.  Trustworthy.  Integrity.  Patience.  Accuracy.  Diplomacy.  Assertiveness.  Compliance.  Ability to work under pressure.  Willingness to travel.  Creative and innovative  Friendliness.  Stress tolerance.

**DUTIES** :  Login of calls / incidents and redirecting to appropriate resource/s.  Liaise with external service providers.  Diagnose and resolve technical hardware and software issues.  Follow up on call progress and provide end-user feedback.  User account management.  Keep statistics and prepare activity reports.

**ENQUIRIES** : Ms S Madisa Tel (012) 312 7327

**POST 34/44** : **SYSTEM ADMINISTRATOR**  
 Directorate: Information Technology

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :  An appropriate Diploma or Bachelor's Degree in Information Systems (or equivalent qualification) PLUS credible experience in systems administration and maintenance.  Experience in troubleshooting government transversal system (BAS, PERSAL, LOGIS) will be an added advantage.  Experience in developing and deploying .NET applications, understanding of; ASP.Net 2.0, VB.Net or C#, SQL 2005, XML, HTML, JavaScript will be an added advantage.  Knowledge of systems administration, maintenance and support. Competencies needed:  Analytical skills.  Communication (written verbal and liaison) skills.  Presentation skills.  Policy development and implementation skills.  Coordination skills.  Planning and organising skills.  Problem-solving skills.  Business ethics skills.  Monitoring and evaluation skills.  Project management skills.  Negotiation skills.  Client orientation and customer focus skills.  Computer literacy.  Research skills.  Facilitation skills.  System Development skills. Attributes:  Ability to work in a team and independently.  Confidence.  Trustworthy.  Integrity.  Patience.  Accuracy.  Diplomacy.  Assertiveness.  Compliance.  Ability to work under pressure.  Creative and innovative.  Friendliness.  Self starter.

- DUTIES** : To provide system support on all business application to all users within the Department of Social Development. Prepare systems roll-out/implementation plans in conjunction with project managers and infrastructure team. Attend to system troubleshooting within a given turn around time. The application will from time to time be required to develop some application and/or fix bugs of the applications. Develop course manuals and give systems functional training to end-users for newly developed systems. Ensure that application systems are available, reliable and secure.
- ENQUIRIES** : Ms S Madisa Tel (012) 312 7327
- POST 34/45** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE I TO III 2 POSTS**  
Directorate: Community Development, Policy and Service Standard
- SALARY** : R155 781 – R221 103 p.a. (The grade and salary of the two posts will be commensurate with the appropriate experience)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year tertiary qualification. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Functional Competencies needed: Knowledge of human behaviour and social systems. Community development intervention. Counselling. Community development research. Understanding of community development programmes. Management of community development projects. Understanding of community dynamics. Networking and establishing partnership. Understanding of community development legislation. Generic Competencies needed: Planning and organising skills. Presentation skills. Communication (written, verbal and liaison) skills. Computer literate. Co-ordination skills. Project management skills. Problem solving skills. Communication (written and verbal) skills. Assertiveness. Diplomacy. Ability to work under pressure.
- DUTIES** : Key Responsibilities: Provide support in the development and implementation of policies and strategies for community development. Develop and ensure operational community development reporting mechanisms on comprehensive rural development and urban renewal programmes at National and provincial level. Facilitate and coordinate inputs on community development activities across government departments and with relevant stakeholders. Facilitate and disseminate information to community development stakeholder. Develop database for community development organisations and institutions in the country. Participate in the implementation and prioritisation of community development programmes of social development by other role-players. Facilitate the design of community development coordination and reporting framework. Represent the Department in intra and inter-departmental task team
- ENQUIRIES** : Mr M Mulaudzi (012) 312-7996

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to 535, Proes Street Arcadia.
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 13 September 2010
- NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

**OTHER POST**

- POST 34/46** : **FOOD SERVICES AID**
- SALARY** : R72 138 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The candidate must be in possession of ABET or 1 to 2 years working experience in Food Service Aid. Good communication skill. Good planning and organising skill. Willingness to work under pressure and irregular hours. Ability to work under minimal supervision.
- DUTIES** : The successful candidate will be responsible for preparing venues for meetings, functions, etc. Provide refreshments during meetings and functions. Cleaning of utensils, dishes, cups and glasses within the office. Ensure safekeeping of catering equipment and stock. Cleaning Services as required. Any duties delegated by the supervisor.



## DEPARTMENT OF TOURISM

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

- APPLICATIONS** : The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1<sup>st</sup> Floor, North Tower, Room 106 (Information Center)
- FOR ATTENTION** : Ms N Sebola
- CLOSING DATE** : 13 September 2010
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

## OTHER POSTS

- POST 34/47** : **DEPUTY DIRECTOR: PROVINCIAL PROGRAMME MANAGER (EASTERN CAPE, BISHO/MTHATA AREA) REF NO: NDT146/2010**

- SALARY** : All inclusive remuneration package of R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized tertiary qualification in Public Administration, Tourism, Natural Science or Development Studies or at least 5 years experience in Project Management environment. Experience in the implementation, monitoring and evaluation of Government job creation and/or poverty alleviation programmes and the Expanded Public Works Programme; Knowledge of relevant government legislation, and policies; Working knowledge and understanding of the Public Finance Management Act.; the following skills will be an advantage: Numerical and analytical skills. Good report writing skills; facilitation, research, interpersonal, co-ordination, community liaison and problem solving skills. Stakeholder management skills. Good human resource management and communication skills; project management skills, decision- making and organising skills; computer literacy with a working knowledge of MS Excel, MS Power-point, MS Word and Internet; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work with limited supervision. Code EB Drivers' license and willingness to travel and work after hours.

- DUTIES** : The successful applicant will be responsible for the following duties: Manage and provide assistance to project implementers or service providers of the Department; General management of contracts and payments; Review progress, undertake project inspections and quality assurance; Ensure that project annual and completion audit reports are submitted for all projects in terms of the Memorandum of Agreement of a project; Ensure that Reporting on the project management system is done monthly; evaluate all project reports; ensure compliance with approved project business plans and business plans amendments; cash flow monitoring of projects; Ensure that Expanded Public Works Programme reports are submitted monthly for each project; Attend Project advisory Committee meetings of projects; Provide support to the Directorate: Programme Management and Chief Directorate: Social Responsibility Implementation; Oversee the management of staff and other provincial resources in the regional office; Stakeholder management and engagement.

- ENQUIRIES** : Mr T Sibeko Tel (012) 310-3667

**POST 34/48** : **ASSISTANT DIRECTOR: JOB EVALUATION AND ORGANISATIONAL DEVELOPMENT REF NO: NDT147/2010**

**SALARY** : R192 540 per annum (an all-inclusive remuneration package of R 270 455) conditions apply

**CENTRE REQUIREMENTS** : Pretoria  
A recognized tertiary qualification in Work-study/Organisational development or equivalent relevant qualification in the Behavioral Sciences. Relevant practical experience in Work-study/Organizational Development, project management will be an advantage. Knowledge or experience of the job evaluation system applicable in the Public Service and Orgplus. Broad knowledge of the Public Service Human Resource Regulatory framework with special focus on job evaluation and organizational development. Ability to conduct organisation design investigations. The ability to lead a team during evaluation of jobs including projects. Knowledge and skills of the processes of policy research, analysis and development. Knowledge and skills in formulating and writing of job evaluation submissions and organisation design reports.

**DUTIES** : Develop and maintain action plans for the development and application of job evaluation and organisation design policies, guidelines and investigations in the Department. Perform the constant monitoring and managing of the job evaluation processes. Manage the application of the Organisation design principles in the Department. Manage work allocated to consultants and provide regular reporting on projects. Oversee the arrangements pertaining to the Job Evaluation Panel meetings. Ensure empowerment of Job Evaluation Unit and Job Evaluation Panel members to provide job evaluation and organization design support services.

**ENQUIRIES** : Mr NA Raphiri Tel (012) 310-3762

**POST 34/49** : **ASSISTANT DIRECTOR: SECRETARIAT SERVICES, OFFICE OF THE CHIEF OPERATING OFFICER REF NO: NDT148/2010**

**SALARY** : R192 540 per annum (an all-inclusive remuneration package of R 270 455) conditions apply

**CENTRE REQUIREMENTS** : Pretoria  
A recognized tertiary qualification in Public Management or extensive experience in Secretariat Services, knowledge and understanding of Tourism Management and Project Management will be an added advantage. Sound knowledge of administration, good interpersonal, communication (writing and verbal), organising skills, Electronic Document Management System. Excellent computer skills and have good knowledge of report writing, minutes taking and memos. The applicant should have the ability to work independently, with difficult clients, team competency, willing to work under pressure, multi-tasking and self supervision. Must have a valid driver license and travel from time to time.

**DUTIES** : The successful candidate will be responsible for managing and co-ordinating the MIPTECH, MINMEC, Senior Management, and Public Entities meetings. Draft the minutes and action list for MIPTECH, MINMEC and Management meetings. Assist in coordinating procurement and logistical arrangements for the meetings. Update the list of the Provincial Tourism MECs, HODs, and CEOs on the regular basis and liaise with various stakeholders. Provide overall support during Departmental Makgotla meetings. Develop project plans that will assist in coordinating the meetings.

**ENQUIRIES** : Ms M Kekana (012) 310-3719

**POST 34/50** : **SENIOR ADMINISTRATION OFFICER: OFFICE OF THE CHIEF OPERATING OFFICER REF NO: NDT149/2010**

**SALARY** : R161 970 per annum (an all-inclusive remuneration package of R 233 364) conditions apply

**CENTRE REQUIREMENTS** : Pretoria  
A recognized tertiary qualification in Public Administration or extensive experience and knowledge in logistical arrangements and financial administration Experience in document management, project and financial

management; Ability to work under pressure; Be pro-active and ability to work independently with limited supervision; Knowledge of government policies and processes ; Good interpersonal skills , good communication skills (verbal and writing), presentation skills, planning and organizational skills, conflict management and resolution skills; Research skills and a high level of computer literacy.

**DUTIES**

: The successful candidate will be responsible for the following key functions: Provide an overall administrative support services to the Office of the Chief Operating Officer; provide financial administrative support to the office; Oversee the procurement of goods and services; Maintain a document management system for the office; Facilitate logistical arrangements for Branch meetings, seminars and workshops and conferences; Prepare presentations, submissions and reports ; Develop and manage a filing system for the office. Assist with the Branch planning and reporting processes; Provide support on the coordination of other Branch activities.

**ENQUIRIES**

: Mr J Matlala Tel: (012) 310-3661

## DEPARTMENT OF TRADITIONAL AFFAIRS

*The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the posts. Candidature of persons whose appointment/transfer will promote representivity will therefore receive preference. 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.
- CLOSING DATE** : 10 September 2010 No applications received after the closing date will be accepted.
- 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. 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.

## MANAGEMENT ECHELON

- POST 34/51** : **SENIOR AUDITOR: INTERNAL AUDIT (DIRECTOR LEVEL) REF NO: 18**  
Objective: To conduct internal audits in the Department to ensure that its resources are effectively and efficiently utilised.  
Office of the Director-General
- SALARY** : Annual Salary: All-inclusive remuneration package of R 652 572. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS** : A degree or equivalent qualification with extensive work experience in Internal Auditing at management level. Technical Competencies: Operational and Information Technology Audits, Risk Management and Auditing practices, Public Finance Management Act, Corporate Governance, Treasury Audits • Management Competencies: Strategic capability and leadership, people management and empowerment, programme and project management, Service Delivery Innovation (SDI), client orientation and customer focus, financial management, Communication, change management, knowledge management, problem solving and analysis.
- DUTIES** : The successful candidate will perform the following duties: Develop and implement the rolling out of the strategic internal audit plans • Liaise with external auditors, National Treasury and the Office of the Director-General in respect of internal audit performance • Institute procedures that ensure that internal audit work complies with the quality assurance standards set for the department by the Auditor-General, Treasury Regulations, PFMA and the standard for the Professional Practice of internal auditing and the code of ethics of the Institute of Internal Auditors • Provide the Audit committee and the DG

with critical, honest and strategic information about the Department's operational risk • Review the main audit findings on the department and effect corrective action • Engage and supervise audit service providers and service level agreements • Identify, analyse and manage all financial risks faced by the department at strategic and operational level.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response2@pinpointone.co.za](mailto:response2@pinpointone.co.za) or fax to 086 604 9724

**POST 34/52** : **SENIOR MANAGER: CORPORATE PLANNING AND GOVERNANCE (DIRECTOR LEVEL) REF NO: 19**

Objective: To facilitate and co-ordinate all strategic planning processes within Traditional Affairs and its stakeholders.

**SALARY** : All-inclusive remuneration package of R652 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 experience at middle management level in Strategic Planning or Corporate Governance. (A qualification in Public Administration will be an added advantage). Management Competencies: Strategic capability and leadership, people management and empowerment, programme and project management, Service Delivery Innovation (SDI), client orientation. and customer focus, financial management, communication, change management, knowledge management, problem solving and analysis.

**DUTIES** : The successful candidate will perform the following duties: Oversee the overall management of strategic and business planning processes in Co-operative Governance as required in terms of the Public Service Regulations and Public Finance Management Act • Ensure that the broad strategy of Traditional Affairs' programmes find expression in the strategic plan of the department • Ensure linkages between the Ministry of Cooperative Governance and Traditional Affairs strategies and operational plans • Develop and maintain appropriate governance and performance management systems that support the Department of Traditional Affairs' strategy implementation, determination of strategic requirements and assist in the assessment of the performance of the Department against set performance indicators and targets • Co-ordinate collection, analysis and interpretation as well as planning capacity through transference of skills to senior managers • Monitor and evaluate the organisation's performance, initiate corrective adjustments in vision, medium and long-term direction, objectives, strategy, new challenges and opportunities • Direct strategic planning and monitor execution of the department's strategy.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response2@pinpointone.co.za](mailto:response2@pinpointone.co.za) or fax to 086 604 9724

**NOTE** : The successful candidate for each Senior Manager 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.

#### **OTHER POSTS**

**POST 34/53** : **PERSONAL ASSISTANT (DEPUTY-DIRECTOR LEVEL 11) REF NO: 20**  
Objective: To provide high-level office, administrative and secretarial services to the Director-General.

**SALARY** : An all-inclusive remuneration package of R 378 456 per annum.  
**REQUIREMENTS** : An appropriate recognised three-year tertiary qualification backed by relevant experience and a good understanding of the core functions of the Department .Adaptable, self-motivated, assertive, innovative and reliable candidate who is able to function efficiently under extreme pressure, interact with people at various levels and deal with information at a high level of confidentiality . Communication (verbal and written) and interpersonal skills. Time and office management. Highlevel administrative and organisational skills. Computer literacy. Report and minute writing skills . Planning and monitoring skills. Ability to deal with queries promptly.

- DUTIES** : The successful candidate will be responsible for the following duties: Promote the image of the Office of the Director-General . Effectively manage the Director-General's office, including correspondence management, office budget and expenditure control, developing and managing a system of information and document control, following up on reports and actions to be taken and managing deadlines and tracking progress . Compile referral memoranda . Co-ordinate one-on-one meetings .Ensure all urgent correspondence, including Ministerial referrals are brought to the DG's attention. Ensure that all responses to Parliamentary questions are forwarded to the Minister's office. Attend to all other correspondence that has been received and processed in the office . Accompany the DG to meetings, visits and other engagements, as and when required. Co-ordinate the proper administration of the DG's office with the Administrative Assistant.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response2@pinpointone.co.za](mailto:response2@pinpointone.co.za) or fax to 086 604 9724
- POST 34/54** : **MANAGER: CONFLICT RESOLUTION (DEPUTY DIRECTOR LEVEL 11) REF NO: 26**  
Objective: To provide support in dispute resolution and developmental issues pertaining to traditional leadership and institutions.  
Chief Directorate: Research and Information Management  
Directorate: Research
- SALARY** : An all-inclusive remuneration package of R 378 456 per annum.  
**REQUIREMENTS** : Appropriate tertiary or equivalent qualification •Previous experience in dispute resolution and conflict management and/or research in traditional communities, proven report writing and research skills.
- DUTIES** : The successful candidate will be responsible for the following duties: • Conduct research on disputes and claims matters • Give support with regards to dispute resolution and developmental issues and pertaining to traditional leadership and institutions • Render information support to the Traditional Commission on disputes and claims • Assist in the facilitation by providing technical support in the preparation of reports • Advise on the social case histories, correspondence and other documents • Implement legislative enactments and court rules relating to a dispute • Assist in the knowledge management practices for tracking current trends, rules and legislation.
- 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](mailto:contact@pinpointone.co.za) or fax to 086 694 9476
- POST 34/55** : **MANAGER: RESEARCH (DEPUTY-DIRECTOR LEVEL 11) REF NO: 27**  
Objective: To conduct research and provide up-to-date information on the government information system regarding traditional leadership.
- SALARY** : An all-inclusive remuneration package of R 378 456 per annum.  
**REQUIREMENTS** : A post-graduate qualification in Development Studies, Politics, Anthropology or Social Sciences will be an added advantage). Extensive experience in the research on traditional leadership, Khoisan, Anthropological and genealogical services.
- DUTIES** : The successful candidate will be responsible for the following duties: Identify and undertake new research topics. Update research assignments. Gather information on provincial research regarding traditional leadership institutions. Provide support to institutions regarding traditional leadership information. Conduct research concerning the history, leadership structures, genealogies, judicial systems, succession laws and tradition.
- 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](mailto:contact@pinpointone.co.za) or fax to 086 694 9476
- POST 34/56** : **MANAGER: ANTHROPOLOGIST GOVERNANCE (DEPUTY-DIRECTOR LEVEL 11) 4 POSTS REF NO: 28**  
Objective: To provide anthropological support and advice to traditional communities, government, statutory bodies, research institutions and the public.

- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R 378 456 per annum.  
: Appropriate tertiary or equivalent qualification (Qualification in Development Studies, Politics, Anthropology or Social Sciences will be an added advantage) • Experience in research on anthropological and genealogical services, analytical and report writing skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Identify and undertake new research topics with regards to anthropological and genealogical services. Update anthropological and genealogical services. Conduct analysis of research data and develop reports on researched topics. Gather provincial research regarding traditional leadership institutions. Provide support to institutions regarding anthropological and genealogical information.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869  
: Applications for the above-mentioned post must be e-mailed to the following address: [response12@pinpointone.co.za](mailto:response12@pinpointone.co.za) or fax to 086 560 4369
- POST 34/57** : **MANAGER: GOVERNMENT INFORMATION SYSTEMS (DEPUTY-DIRECTOR LEVEL 11) REF NO: 29**  
Objective: To develop GIS systems in terms of the requirements management, data acquisition, data structure design, data access and dissemination, product design, production and implementation.
- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R 378 456 per annum.  
: Appropriate tertiary or equivalent qualification in Computer Science/ Information Systems and Technology.
- DUTIES** : The successful candidate will be responsible for the following duties: Creation of operational policy and procedure documents. Policy and procedure administration, implementation and maintenance. Management of data access and dissemination through requirements document, construction of database of users, compiling a register of data requests. Develop and provide training on how to utilise the system. Provide support to institutions/ stakeholders regarding the government information system.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869  
: Applications for the above-mentioned post must be e-mailed to the following address: [response12@pinpointone.co.za](mailto:response12@pinpointone.co.za) or fax to 086 560 4369
- POST 34/58** : **MANAGER: PARTNERSHIPS (DEPUTY-DIRECTOR LEVEL 11) REF NO: 39**  
Objective: To provide technical support in the development of and review of strategies and policies for partnerships between national government, municipalities and traditional councils.
- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R 378 456 per annum.  
: Appropriate degree or equivalent qualification. Extensive relevant experience in local government.
- DUTIES** : The successful candidate will be responsible for the following duties: Create awareness among inland and coastal stakeholders on the Partnership Strategy as a service delivery mechanism. Give technical support to stakeholders on initiating Partnerships and to stakeholders with existing partnerships .Enhance the capacity of the municipalities to enter into partnership arrangements with traditional councils. Advise senior officials on matters pertaining to Partnerships with traditional councils. Assist senior officials in monitoring the performance of partnerships between municipalities and traditional councils. Develop a strategy of Stimulating/encouraging partnerships between municipalities and traditional councils.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869  
: Applications for the above-mentioned post must be e-mailed to the following address: [response17@pinpointone.co.za](mailto:response17@pinpointone.co.za) or fax to 086 560 4369
- POST 34/59** : **MANAGER: INTERGOVERNMENTAL RELATIONS (DEPUTY-DIRECTOR LEVEL 11) REF NO: 42**  
Objective: To co-ordinate the participation of Traditional Leadership in intergovernmental structures on all spheres of government.  
Directorate: Intergovernmental Relations

- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R378 456 per annum.  
: Appropriate degree or equivalent qualification (Qualification in Public Administration or Development Studies will be an added advantage) Extensive relevant experience in local government, and in-depth knowledge of the legislation.
- DUTIES** : The successful candidate will be responsible for the following duties: Co-ordinate and manage the implementation of the intergovernmental relations strategy, the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005) and other constitutional and governance related legislation. Assist in the development and review of policy to support the intergovernmental strategy. Facilitate implementation and policy analysis to strengthen intergovernmental strategy. Monitor and measure effectiveness of the intergovernmental strategy. Contribute to drafting Parliamentary Questions, and Cabinet Memoranda, etc. that are not specifically the domain of the Directorate.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869  
: Applications for the above-mentioned post must be e-mailed to the following address: [response18@pinpointone.co.za](mailto:response18@pinpointone.co.za) or fax to 086 560 4369
- POST 34/60** : **PARLIAMENTARY OFFICER (DEPUTY-DIRECTOR LEVEL 11) REF NO: 21**  
Objective: To co-ordinate and manage departmental reports to The Presidency, Parliamentarians and role players.
- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R 378 456 per annum.  
: Appropriate degree or equivalent qualification. Extensive experience in parliamentary processes and procedures. Research and report writing skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Advise political and administrative Principals of the department on all parliamentary matters impacting directly and indirectly on Traditional Affairs .Ensure that the department and ministry account efficiently and effectively to Parliament. This includes the tabling of Strategic Plans, Financial Statements, Annual Reports, Budget Vote, etc. This also includes the management of the process of answering questions in the National Assembly and National House of Provinces. Develop and manage the process of answering questions in the National Assembly and National House of Provinces. Liaise and ensure good working relationships with organs of Parliament such as Office of the Leader of Government Business, Questions Office, Office of the Speaker, Office of the Chair of the NCOP, Portfolio and Select Committees, Office of the Chief Whip, Constituency Office, etc. Analyse documents emanating from different organs of Parliament, prepare reports, and communicate relevant information to the ministry and department.
- 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](mailto:response3@pinpointone.co.za) or fax to 086 697 3898
- POST 34/61** : **DEPUTY MANAGER (ASSISTANT-DIRECTOR LEVEL 9) REF NO: 24**  
Objective: To provide an office management and support function in the Office of the Deputy Director-General.  
Branch: Research, Policy And Legislation  
Office Of The Deputy Director-General: Research, Policy And Legislation
- SALARY REQUIREMENTS** : R192 540 per annum.  
: Appropriate diploma or equivalent qualification • Extensive experience in secretarial environment and high-level office administration skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Effectively manage the Deputy Director-General's office including correspondence management, office budget and expenditure control. Develop and manage a system of information and document control. Compile referral memoranda. Ensure that the DG and the DDG have one-on-one meetings to keep the DG informed of developments in the Branch. Ensure that the DDG has an annual plan with objectives broken down into action steps aligned with the Strategic Plan of the Department. Ensure that the action steps as set out in the DDG's annual plan are accommodated in the schedule for the year.
- 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](mailto:response6@pinpointone.co.za) or fax to 086 697 9222
- POST 34/62** : **DEPUTY MANAGER: LEGISLATION (ASSISTANT -DIRECTOR LEVEL 9)**  
**REF NO: 31**  
Objective: To co-ordinate the development and implementation of policy legislation and customary law on traditional leadership.  
Chief Directorate: Policy And Legislation  
Directorate: Policy
- SALARY** : R 192 540 per annum.  
**REQUIREMENTS** : Appropriate tertiary or equivalent qualification• Previous knowledge and experience of Legislation and Policy Frameworks applicable to local government.
- DUTIES** : The successful candidate will be responsible for the following duties: Assist in interpreting laws, rulings and regulations for the Department. Liaise with relevant stakeholders regarding policy and legislative matters. Assist in developing legislation for traditional leadership roles. Provide support on the implementation of the National Framework Legislation and some 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: [response13@pinpointone.co.za](mailto:response13@pinpointone.co.za) or fax to 086 560 4369
- POST 34/63** : **DEPUTY MANAGER (ASSISTANT-DIRECTOR LEVEL 9) REF NO: 32**  
Objective: To provide an office management and support function in the Office of the Deputy Director-General.  
Branch: Institutional Support and Co-Ordination  
Office of the Deputy Director-General: Institutional Support And Co-Ordination
- SALARY** : R192 540 per annum.  
**REQUIREMENTS** : Appropriate diploma or equivalent qualification • Extensive experience in secretarial environment and high-level office administration skills.
- DUTIES** : The successful candidate will be responsible for the following duties: effectively manage the Deputy Director-General's office including correspondence management, office budget and expenditure control Develop and manage a system of information and document control. Compile referral memoranda. Ensure that the DG and the DDG have one-on-one meetings to keep the DG informed of developments in the Branch Ensure that the DDG has an annual plan with objectives broken down into action steps aligned with the Strategic plan of the Department. Ensure that the action steps as set out in the DDG's annual plan are accommodated in the schedule for the year. Ensure that all responses to the Parliamentary questions are forwarded to the Minister's and DG's office.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response13@pinpointone.co.za](mailto:response13@pinpointone.co.za) or fax to 086 560 4369
- POST 34/64** : **DEPUTY MANAGER: PARTNERSHIPS (ASSISTANT-DIRECTOR LEVEL 9) 2**  
**POSTS REF NO: 40**  
Objective: To provide administrative support in the development of and review of strategies and policies for partnerships between national government, municipalities and traditional councils.
- SALARY** : R 192 540 per annum  
**REQUIREMENTS** : Appropriate degree or equivalent qualification •Extensive relevant experience in local government.
- DUTIES** : The successful candidate will be responsible for the following duties: To provide technical assistance in developing a partnership framework and strategy. Manage relations with key stakeholders in the Public-Public-Partnership. Develop and maintain a database of completed partnerships Provide technical support in the assessment of the impact of partnerships on service delivery targets. Respond to telephonic and enquiries relating to established partnerships and/or the partnership strategy. Handle the project administration for inland and

- coastal projects. To provide administrative assistance in designing the strategy execution support systems and tools. To provide administrative assistance in strategy implementation processes and procedures. To provide administrative assistance in the monitoring and review processes on the partnerships strategy
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response17@pinpointone.co.za](mailto:response17@pinpointone.co.za) or fax to 086 560 4369
- POST 34/65** : **DEPUTY MANAGER: INTERGOVERNMENTAL RELATIONS (ASSISTANT-DIRECTOR LEVEL 9) 2 POSTS REF NO: 43**
- Objective: To provide the technical support services in the Directorate's role of implementing the intergovernmental relations strategy.
- SALARY** : R 192 540 per annum
- REQUIREMENTS** : Bachelor's Degree or equivalent qualification (Qualification in Public Administration/Social Science will be an added advantage) • Extensive relevant experience in local government.
- DUTIES** : The successful candidate will be responsible for the following duties: Co-ordinate inland and coastal intergovernmental relations. Manage inland and coastal intergovernmental relations projects. Co-ordinate the implementation of the intergovernmental relations strategy. Provide technical support in the development and review of policy to support the intergovernmental strategy. Assist in the facilitation of implementation and policy analysis to strengthen intergovernmental strategy. Assist in the monitoring and reporting on the effectiveness of the intergovernmental Strategy. Provide technical support in drafting Parliamentary Questions, and Cabinet Memoranda, etc. that are not specifically the domain of the Directorate.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response19@pinpointone.co.za](mailto:response19@pinpointone.co.za) or fax to 086 560 4369
- POST 34/66** : **SENIOR ADMINISTRATIVE OFFICER: INTERGOVERNMENTAL RELATIONS (LEVEL 8) REF NO: 44**
- Objective: To provide the administrative support in the Directorate: Intergovernmental Relations.
- SALARY** : R 161 970 per annum
- REQUIREMENTS** : Appropriate diploma or equivalent qualification (Qualification in secretarial/administration will be an added advantage).
- DUTIES** : The successful candidate will be responsible for the following duties: Handle the administrative duties in coordination of the inland and coastal intergovernmental strategy. Handle the project administration for inland and coastal projects. Provide administrative support in managing the implementation of partnerships and stakeholder relationships • Provide technical and administrative support to the directorate in terms of the key strategic meetings and workshops. Develop a database of intergovernmental partnerships in all spheres of the government and outside stakeholders. Collection of relevant and critical documentation that relates to work of the unit. To provide administrative assistance in the monitoring and review processes on the intergovernmental relations.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response19@pinpointone.co.za](mailto:response19@pinpointone.co.za) or fax to 086 560 4369
- NOTE** : Short listed candidates for posts of Senior Manager could further be expected to complete management competency assessments.
- POST 34/67** : **SENIOR ADMINISTRATION OFFICER: PARTNERSHIPS (LEVEL 8) REF NO: 41**
- Objective: To provide administrative support within the Directorate: Partnerships.
- SALARY** : R 161 970 per annum
- REQUIREMENTS** : Appropriate diploma or equivalent qualification (Qualification in secretarial/administration will be an added advantage).
- DUTIES** : The successful candidate will be responsible for the following duties: Handle the administrative duties in co-ordination of the inland and coastal partnerships

strategy. Handle the project administration for inland and coastal projects. Provide administrative support in managing the implementation of partnerships and stakeholder relationships. Provide technical and administrative support to the directorate in terms of the key strategic meetings and workshops. Develop a database of partnerships in all spheres of the government and outside stakeholders. Collection of relevant and critical documentation that relates to the work of the unit. To provide administrative assistance in the monitoring and review processes on the partnerships strategy.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response18@pinpointone.co.za](mailto:response18@pinpointone.co.za) or fax to 086 560 4369

**POST 34/68** : **EXECUTIVE ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (LEVEL 8) REF NO: 33**

Objective: To provide secretarial support to the office of the Deputy Director-General: Institutional Support and Co-ordination.

**SALARY** : R 161 970 per annum.  
**REQUIREMENTS** : Senior Certificate or equivalent qualification with extensive experience in secretarial and office administration • Computer literate • Good writing and communication skills (An appropriate diploma or equivalent qualification will be an added advantage).

**DUTIES** : The successful candidate will be responsible for the following duties: Manage the diary and appointments of the Deputy Director-General. Maintain a filing system and a document control system. Make arrangements for the Deputy Director-General's travel and accommodation. Arrange venues and refreshments for meetings. Maintain systematic office organisation systems.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response14@pinpointone.co.za](mailto:response14@pinpointone.co.za) or fax to 086 560 4369

**POST 34/69** : **SENIOR ADMINISTRATIVE OFFICER: INSTITUTIONAL DEVELOPMENT (LEVEL 8) REF NO: 34**

Objective: To provide support to provinces in capacitating the institutions of traditional leadership.

Chief Directorate Institutional Development And Capacity Building  
Directorate: Institutional Development

**SALARY** : R 161 970 per annum  
**REQUIREMENTS** : Appropriate diploma or equivalent qualification Extensive experience in programmes.

**DUTIES** : The successful candidate will be responsible for the following duties: Develop administrative and management support systems. Manage Traditional Institutional Financial and Infrastructure Grant. Render monitoring and evaluation services within provinces. Co-ordinate interventions directed at building organisational and people capabilities on traditional affairs matters.

**ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869  
**APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response14@pinpointone.co.za](mailto:response14@pinpointone.co.za) or fax to 086 560 4369

**POST 34/70** : **SENIOR ADMINISTRATIVE OFFICER: SKILLS DEVELOPMENT (LEVEL 8) REF NO: 35**

Objective: To render administrative, training and development programmes.  
Directorate: Skills Development

**SALARY** : R 161 970 per annum  
**REQUIREMENTS** : Appropriate diploma or equivalent qualification. Experience in skills development programme administration.

**DUTIES** : The successful candidate will be responsible for the following duties: Develop assessment guides for training courses. Conduct regular briefing sessions with training providers. Identify accredited training service providers. Co-ordinate skills development plans. Provide administrative and logistical support on skills development interventions. Maintain effective records and information

- management system on skills development programmes. Assist in the monitoring and reporting on skills development.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response15@pinpointone.co.za](mailto:response15@pinpointone.co.za) or fax to 086 560 4369
- POST 34/71** : **EXECUTIVE ASSISTANT (LEVEL 8) REF NO: 25**
- Objective: To provide secretarial and administrative services to the Deputy Director-General: Research, Policy and Legislation
- SALARY** : R161 970 per annum
- REQUIREMENTS** : Senior Certificate or equivalent qualification with extensive experience in secretarial and office administration • Computer literate • Good writing and communication skills (An appropriate diploma or equivalent qualification will be an added advantage).
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries to and from the Deputy Director-General. Manage the diary and appointments schedule of the DDG. Maintain a filing system and a document control system. Promote effective diary co-ordination between the Office of the Deputy Director-General and the Director-General. Make travel arrangements for the DDG. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organisation systems.
- 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](mailto:response6@pinpointone.co.za) or fax to 086 697 9222
- POST 34/72** : **ADMINISTRATIVE ASSISTANT TO THE DIRECTOR-GENERAL AND EXECUTIVE MANAGER: OFFICE OF THE DIRECTOR-GENERAL (LEVEL 6) REF NO: 22**
- Objective: To provide secretarial and administrative services to the Director-General.
- SALARY** : R 105 645 per annum
- REQUIREMENTS** : Senior Certificate or equivalent qualification with relevant experience in secretarial and office administration• Computer literate • Good writing and communication skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries to and from the Director-General. Manage the diary and appointments schedule of the Executive Manager Maintain a filing system and a document control system. Promote effective electronic diary co-ordination between the Office of the Executive Manager and the Director-General. Make travel arrangements for the Executive Manager. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organisation systems.
- 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](mailto:response3@pinpointone.co.za) or fax to 086 697 3898
- POST 34/73** : **ADMINISTRATIVE ASSISTANT (LEVEL 6) REF NO: 36**
- Objective: To provide secretarial and administrative services to two senior managers.
- SALARY** : R 105 645 per annum.
- REQUIREMENTS** : Senior Certificate or equivalent qualification with relevant experience in secretarial and office administration• Computer literate • Good writing and communication skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries. Manage the diary and appointments schedule. Maintain a filing system and document control system. Promote effective diary co-ordination in an electronic or at least a professional manual system. Make travel arrangements. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organisation systems.
- ENQUIRIES** : Ms H Engelbrecht on (012) 334 0869

- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response15@pinpointone.co.za](mailto:response15@pinpointone.co.za) or fax to 086 560 4369
- POST 34/74** : **ADMINISTRATIVE ASSISTANT: TO THE CHIEF DIRECTOR: PARTNERSHIPS (LEVEL 6) REF NO: 37**  
Objective: To provide secretarial and administrative services.  
Chief Directorate: Partnerships
- SALARY REQUIREMENTS** : R 105 645 per annum
- DUTIES** : Senior Certificate or equivalent qualification with relevant experience in secretarial and office administration • Computer literate • Good writing and communication skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries. Manage the diary and appointments schedule. Maintain a filing system and a document control system. Promote effective diary co-ordination in an electronic or at least manual system. Make travel arrangements. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organization
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response16@pinpointone.co.za](mailto:response16@pinpointone.co.za) or fax to 086 560 4369
- POST 34/75** : **ADMINISTRATIVE ASSISTANT (LEVEL 6) REF NO: 38**  
Objective: To provide secretarial and administrative services to the Director: Partnerships and to the Director: Intergovernmental Relations.  
Directorate: Partnerships
- SALARY REQUIREMENTS** : R 105 645 per annum.
- DUTIES** : Senior Certificate or equivalent qualification with relevant experience in secretarial and office administration • Computer literate • Good writing and communication skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries. Manage the diary and appointments schedule. Maintain a filing system and a document control system. Promote effective diary co-ordination in an electronic or at least manual system. Make travel arrangements. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organisation systems.
- ENQUIRIES APPLICATIONS** : Ms H Engelbrecht on (012) 334 0869
- APPLICATIONS** : Applications for the above-mentioned post must be e-mailed to the following address: [response16@pinpointone.co.za](mailto:response16@pinpointone.co.za) or fax to 086 560 4369
- POST 34/76** : **ADMINISTRATIVE ASSISTANT TO THE SENIOR AUDITOR (LEVEL 6) REF NO: 23**  
Objective: To provide secretarial and administrative services.
- SALARY REQUIREMENTS** : R105 645 per annum
- DUTIES** : Senior Certificate or equivalent qualification with relevant experience in secretarial and office administration • Computer literate • Good writing and communication skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Process all telephone calls and queries. Manage the diary and appointments schedule. Maintain a filing system and a document control system. Promote effective diary co-ordination in an electronic or at least manual system. Make travel arrangements. Arrange meeting venues and refreshments for meetings and visitors. Maintain systematic office organisation systems.
- ENQUIRIES APPLICATIONS** : 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](mailto:response6@pinpointone.co.za) or fax to 086 697 9222
- POST 34/77** : **DATA CAPTURER: INFORMATION SYSTEMS (LEVEL 5) REF NO: 30**  
Objective: To provide administrative and general office support to the Directorate: Government Information Systems.
- SALARY** : R 87 978 per annum.

**REQUIREMENTS**

: A senior certificate or equivalent qualification. Experience in data capturing and/or of data management in MS Excel or MS ACCESS.

**DUTIES**

: The successful candidate will be responsible for the following duties: Input data in the required format. Maintain the data quality of the database. Record information on the database for management reports. Compile data for reports and memoranda. Maintain the filing and document control systems. Assist in user queries and provide feedback to users.

**ENQUIRIES**

: Ms H Engelbrecht on (012) 334 0869

**APPLICATIONS**

: Applications for the above-mentioned post must be e-mailed to the following address: [reception@pinpointone.co.za](mailto:reception@pinpointone.co.za) or fax to 011 325 5113

## DEPARTMENT OF WATER AFFAIRS

**CLOSING DATE** : 10 September 2010  
**NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

## OTHER POSTS

**POST 34/78** : **SCIENTIST (PRODUCTION) GRADE A - C**

**SALARY** : R298 053 – R456 921 pa all inclusive  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A Bsc with Honours in Hydrogeology or Geology, Geophysics, Geochemistry or equivalent qualification. Registration with SACNASP as a Professional Scientist. Knowledge and experience of groundwater resource exploration, aquifer characterization and development of management information products. Ability to analyze and interpret hydrogeological data. Good report writing and communication skills. Ability to manage and supervise drilling programmes. Knowledge of groundwater information systems. Knowledge of computer based groundwater assessment programmes. Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management. Understanding of integrated water resources management. A valid driver's licence (Code 8/EB). Knowledge of National Water Act, Water Services Act, Environmental Management Act, Water Services Development Plans and National Water Resource Strategy.

**DUTIES** : Provide scientific and technical expertise in the field of physical and earth sciences in order to assess, develop, protect, use conserve and manage groundwater resources in Mpumalanga. Support implementation of groundwater protection strategies and related protocols at regional level. Provide groundwater extension service. Provide input to environmental impact assessment processes and related groundwater protection issues. Evaluate and assess groundwater use license applications. Plan and supervise implementation of the regional groundwater monitoring and information programme.

**ENQUIRIES** : Mr. S Kheva tel no. 013-759 7524  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo

**POST 34/79** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (DRINKING WATER AND WASTEWATER QUALITY MANAGEMENT) COMPLIANCE MONITORING AND ENFORCEMENT**

**SALARY** : R238 551 per annum plus benefits  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : 4 year degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience. A valid driver's license. Computer literacy •A clear understanding of the departments role and policy with respect to water resource management•knowledge of the National Water Act, Water Services Act and related policies, strategies, and guidelines .Proven Managerial and Communication skills•Knowledge of Human Resource Policies•A clear understanding of transformation in the Public Service.

**DUTIES** : •Implement and enforce the National Water Act, Water Services Act, and DWA policies and regulations• Ensure that assessments of drinking water quality supplied to communities by Water Service Authorities are conducted for all 18 WSA in the Province• Ensure that Audit Sampling for Drinking water and wastewater quality is conducted in all the 18 WSA• Ensure that monthly Drinking Water Quality Management meetings are conducted• Ensure that Blue and Green Drop Certification Workshops are conducted for all 18 WSA in preparation of the assessments• Participate in the assessment of Water Services Authorities (WSA) for Blue and Green Drop certification as a trained Lead assessor for the Province• Ensure that workshops on the Regulatory Performance Measurement System (RPMS) are arranged for all the WSA in the Province• Assess WSA for compliance with RPMS during the reporting period• Ensure Participation in the Aqua Enduro (Drinking water and water resource educational programme) by the unit• Ensure Management of performance of staff within the unit• Arrange for training of staff as part of the development plan• ensure proper financial management within the unit.

**ENQUIRIES** : Ms B.L Mahlangu, tel. (013) 7597317  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X 11259, Nelspruit 1200

**FOR ATTENTION** : Ms. FM. Hlatshwayo

**POST 34/80** : **CONTROL ENVIRONMENTAL OFFICER GRADE A COMPLIANCE MONITORING AND ENFORCEMENT (CRIMINAL INVESTIGATIONS)**

**SALARY** : R238 551 per annum plus benefits  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : 4 year degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience. A valid driver's license. Designated or trained as an Environmental Management Inspector will be an added advantage. Experience in criminal investigation and evidence-gathering skills. Working knowledge of criminal law, criminal procedures law, law of evidence, administrative law and constitutional law. knowledge of or experience in the integration of law and environmental science. Knowledge of environmental legislation, National Water Act (NWA) and Water Services Act (WSA) and policies. Experience in liaising with the SAPS and prosecutors. Information and database management. problem solving skills. Communication skills (verbal and writing).

**DUTIES** : Implement and enforce the National Water Act, Water Services Act , National Environmental Management Act, and DWA policies and regulations•Conduct thorough, tactical investigations and collect evidence into reports of alleged non-compliance with the NWA and WSA and water use authorisations • Manage investigations case dockets• Conduct on site investigations• Take a lead in the execution of search warrant and handle records and safeguard evidence• Interview witness and take affidavits• Liaise with SAPS officials and prosecutors• Network and build relationships with other enforcement agencies• Ensure training of junior staff on criminal investigation.

**ENQUIRIES** : Ms B.L Mahlangu, tel. 013-7597317  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X 11259, Nelspruit 1200

**FOR ATTENTION** : Mrs. F. Hlatshwayo

**POST 34/81** : **ASSISTANT DIRECTOR: SAP ABAP DEVELOPER**  
Sub Directorate: Financial Management Systems

**SALARY** : R192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Relevant recognised 3 year degree or diploma in Information Technology, Finance, Financial information Systems or equivalent qualification. 2 to 3 years SAP ABAP developer working experience. Computer Literacy. Ability to work under pressure. Good communication and interpersonal relations skills. Problem-solving skill.

**DUTIES** : Define and implement development standards and procedures. Develop interface programmes. Develop data conversion programmes. Develop



customised reports and forms. Work closely with SAP technical team to ensure quality, integration and to ensure required standards are maintained. Develop reliable, tested programmes that conform to the specifications and standards, taking cognisance of programming standards. Provide specialist information as/when required, advise on solutions to technical problems, to enhance the effectiveness of system operation

**ENQUIRIES** :  
**APPLICATIONS** : N Mudau Tel: (012) 336-7023  
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 34/82** : **ASSISTANT DIRECTOR: CREDITORS AND VAT RECONCILIATIONS (WTE)**

**SALARY** : R192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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. Good communications, problem solving and analytical skills. Computer literacy and ability to work under pressure. At least three (3) years supervisory, managerial and inter-personal relations skills.

**DUTIES** : Review vendor reconciliations. Prepare VAT reconciliations. Run VAT reports for input and output VAT at month-end. Complete VAT201 form for SARS. Post input and output VAT to the VAT clearing account. Submit payment files to National Treasury and Bankserv. Clear suspense accounts. Ensure compliance with Procure-to-Pay process. Ensure that accounts payable in the operational and regional offices comply with GAAP, VAT regulations and with the WTE accounts payable policies and procedures. Clear audit queries on accounts payable. Submit monthly reports to Deputy Director on status of the vendor master data and VAT reconciliations. Manage subordinates key performance areas by setting and monitoring performance standards and taking action to correct deviations where necessary in order to achieve the sub-directorates objectives.

**ENQUIRIES** : Mr J Tredoux Tel: (012) 336-7991  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 34/83** : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL (WTE)**

**SALARY** : R192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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. Good communications, problem solving and analytical skills. Computer literacy and ability to work under pressure. At least three (3) years supervisory, managerial and inter-personal relations skills.

**DUTIES** : Authorize payments and update payment files. Maintain and update the vendor master. Authorise new vendors on Safety Web and SAP. Maintain and monitor vendor master in cases of address changes, new bank details, etc. Execute payment runs in terms of the cash Management Process. Run monthly vendor reports and clear GR/IR accounts. Follow-up and clear unpaid accounts received back from Bankserv. Ensure that accounts payable in the operational and regional offices comply with GAAP, VAT regulations and with the WTE accounts payable policies and procedures. Submit monthly reports to Deputy Director on status of the vendor master data payments. Manage subordinates key performance areas by setting and monitoring performance standards and taking action to correct deviations where necessary in order to achieve the sub-directorates objectives.

**ENQUIRIES APPLICATIONS** : Mr J Tredoux Tel: (012) 336-7991  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 34/84** : **FINANCIAL CONTROLLER AND PROCUREMENT ADMINISTRATIVE OFFICIAL**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Pretoria  
: Three year tertiary qualification in Financial or Management Accounting; Three years related experience; Sound knowledge and experience of MTEF and ENE; Competencies: Good written and verbal skills; Experience of MS Word and advance excel; Advanced Knowledge of BAS and SCOA; A good working knowledge of departmental procurement procedures; Knowledge and experience of PFMA and Treasury Regulations; Ability to think analytically in terms of interpreting financial data; Ability to think and act proactively in terms of future (projections) and historical expenditure.

**DUTIES** : Financial administration support and monitoring service; Procurement service/support; Compile and manage budget of Chief Directorate and Chief Director's office; Compiles consolidated reports for the Chief Directorate; Controls and monitors expenditure of Chief Directorate and Chief Director's office; Compiles and updates Early Warning System Schedules (EWS); Ensures intervention plans are in place and implemented for non-performing sub-programmes; Checks Financial Reports; Attends to enquiries from Directorate Finance and Auditors; Compiles Financial information for the quarterly and annual reports and the Business Plans and Strategic Plans and costs the activities and finalizes these in collaboration with Directors and programme managers; Checks Professional Service Providers (PSP) claims; Receives, checks, compiles payment advisees and VA2's, and forwards them to the Procurement Office for payment; Drafts and legitimises PSP and annual RDM PSP contracts; Provide admin support resources according to activities according to the Units work's plans and compliance with statutory requirements  
CE Bode 012-336 6695

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

**FOR ATTENTION** : Ms T Bapela

**POST 34/85** : **ECONOMIST 2 POSTS WATER SERVICES REGULATION: TARIFF REGULATION COMPLIANCE MONITORING AND ENFORCEMENT**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Nelspruit  
: Three year tertiary qualification in Economics plus appropriate experience. A valid drivers license. Computer Literacy. At least three year experience in the economics field. Experience in the environmental and water management will be an added advantage. A clear understanding of the department role and policy with respect to water resource management. Knowledge of the National Water Act, 36 of 1998, Water Services Act, and related policies, strategies, and guidelines. Presentation skills. Innovative thinking, negotiating and networking skills. Proven managerial and communication skills. Knowledge of Human Resource Policies. Knowledge of Municipal Financial Management and Public Financial Management Act. A clear understanding of transformation in the Public Service.

**DUTIES** : Implement and enforce the National Water Act, 36 of 1998, Water Services Act, DWA policies and regulations. Assist in the development of policy and regulation. **Consumer Protection:** Ensure that the voice of the consumer is heard and that consumers are protected. Ensure that each Water Services Authority has set up a consumer services facility to which non-compliance can be reported by consumers. Ensure that each water services provider has a

consumer charter and that the water services provider is accessible to consumers. Undertake annual customer surveys and mediate disputes between consumers and water services authorities or providers. Ensure Service Quality Regulation. Ensure that metering, flow control, pressure management and repairing of leaks is undertaken by water services authorities and providers. Ensure that the scarce resource is not wasted. Ensure that consumers pay for what they use and are able to manage their own consumption and payment of services. Ensure that water services providers manage water losses with the view to ensuring that water resources are not wasted. Ensure that consumer installation; water using appliances must meet specified minimum standards. Assist water services in ensuring that water supplies to consumers are reliable.

**Price Regulation.** Ensure that water services authorities develop water services by-laws, policies and procedures in accordance with section 4 of the Water Services Act. Ensure that contract with external water services providers are approved by municipal councils according to the requirements set out in the Water Services Act. Participate in the approval of bulk water tariffs with respect to Water Boards.

**ENQUIRIES** : Ms B.L Mahlangu, tel. 013-759 7317  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X11259 Nelspruit 1200  
**FOR ATTENTION** : Ms. FM. Hlatshwayo

**POST 34/86** : **ASSISTANT DIRECTOR: MONITORING, EVALUATION & REPORTING OFFICE OF THE REGIONAL HEAD: MPUMALANGA**

**SALARY** : R192 540 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A recognised 3-year degree/diploma from a recognised tertiary institution, preferably in Social Science and Public Administration. At least 3 years appropriate experience in analytical assessments and report writing. Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Excellent communication, analysis and report writing skills. A team work orientation. Good inter and intra personal skills. Computer, with good knowledge of the MS Office Suite and data analysis methods and tools. A demonstrated, firm understanding of the Water and Sanitation sector and Water Sector legislation. Knowledge of the Public and Government processes. A valid driver's licence.

**DUTIES** : Report to the DD: Strategic Support and M & E. Be responsible for analysing monthly and quarterly reports. Facilitate the reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments. Assist in the provision of information and co-ordinate responses to ministerial, parliamentary questions and NCOP reports. Assist with the development of the Regional Business Plan and co-ordinate the alignment of the Directorate's Business Plan to the Regional Business Plan. Co-ordinate all internal and external M & E related activities in the Region, including the Office of the Premier. Take part in project site visits and ensure spot checks on all water- related projects. Assist with the analytical and strategic assessment of progress against sector programme targets. Respond timeously to ad hoc queries from the Region with regards to water sector performance. Assist in the development of the Government Implementation Action Plan relevant to Mpumalanga Region. Monitor and evaluate the Government Implementation Action Plan, including National, Provincial and Local Government, relevant to the Department of Water Affairs in Mpumalanga Region.

**ENQUIRIES** : Mr. FA Mntambo, tel. 013-759 7310  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X 11259, Nelspruit 1200  
**FOR ATTENTION** : Ms. FM. Hlatshwayo

**POST 34/87** : **SENIOR STATE ACCOUNTANT (SAP SYSTEM SECURITY AND AUTHORISATIONS)**

**SALARY** : R161 970 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A recognised 3-year degree or diploma in Information Technology, Finance or equivalent qualification. Appropriate experience in SAP environment with knowledge of SAP authorizations tools. Knowledge of SAP compliance calibrator will be an added advantage. Computer Literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.

**DUTIES** : The successful candidate will be responsible for the following: Maintain user master records. Assign activity groups to users. Assign profiles to users. Create new users. Reset passwords. Maintain activity groups

**ENQUIRIES APPLICATIONS** : N LehutsoTel-012 336-7347  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/88** : **SENIOR STATE ACCOUNTANT (BASIS ADMINISTRATOR)**

**SALARY CENTRE REQUIREMENTS** : R161 970 per .annum  
: Head Office, Pretoria  
: A recognised 3-year degree or diploma in Information Technology, Finance or equivalent qualification. Experience in SAP BASIS environment will be an added advantage. Computer Literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.

**DUTIES** : The successful candidate will be responsible for the following: Identify the technical infrastructure and maintenance needs. Monitor the technical environment on an ongoing basis. Implement software releases using the Controlling process of configuration management and change management. Ensure that software master copies are secured in a defined software library. Create new printers in SAP system and provide end user support.

**ENQUIRIES APPLICATIONS** : N LehutsoTel: 012) 336-7347  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/89** : **SENIOR STATE ACCOUNTANT (SAP INTEGRATION & CHANGE CONTROLLER) 2 POSITIONS**

**SALARY CENTRE REQUIREMENTS** : R 161 970 per .annum  
: Head Office, Pretoria  
: A recognised 3-year degree or diploma in Information Technology, Finance or equivalent qualification. Experience in SAP environment will be an added advantage. Knowledge of FI, CO, SD, MM and PM and integration points. Computer Literacy and ability to work under pressure. Good communication and inter-personal relations skills. Problem solving skills.

**DUTIES** : The successful candidate will be responsible for the following: Assist with the planning, scheduling and managing of all functional, technical and integration project. Facilitate and follow up user-acceptance test activities. Identify integration risks and formulate risk mitigating actions. Arrange training for all functional modules. Implement the training, communication and change management strategies. Resolve any unresolved functional, technical and integration issues of a strategic nature.

**ENQUIRIES APPLICATIONS** : N Lehutso Tel: (012) 336-7347  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/90** : **SURVEY TECHNICIANS (PRODUCTION) GRADE A - C 6 POSTS**

**SALARY** : R148 818 – R228 132 pa plus benefits

**CENTRE REQUIREMENTS** : Nelspruit  
: Applicants must be in possession of National diploma or higher. A minimum of three years appropriate practical Survey experience after obtaining qualification. Registration with PLATO as a Candidate Survey Technician/Surveyor. A valid driver's license. Knowledge of Model Maker and SURPAC software. Knowledge of the use of modern survey instrument. Must have good communication skills (verbal and written), good interpersonal relations and good planning and organizational skills.

**DUTIES** : Execute topographical surveys, supply topographical survey data to internal clients. Assist in deformation and hydrographic survey.

**ENQUIRIES APPLICATIONS** : G Siziba tel no 013-759 7342  
: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit, 1200

**FOR ATTENTION** : Ms FM Hlatshwayo

**POST 34/91** : **ENVIRONMENTAL OFFICER GRADE A – C: COMPLIANCE MONITORING AND ENFORCEMENT ABSTRACTION AND STORAGE 2 POSTS SFRA AND RIVER DIVERSION AND CROSSING 1 POST DISCHARGE AND DISPOSAL 2 POSTS**

**SALARY CENTRE REQUIREMENTS** : R 130 155 – R 228 132 plus benefits  
: Nelspruit  
: 4 year degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience. A valid driver's license.

**DUTIES** : Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act and DWA Policies and regulations. Assist in the development of policy and regulations. Assist in the development of Compliance Monitoring Framework Strategy, Compliance monitoring System, Inspection guidelines or protocols (which includes a weighted scoring system to determine the level of compliance or non-compliance), and Information management System (that will allow easy access to authorizations issued by line functions, and to historic compliance data and capture inspection reports, and which will provide status of compliance. Audit compliance to water use license conditions for abstraction and storage related activities. Implement suspension and withdrawal of entitlement to water use license (abstraction and storage) in terms of the NWA. Conduct survey of all unlawful water uses related to abstraction and storage related activities in the region. Conduct routine inspection to ascertain compliance and non-compliance to NWA focusing on the abstraction and storage related activities. Conduct investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Prepare audit report. Implement enforcement action in the form of formal or informal warning, administrative enforcement such as statutory notices, compliance notices and directives and court applications to enforce notices and directives, and criminal enforcement through criminal prosecution. Set a monitoring framework for compliance with International Agreements. Ensure co-operation and co-ordination between government institutions involved Compliance Monitoring and Enforcement. When conducting Compliance Monitoring and Enforcement, ensure compliance to section 33 of the constitution of the Republic of South Africa, PAJA and PAIA. Facilitation and co-ordination of the training and career development of staff. Supervision of officers at lower ranks. Project Management and Supervision of the line function consultants.

**ENQUIRIES APPLICATIONS** : Ms BL Mahlangu. Tel. 013-759 3717  
: Applications: The Regional Head, Department of Water Affairs, Private Bag x 11259 Nelspruit 1200

**FOR ATTENTION** : Ms FM Hlatshwayo

**POST 34/92** : **ENVIRONMENTAL OFFICER GRADE A – C (DRINKING WATER AND WASTEWATER QUALITY MANAGEMENT) COMPLIANCE MONITORING AND ENFORCEMENT**

**SALARY CENTRE** : R130 155 – R228 132 plus benefits  
: Nelspruit

**REQUIREMENTS** : 4 year degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience. A valid driver's license. Computer literacy•Relevant experience in the environmental and water management field, drinking water quality and wastewater quality management•A clear understanding of the departments role and policy with respect to water resource management•knowledge of the National Water Act, Water Services Act and related policies, strategies, and guidelines •Innovative thinking, negotiating and networking skills•Communication skills•Knowledge of Human Resource Policies•A clear understanding of transformation in the Public Service.

**DUTIES** : •Implement and enforce the National Water Act, Water Services Act, and DWA policies and regulations• Conduct Assessment of drinking water quality supplied to communities by Water Service Authorities• Conduct Audit Sampling for Drinking water and wastewater quality •assist with the coordinating of monthly Drinking Water Quality Management meetings• Arrange workshops on the Blue and Green Drop Certification in preparation of the assessments• Participate in the assessment of Water Services Authorities (WSA) for Blue and Green Drop certification as a trained assessor• Arrange workshops for the WSA on the Regulatory Performance Measurement System (RPMS)• Assess WSA for compliance with RPMS during the reporting period• Participate in the Aqua Enduro (Drinking water and water resource educational programme).

**ENQUIRIES APPLICATIONS** : Ms B.L Mahlangu, tel. (013) 7597317

**FOR ATTENTION** : The Regional Head, Department of Water Affairs, Private Bag X 11259, Nelspruit 1200

**FOR ATTENTION** : Ms. FM. Hlatshwayo

**POST 34/93** : **CHIEF ADMINISTRATION CLERK**

**SALARY** : R130 425 per annum

**CENTRE** : Roodeplaat Training Centre (RTC)

**REQUIREMENTS** : A Senior Certificate coupled with Financial and SCM experience, PLUS the following key competencies: Knowledge of: Public Finance Management Act. (PFMA)Treasury Regulations and Public Service Financial Regulations Collection of revenue skills. Computer literate Communication: Verbal and written Be able to work under pressure. Be willing to work overtime occasionally. Supervisory skills will be an advantage. Experience in Basic Accounting System (BAS).Code 8 driver's license.

**DUTIES** : Support RTC management in the execution of abovementioned functions. Supervision of staff. Financial, supply chain management and administration functions as well as inventory control will be the main responsibilities.

**ENQUIRIES APPLICATIONS** : C Fest Tel: 012 808 9566

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

**FOR ATTENTION** : Ms T Bapela

**POST 34/94** : **ADMINISTRATION OFFICER: TELECOMMUNICATIONS**

**SALARY** : R 130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The ideal candidates must have a senior certificate or equivalent qualification. Computer literate. Good verbal and writing skills. Ability to work independently and under pressure. Knowledge of cell phone administration, Knowledge of Video conferencing will be an added advantage. Supervisory skills.

**DUTIES** : Prepare monthly expenditure reports on Departmental Cell phone spending. Maintain cell phone database Verifying cell phone invoice before payment. Manage individual cell phone accounts. Co-ordinate video conference meetings by means of arranging bridging. Facilitating the connections with Regional Offices. Supervise photocopying centre

**ENQUIRIES APPLICATIONS** : Ms S Modipa 012 336 8214

**FOR ATTENTION** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at

the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/95** : **SENIOR ACCOUNTING CLERK 2 POSTS**

**SALARY** : R105 645 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Grade 12 certificate with Accounting or Mathematics and experience in Financial Accounting especially creditors' payments. A Diploma in Accounting, Cost & Management Accounting or Internal Auditing will serve as an advantage. Knowledge and application of the Standard Chart of Accounts (SCOA), PFMA, Treasury Regulations, LOGIS, BAS & PERSAL Systems. Skills: Computer literacy, good communication skills i.e written and verbal, pay attention to detail and ability to work under pressure.

**DUTIES** : Accurately process payments to suppliers on BAS system. Accurately process S&T advances and claims to employees on PERSAL system. Timeously resolve supplier and employee queries. Perform document control process.

**ENQUIRIES** : Ms S L Masola Tel: 012 336 8938

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

**FOR ATTENTION** : Ms T Bapela

**POST 34/96** : **SENIOR ACCOUNTING CLERK 2 POSTS**

**SALARY** : R105 645 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting or Mathematics as passed subject; with 1 year experience in Finance; Knowledge of Basic Accounting System (BAS), Safety web, PFMA and Treasury Regulations. Computer Literacy; Good Communication Skills (Verbal and Written)

**DUTIES** : Capturing of Entities on Safety Web and on BAS. Capturing of Journals on BAS. Clearing of the Suspense Account. Handling of enquiries regarding the verification and capturing of entities on BAS. Ensure the safekeeping of documents by maintaining effective and efficient filing system.

**ENQUIRIES** : Mr. I Motau Tel. (012) 336 7715

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

**FOR ATTENTION** : Ms T Bapela

**POST 34/97** : **SENIOR ACCOUNTING CLERK 3 POSTS**

**SALARY** : R105 645 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Grade 12 certificate with Accounting or Mathematics as a passed subject plus two years experience in document control. Knowledge PFMA, BAS, Treasury Regulations and Document control process. Skills: Computer literacy, good communication skills i.e. written and verbal, pay attention to detail and ability to work under pressure.

**DUTIES** : Timeously resolve supplier and employee queries. Perform document control process (Receiving, retrieving and filing of documents). Assist with capturing of payment

**ENQUIRIES** : Ms S L Masola Tel: 012 336 8938

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

**FOR ATTENTION** : Ms T Bapela

**POST 34/98** : **SENIOR ADMINISTRATION CLERK: MAINTENANCE**

**SALARY** : R 105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidates must have a Senior Certificate plus relevant qualification plus relevant experience in buildings related maintenance. Must be computer literate, Good interpersonal and communication skills. Ability

**DUTIES** : Inspection of Water Affairs buildings Inspection of the buildings with various Landlords. Inspection of quality of work by the contractors. Maintenance of Head Office Buildings; Requisition of quotations, Completion of internal requisition forms. Complete inspection reports. Supervision of work performed by contractors and Tradesman Aid. Accompanying contractors for moving of furniture, electrical, air conditioning and plumbing etc. Render support to supervisors within Accommodation and Maintenance.

**ENQUIRIES** : Mr H Roodman Tel: 012 336 7697  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/99** : **SENIOR TELECOM OPERATOR**

**SALARY** : R 105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification with relevant experience. Good communication skills. Ability to learn the Department's service delivery components and operate switchboard. Client liaison experience, Good telephone etiquette. Administrative experience. Ability to work under pressure. Computer literacy with an excellent understanding of MS Word. Knowledge of video conferencing will be an added advantage.

**DUTIES** : The successful candidate will be operating switchboard by answering incoming and handling outgoing calls. Ensure that customers are referred promptly and correctly. Managing and distributing the internal telephone directory and keeping a database of other important contact numbers. Prepare monthly expenditure reports on Departmental telephone spending. Liaise with service providers for the acquisition of telephone systems and equipment. Coordinate video conferencing meetings by means of arranging bridging and facilitating the connections with Regional Offices. Responsible for faults reporting on the telephone system. Regular distribution of telephone accounts to respective contacts.

**ENQUIRIES** : Ms S Modipa Tel: (012) 336 8214  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/100** : **SENIOR ADMINISTRATION CLERK GRADE II (CONTRACT ADMINISTRATION)**

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior certificate or equivalent qualification and typing as a passed subject. Computer literacy,(MS Office) and appropriate experience. Good communication skills (written and verbal). The following will be recommendations: subjects e.g. accountancy and mathematics will be an advantage.

**DUTIES** : The successful candidate will be responsible for the following; providing support services to the Administration Officer (Contract Management) with regard to contract administration of consulting assignment; typing of agreements; letters and submissions; filing documents and agreements; completing overtime claim forms; responding to queries; making photocopies; binding documents and other delegated



**ENQUIRIES APPLICATIONS** : Ms CS Khunou Tel: 012 336 8852  
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/101** : **TRADESMAN AID GRADE II 2 POSTS**

**SALARY** : R62 094 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Abet qualification. Ability to work as a team. Have a basic knowledge of maintenance workshop activities. Have a basic knowledge of tools and machinery. The applicants shall have a basic knowledge of drilling equipment. Good communication skills (verbal and written). Good interpersonal relations.

**DUTIES** : Conduct physical movement of furniture. Conduct repairing, and installation of doors and fixing of blinds. Physically installation of boards e.g notice board, and mirrors hanging of pictures, etc, Caretaking and controlling of tools. Fixing of locks, fixing of doors and window handles. Gluing of carpets.

**ENQUIRIES APPLICATIONS** : Mr Hennie Roodman 012 336 7697  
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/102** : **FOOD SERVICE AID II**

**SALARY** : R51 936 per annum  
**CENTRE** : Roodeplaat Training Centre (RTC)  
**REQUIREMENTS** : Abet or equivalent qualification, provision of general support functions in terms of functions in the kitchen, client orientated, must have a sense of responsibility, loyalty and ability to work under pressure. Relevant experience will be an added advantage

**DUTIES** : Assist with preparing venues for meals, assist with preparing of meals, assist with serving of meals,

**ENQUIRIES APPLICATIONS** : C Fest, Tel: 012 808 9566  
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

**FOR ATTENTION** : Ms T Bapela

**POST 34/103** : **GROUNDSMAN**

**SALARY** : R51 936 per annum  
**CENTRE** : Roodeplaat Training Centre, Roodeplaat Dam, Pretoria  
**REQUIREMENTS** : Abet education, relevant experience in general repair work. Code 8 driver's license. Knowledge of Pretoria and the surrounding areas.

**DUTIES** : Assist the general foreman with regards to general plumbing maintenance, general electricity maintenance, general repair of furniture and appliances as well as maintenance of the irrigation system. Do general welding work. Assist in preparing venues for training, workshops and meetings. Assist with issuing of audiovisual equipment. Organizing stationery and other necessary equipment needed in the lecture rooms; ensure that water is provided in the lecture rooms; handing out of meal tickets to course attendees, attending to client's requests, e.g making copies. Assist with purchases and do general cleaning duties i.e. Lapa, etc.

**ENQUIRIES APPLICATIONS** : C Fest, Tel: 012 808 9566  
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

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

**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 34/104** : **DIRECTOR: SOCIAL CRIME PREVENTION REF NO: 70256074**  
Directorate: Citizen Safety

**SALARY** : R652 572 per annum (all inclusive package which can be structured according to the individual's needs.)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Degree / Diploma in the relevant field. 5-10 years relevant experience. Knowledge of relevant legislative and policy framework, Good Project Management, understanding of the strategic plan for the department, understanding of PSR and RSP, knowledge and understanding of departmental programmes and projects, knowledge and understanding of CJS. Skills: Proven leadership skills, sound planning and organizing abilities. Good project and financial management skills

**DUTIES** : Provide strategic direction and support to the directorate. Provide inputs into the strategic planning and performance of the department. Development of Business plans and operational plans for the directorate. Ensure effective implementation and monitoring of strategic objectives as per operational plans. Manage the directorate budget in line with PFMA directives. Effective performance management and capacity building of the directorate. Facilitate institutional arrangement for proper implementation of the PSP regarding social crime prevention initiatives at local and provincial level. Development and Implementation of a School Safety Plan. Prevention of Youth Criminality. Provide strategic support in the development of a Programme of Action for the coherent implementation of the VAWAC strategy by cluster departments. Co-ordination of the Strategy on the Prevention of Violence Against Women and Children. Identify and involve key stakeholders in the areas of Social Crime Prevention. Coordinate and facilitate the implementation of PSP within the Social Cluster Departments and Local government. Identification of educational aides & tools globally for social crime prevention. Plan & undertake actual study tours to identified countries. Develop and implement strategies and programmes in line with best practices.

**ENQUIRIES** : Mr .Steven Moteme, Tel no (011)689 3722

**CLOSING DATE** : 10 September 2010

**NOTE** : Short listed candidates will be subjected to a competency assessment.

**OTHER POSTS**

**POST 34/105** : **MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: 70256100**  
Directorate: Human Resource Management

**SALARY** : R378 456 per annum (All inclusive package which can be structured according to Individual's needs)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant and recognized B. Degree/Diploma. 5 years of experience in a similar field plus 5 years relevant supervisory/management experience . Valid driver's license. Knowledge: GPG and Public service policies and procedures. In-depth knowledge of Public Service Regulatory framework. . In-depth knowledge of

labour legislation: Labour Relations Act, Skills Development Act, Basic Conditions of Employment Equity Act, Occupational Health and Safety Act, etc. Understanding of the Department's Strategic objectives. Knowledge of Safety and Security Framework. Knowledge of PERSAL and other HR information management systems. Skills: Sound interpersonal relations as well as excellent verbal and written communication skills. Analytical thinking and problem solving abilities. Excellent customer relations management. Ability to manage and resolve conflict. Strong financial and project facilitation skills. Excellent presentation and facilitation skills. Strong people management skills and Computer literacy Willingness and ability to work under pressure..

**DUTIES** : The successful candidate will manage the sub-directorate: Human Resource Management and Administration with regard to the following divisions: Recruitment and Selection, Condition of service and Records Management. Ensure successful administration of sound HR Management and compliance with the legislative framework. Analyze operating environment and identify trends and opportunities for improvement of HR administration in the Department of Community Safety. Develop, implement and maintain departmental policies, guidelines and procedures. Maintain collaborative relationship with all internal and external stakeholders. Provide HR management advisory and support services to management and line functionaries. Monitor and evaluate the impact of the departmental HR policies, and advise and institute timely corrective actions.

**ENQUIRIES** : Ms Nontembeko Tsiane. Tel no: (011) 689 3617

**CLOSING DATE** : 10 September 2010

**NOTE** : Short listed candidates will be subjected to a competency assessment.

**POST 34/106** : **HEAD: DEMAND AND ACQUISITION MANAGEMENT REF NO: 70256102**  
Directorate: Supply Chain Management

**SALARY** : R378 456 per annum (All inclusive package which can be structured according to an individual's needs).

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant and recognized B. Degree/ Diploma plus 3 years appropriate experience. Knowledge:- GPG and Public Service policies and procedures, in-depth knowledge of Public Service Regulatory Framework, understanding of Community Safety strategies, in- depth knowledge of Broad Based Economic Empowerment Act and Supply Chain Management Framework. In- depth knowledge of the Supply Chain Management Practitioners' code of conduct. Understanding of the Department's strategic objectives. Knowledge of BAS, LOGIS and other Information Management Systems. Skills: Customer relationship management, interpersonal relations, conflict management, communication, negotiation, facilitation, presentation, report writing and computer.

**DUTIES** : Manage demand and acquisition for and of goods and services. Administer the Departmental supplier database. Secretariat for the Departmental Acquisition Committee Manage resources in the unit

**ENQUIRIES** : Mr. Steven Moteme, Tel no:( 011) 689 3722

**CLOSING DATE** : 10 September 2010

**NOTE** : Short- listed candidates will be subjected to a competency assessment

**POST 34/107** : **MANAGER: HUMAN RESOURCE DEVELOPMENT REF NO: 70256104**  
Directorate: Human Resource Management

**SALARY** : R378 456 per annum (All inclusive package which can be structured according to an individual's needs).

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant and recognized B. Degree/ Diploma. 5 years of experience, plus 5 years relevant Supervisory/management experience. Valid driver's licence. Knowledge:- GPG and Public Service policies and procedures. In- depth knowledge of the Public Service Regulatory Framework. Understanding of Community Safety strategies. In- depth knowledge of Human Resources Development legislative framework: Skills Development Act, Skills Development Regulations, Skills Development Levy Act, National Skills Development Strategy, National Qualifications Framework, South African Qualifications

Authority Act, etc. Understanding of the Department's strategic objectives. Knowledge of the Safety and Security Framework. SKILLS: Sound interpersonal relations as well as excellent verbal and written communication skills. Analytical and problem solving abilities. Excellent customer relations management. Conflict management and resolution. Strong financial and project management skills. Excellent presentation and facilitation skills. Willingness and ability to work under pressure. Strong people management skills and computer literacy.

**DUTIES** : Determine skills priorities across all sectors in support of the Department of Community Safety's strategy. Develop and implement the Human Resource Development (HRD) strategy of the Department. Develop the Human Resource Development Programme. Manage Training and Development Programme Ensure that relevant and accredited training programmes are provided Conduct human performance monitoring and evaluation in line with return on investment formula. Manage resources in the unit

**ENQUIRIES** : Ms. Nontembeko Tsiane, Tel no: (011 )689 3617

**CLOSING DATE** : 10 September 2010

**NOTE** : Short listed candidates will be subjected to a competency assessment.

**POST 34/108** : **MANAGER: FRAUD AND ANTI-CORRUPTION REF NO: 70256389**  
Directorate: Risk and Auxiliary Services (Drivers License Testing Centers and Vehicle Testing Stations)

**SALARY** : R378 456 per annum (all inclusive package which can be structured according to the Individual's needs).

**CENTRE** : Johannesburg

**REQUIREMENTS** : A relevant 3 year diploma / degree in policing, forensic auditing or criminal investigations, plus 5 years relevant supervisory / management experience related to investigation of fraud and corruption. Valid driver's license. No criminal record. SKILLS: Strong forensic investigation skills. Strong leadership and management skills. A thorough understanding of fraud and corruption. Exceptional oral and written communication. Excellent conflict management skills. Computer literate. Good networking and interpersonal skills. The ability to identify control weaknesses and recommending new and innovative controls and processes to reduce fraud and corruption at Drivers License Testing Centers and Vehicle Testing Stations.

**DUTIES** : Ensure the development and implementation of corruption investigation procedure manual. Manage and oversee investigations of allegations of fraud and corruption in relation to Driver and Vehicle fitness. Liaise with law enforcement agencies in the investigation of corruption cases and ensure the successful conclusion of all investigations and court matters. Develop proper information systems for reporting and recording corruption cases. Assist managers and staff in reporting fraud and corruption risk information.

**ENQUIRIES** : Mr. Steven Moteme, Tel no: (011) 689 3622

**CLOSING DATE** : 10 September 2010

**NOTE** : Short listed candidates will be subjected to a competency assessment. Shortlisted candidates will be subjected to security vetting.

**POST 34/109** : **MANAGER: POLICY AND LEGAL SERVICES REF NO: 70256392**  
Directorate: Policy and Legal Services

**SALARY** : R378 456 – R445 803 per annum (all inclusive package which can be structured according to the Individual's needs). Salary will be determined in accordance to experience.

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant recognised B Degree, and appropriate legal experience. 3 years managerial or supervisory experience. Skills: Good organizing Sound conflict management . Good Project Management and Computer literacy. Strong leadership and management capabilities; Strategic capabilities and excellent communication skills (verbal and written). A valid code EB drivers' licence.

**DUTIES** : Conduct legal research; draft contracts, policies and opinions. Assist in litigation management and legislative compliance. , Advise clients on legal and related matters.. Professional handling of tasks with complex work content requiring substantive interpretation of the law in the absence of an established framework. Assist management with strategic Planning.

**ENQUIRIES** : Mr. Steven Moteme , Tel no: (011) 689 3722  
**CLOSING DATE** : 10 September 2010  
**NOTE** : Short listed candidates will be subjected to a competency assessment

**POST 34/110** : **DEPUTY DIRECTOR: VOLUNTEER MANAGEMENT REF NO: 70256391**  
 Directorate: Community Police Relations

**SALARY** : R378 456 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Recognized B Degree or Diploma in Social Sciences. Policing Community Development or Criminal Justice Systems. At least 3-5 years in experience in Community Police Relations and/or working with Communities as well as experience in the management of people is essential. Knowledge and understanding of the concept of Volunteer Management would be added advantage. Skills: People management skills. Excellent oral and written communication, facilitation and presentation skills.

**DUTIES** : Develop volunteer management programmes for the Department. Liaising with all relevant stakeholders. Strategic support and guidance to Community Police Forum (CPF). Create strategic Networks with organizations and service providers. Lead formation Of partnership for effective integrated approaches.

**ENQUIRIES** : Mr. Steven Moteme , Tel no: (011) 689-3722  
**CLOSING DATE** : 10 September 2010

**POST 34/111** : **SENIOR SERVICE DELIVERY OFFICER: MONITORING AND EVALUATION 5 POSTS REF NO: 70256101**  
 Directorate: Monitoring and Service Evaluation

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 3-5 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

**DUTIES** : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Departments). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports. Field supervision and mentoring of subordinates.

**ENQUIRIES** : Mr. Steven Moteme, Tel no: (011)689 3722  
**CLOSING DATE** : 10 September 2010

**POST 34/112** : **ASSISTANT DIRECTOR: MEDIA REF NO: 70256106**  
 Directorate: Corporate Communications

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 years Degree/ Diploma in the relevant field. 3-5 years relevant experience. Skills: Planning and organising. Leadership. Project Management, research and analytical skills. Good written and verbal communication skills. Computer literacy, stakeholder relationships, presentation, facilitation and public speaking skills.

**DUTIES** : Marketing and profiling the Department through media relations. Assist with the design and development of media strategies for the media activities the Departmental events and activities. Review the effectiveness of all external messages. Internal communications and support. Development and publication of the internal newsletter, pamphlets posters, etc. Provide communication support to line Departments in terms of internal programmes. Provide content to Departmental website and intranet. Maintain updates media database. Office administration Assist with compilation of operational plan for sub- directorate.

Execute communications projects in line with operational budget. Submission of monthly and quarterly progress reports.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: (011) 689 3680  
**CLOSING DATE** : 10 September 2010

**POST 34/113** : **ASSISTANT DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: 70256107**  
Directorate: Community Police Relations

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Recognized Degree/ Diploma in Social Sciences. Community Development of Criminal Justice System. A minimum of 3 years experience in Community Police Relations and/ or working with communities is essential. Knowledge and understanding of Volunteer Management as a concept. Valid drivers' license. SKILLS: Good supervisory skills. Good planning and monitoring skills. Excellent writing and conflict management skills. Policy development skills. Basis understanding of Financial Management (budget and monitoring expenditure)

**DUTIES** : Assist with the development of the Volunteer Management programme. Liaising with all relevant stakeholders. Lead establishment process of Community Police Forum (CPF) Create networks with organisations and service providers in the field. Assist with formation of strategic partnerships for effective integrated approaches. Manage fieldworkers, projects and budget.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no (011) 689 3780  
**CLOSING DATE** : 10 September 2010

**POST 34/114** : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 70256108**  
Directorate: Corporate Communications

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant Degree/ 3 years National Diploma plus 3-5 years experience in Events Management and Community Liaison. Knowledge of traffic and safety legislation and public service regulation. In depth knowledge of parliamentary and political process. SKILLS: Good Project Management and report writing skills. Good knowledge and information management skills. Good understanding of the Road Safety Plan and Provincial Safety Plan. Good intergovernmental and stakeholder relationship management abilities. Understanding of various types of media use to sell/ communicate Departmental services and programmes.

**DUTIES** : Create public awareness on Departmental projects and programmes Develop and maintain advertising and communication programmes and campaigns. Develop and maintain the Departments' corporate image and identity. Develop, implement and monitor appropriate usage Departmental logo and signage. Design and production of the internal newsletter, pamphlets, posters. Develop and maintain the Departmental internet. Provide effective internal communication support to the Department. Manage the education and distribution of education and information material to be used by the Department and other community based organisations. Submit monthly and quarterly reports.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no (011) 689 3780  
**CLOSING DATE** : 10 September 2010

**POST 34/115** : **ASSISTANT MANAGER: FRAUD AND CORRUPTION (ETHICS) REF NO: 70256388**  
Directorate: Compliance and Auxiliary Services

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 years Degree/Diploma. 3 years experience in the relevant field. SKILL: Planning and organising skill, Financial management skills, People management and empowerment, Programme and Project management skills

**DUTIES** : Participate in the development of fraud prevention plan. Implement fraud prevention plan. Ensure ongoing awareness of legislative framework regulating anti corruption and fraud prevention to management and staff through workshop and other medium of communication. Keep abreast of national and International developments in fraud prevention anti-corruption. Develop framework ethics Programmes. Manage electronic compliance register.

**ENQUIRIES** : Mr. Steven Moteme, Tel no: (011) 689 3722  
**CLOSING DATE** : 10 September 2010

**POST 34/116** : **ASSISTANT DIRECTOR: YOUTH SAFETY REF NO: 70256387**  
Chief Directorate: Safety Promotion

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 year degree or diploma and/or a minimum of three year's experience in social crime prevention and / or youth development work. **SKILLS:** Excellent administrative skills: ability to maintain a Youth Desk database, good report writing and project development skills. Good understanding of safety and youth developmental needs and policies.

**DUTIES** : Establish and coordinate the Provincial Youth Desk Structure. Establish and coordinate District Youth Desk Structures. Establish and Coordinate Local Youth Desk Structures. Coordinate Capacity Building of Youth Desks. Provide Support to Youth Desk Plans. Develop and maintain a monitoring system for Youth Desks. Coordinate the departmental plans to commemorate Youth Month. Participate in the Provincial Intergovernmental Youth Forum to advocate for the allocation of resources to Youth Desks from government departments. Coordinate the units activities in support of the CSP's development and implementation in the allocated areas. Project Coordination, Development of Project Plans. Weekly plans and reports, Develop and submit Monthly and Quarterly reports.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no (011) 689 3780  
**CLOSING DATE** : 10 September 2010  
**NOTE** : Short listed candidates will be subjected to a competency assessment.

**POST 34/117** : **IT SYSTEM OPERATOR REF NO: 70256390**  
Directorate: Information Technology

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 year Diploma in Information Technology OR 7 years experience in ICT support, a valid driver's licence , Relevant experience, problem solving, planning, organizing and decision making skills. Excellent knowledge of Windows Server 2003 and Active Directory. Telecommunication skills. Applicant must be willing to work after hours as and when necessary.

**DUTIES** : The incumbent's responsibility will be to develop and maintain network infrastructure. Install, test, upgrade and relocate network components to increase network capacity and performance of systems as required. Ensuring that backups are done according to schedule and verified regularly. Carry out problem recognition, determination and resolution liaising with service providers as required. Monitor network and take preventative actions as required, co-ordinate installations, upgrade or enhancements to networks and participate in evaluations of new ICT equipment. Prepare telephone reports, make telephone connections, and assist users with services such as providing pin codes, creating user accounts using Telephone Management System. Install, repair and maintain telecommunications systems. Give inputs on technical matters regarding Information Technology requests from users via standard channels. Perform network and system maintenance. Resolving issues relating to 2<sup>nd</sup> line support functions with Windows Servers and Active Directory. Create and maintain accurate documentation of system hardware (i.e. Switches, Routers, etc) and software configuration for all systems. Drawing up weekly and monthly reports for ICT team. Liaison with service providers and co-ordinate their work. Provide technical advice and support to ICT users.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: ( 011) 689 3780  
**CLOSING DATE** : 10 September 2010

**POST 34/118** : **SERVICE DELIVERY OFFICERS: MONITORING AND EVALUATION 3 POSTS REF NO: 70256103**  
 Directorate: Monitoring and Service Evaluation

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 2 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

**DUTIES** : Implement of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Departments). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: ( 011) 689 3780  
**CLOSING DATE** : 10 September 2010

**POST 34/119** : **COMMUNITY POLICE RELATIONS COORDINATOR 2 POSTS REF NO: 70256109**  
 Directorate: Community Police Relations

**SALARY** : R 161 970 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Senior certificate plus 2 years experience in community police environment. A Diploma/ Degree in Community Development will be an advantage. Skills: Good report writing and communication skills. Excellent time management, computer literacy and interpersonal relations. Valid drivers' license.

**DUTIES** : Facilitate the relationship between the community and the police. Interact and forge relations with the Community Police Forums. Conduct induction sessions with Community Police Forums Ensure that Community Police Forum comply with minimum standards set in areas. Interact and liaise with communities within the safety and security environment Liaise with hostel communities on issues of safety and security. Ensure constant feedback to communities on MEC's visits

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: ( 011) 689 3780

**POST 34/120** : **SENIOR HR PRACTITIONER: TALENT ACQUISITION REF NO: 70256415**  
 Directorate: Human Resource Management

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 years degree/diploma or equivalent qualification. 2-4 years experience in Human Resource environment is essential. Supervisory skills. Valid driver's license. knowledge of PERSAL, time management and supervisory skills. Ability to forge relations with the service providers, Excellent Communication and interpersonal skills. Presentation skills. Report writing skills. Knowledge of PDMS. Knowledge of all legislative framework governing Human Resources. Ability to work under pressure.

**DUTIES** : Facilitate advertising, interviewing and selection processes for recruitment campaigns. Prepare shortlists of candidates for referral to line managers. Logistical arrangements Handle job applicants' enquiries and provide information on advertised posts. Liaise and organize with service providers to conduct competency assessments on candidates. Conduct reference checks on job applicants. Assess the impact of recruitment and selection processes. Arrange and facilitate security clearance for short-listed candidates. Prepare job offer letters and present to successful candidates. Ability to manage conditions of service and administer termination of service will be an added advantage.

**ENQUIRIES** : Mr.Motlatsi Raleholi, Tel no: (011) 689 3780  
**CLOSING DATE** : 10 September 2010



**POST 34/121** : **SENIOR ADMIN OFFICER: FACILITIES AND OHS REF NO: 70256385**  
 Directorate: Risk and Auxiliary Services

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric / Grade 12 Certificate plus National Occupational Safety Association (NOSA) or 3 year diploma / degree in Safety Management, Occupational Health and Safety or related field. Valid driver's license. 3-5years experience. Skills: Safety auditing skills. A thorough understanding of health and safety legislation, exceptional oral and written communication skills, strong coordination and facilitation skills. Good computer literacy and networking skills. Good interpersonal skills. The ability to identify control weaknesses and recommending new and innovative controls and processes in relation to improving health and safety in the organization.

**DUTIES** : Implement and maintain the OHS Policy Facilitate health and safety awareness campaigns and induction programmes in the Department. Give procedural and technical advice to colleagues and clients in terms of the application of the Act on Occupational Health and Safety and Occupational diseases. Perform inspections at various buildings to ensure that they comply with Occupational Health and Safety standards. Report and record Occupational injuries and diseases Facilitate activities of Health and Safety Committees, including training, risk assessments, compiling of SOPs and the Occupational Hygiene Programme. Undertake health and safety inspections and recommend appropriate remedial actions. Investigate incidents/accidents and ensure prevention of reoccurrences.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no:(011) 689 3780  
**CLOSING DATE** : 10 September 2010  
**NOTE** : Short listed candidates will be subjected to a competency assessment.

**POST 34/122** : **HUMAN RESOURCE PRACTITIONER REF NO: 70256073**  
 Directorate: Human Resource Management

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma / B Degree. 3 years experience in Human Resource Administration. Sound understanding and knowledge of human resource procedures and processes. Skills: Good report writing and communication skills, effective Customer service, excellent organizing and Time management ability, Good Interpersonal relations & sound knowledge of PERSAL and MS packages.

**DUTIES** : Render human resource administrative support and information services. Administer appointments, promotions, transfers, and all service benefits. Render recruitment and selection services, including minute taking during interviews and compile comprehensive submission for the filling of posts.

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: (011)689 3780  
**CLOSING DATE** : 10 September 2010

**POST 34/123** : **PERSONAL ASSISTANT 2 POSTS REF NO: 70256111**  
 Directorate: Monitoring, Research, Risk and Auxiliary Services)

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant Degree/ Diploma. Appropriate experience in rendering support service to senior managers, for example run and maintain a record management system, procure goods and services, record minutes and decisions at meetings. Advance knowledge of Excel, Word, and PowerPoint. Excellent inter personal skills. Ability to draft documentation like submission letters, do basic research, analyze documents and situations, communicate effectively (verbally and written). Strong financial management skills. Ability to work independently. Basic knowledge and understanding of relevant legislation/policies/prescripts and procedures.

**DUTIES** : Manage engagements. Render administrative support services inclusive of maintaining a record management system, obtaining, collating and compiling progress reports and monthly reports. Provide support during meetings inclusive of recording minutes and decisions, communicating with role players, follow-up

on progress made and prepare briefing notes. Manage the leave register, facilities register, telephone register, attendance register and commitment register. Manage the administration of the budget and other resources. Conduct basic research and compile documents. Remain up to date with applicable legislation/policies/prescripts and procedures and inform the Manager accordingly

**ENQUIRIES** : Mr. Motlatsi Raleholi, Tel no: (011) 689 3680  
**CLOSING DATE** : 10 September 2010

**POST 34/124** : **COMPLIANCE OFFICER 5 POSTS REF NO: 70256384**  
 Directorate: Risk and Auxiliary Services

**SALARY** : R130 425 per annum (plus benefits).  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Grade 12. The following 3 Diploma's are compulsory: Diploma Traffic Officers, Diploma Examiners of Motor Vehicle, Diploma Examiner of Driver's Licenses. Valid driver's license. No criminal record. Skills: Strong forensic investigation skills. A thorough understanding of fraud and corruption. Good oral and written communication skills. Excellent conflict management and interpersonal skills. Computer literate.

**DUTIES** : Implementation of corruption investigation procedure manual. Conduct Investigations of allegations of fraud and corruption in relation to the Driver and vehicle fitness. Cooperate with law enforcement agencies in the investigation of corruption cases and ensure the successful conclusion of all investigations and court matters. Assist managers and staff in reporting fraud and corruption risk information.

**ENQUIRIES** : Mr. Motlatsi Raleholi , Tel no: (011) 689 3780  
**CLOSING DATE** : 10 September 2010  
**NOTE** : Shortlisted candidates will be subjected to a competency assessment.

#### **DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

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

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

#### **OTHER POSTS**

**POST 34/125** : **ASSISTANT MANAGER: NURSING (PRIMARYHEALTH CARE) REF NO: 70253100**  
 Directorate: Primary Health Care Services

**SALARY** : R314 427 Per annum (plus benefits)  
**CENTRE** : Johannesburg Metro District Office  
**REQUIREMENTS** : Diploma / degree in Nursing or equivalent qualifications. Registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in curative skills in primary health care. A minimum of ten (10) years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. At least six (6) years of the minimum ten (10) years of experience must be appropriate experience after obtaining the one (1) year post basic qualification. Three (3) years experience at management level. Valid drivers' license

**DUTIES** : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Promote and strengthen Primary Health Care services within the ambit of District Health System. Demonstrate the basic understanding of HR and financial policies and practices. Have an understanding of the clinic supervisory manual. Display effective communication skills and work as part of a multidisciplinary team. Able to manage own work and time and understand how

to write complex reports. Demonstrate basic computer literacy as a support tool to enhance service delivery. Able to work under pressure.

**ENQUIRIES** : Ms M Molebatsi Tel No: 011 213 9602  
**CLOSING DATE** : 07 September 2010

**POST 34/126** : **QUALITY ASSURANCE MANAGER REF NO: 70256331**  
Directorate: Nursing

**SALARY** : R 314 427 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Current registration with SANC or Health Professional Council. A minimum of 2 years experience in Quality Assurance in a hospital. SANC registration as General Nurse and Midwife. Minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse. Recommendations: Strong leadership skills. Good verbal and written communications skills. Conflict management skills. Good interpersonal relationship. Ability to Work under pressure.

**DUTIES** : Management of complaints system in the institution. Promotes customer information re: services offered, hours of service etc. Promotes access to the institution. Conducts patient satisfaction surveys and responds appropriately to results. Markets and coordinates service excellent awards for the staff. Conducts staff satisfaction surveys and share results with staff and management. Ensure that monthly internal audits are conducted in patient care units. Make recommendations to improve compliance to standards. Prepare for external quality audits. Furnishes Central Office QAD with monthly reports on compliance to standards. Inform staff about and processes of standards and other quality audit tools. Encourage and coordinates the activities of the Quality Assurance committee. Liaise with Central and Local Government. Collates, analyze and reports of morbidity and mortality statistics for the institution. Coordinates reporting and investigation of all serious adverse event in the institution. Participate in selected clinical audit chosen by the Health professionals. Serve on institutional and \ or provincial committee for selected provincial clinical audit projects. Coordinate provision of and compliance to national and provincial Clinical guidelines with the District.

**ENQUIRIES** : Ms. T.J. Moloko Tel No: (011) 898-8311  
**CLOSING DATE** : 10 September 2010

**POST 34/127** : **LECTURER PND 1/2: MIDWIFERY DEPARTMENT (1 POSTS), PSYCHIATRIC NURSING SCIENCE DEPARTMENT (1 POSTS) CLINICAL NURSING SCIENCE, HEALTH ASSESSMENT, TREATMENT AND CARE DEPARTMENT (1POSTS) AND GENERAL NURSING AND SOCIAL SCIENCE DEPARTMENT (6 POSTS)**

Ref No: 70256528-Midwifery Department,  
Ref No: 70256529-Psychiatric Nursing Science  
Ref No: 70256530-Clinical Nursing Science, Health Assessment, Treatment and Care  
Ref No: 70256531-General Nursing Science (6 Posts)  
Directorate: HRD and EWP

**SALARY** : R 195 936 - R 227 148 and R 240 981 – R 314 427 per annum (Plus benefits)  
**CENTRE** : Ann Lastsy Nursing College  
**REQUIREMENTS** : A degree/ Diploma in Nursing Education. Registration with the South African Nursing Council as a General Nurse and Midwife. The relevant nursing qualification for the posts applied for, e.g. Psychiatric Nursing Science, Clinical Nursing Science, Health Assessment, Treatment and care. At least four years appropriate recognized nursing experience after registration as Professional Nurse with South African Nursing Council, with a track record of transferability of knowledge and skills to the posts applied for. A valid driver's license. Applicants will be required to teach in the departments according to the operational needs of the college. Preference in appointment will be given to applicants, who display evidence of multi skilled experience in the various displines both in teaching and clinical accompaniment. The main campus is situated in Johannesburg and clinical accompaniment areas are mainly on the Ekurhuleni North, South and

East, Johannesburg metro and West Rand District. Recommendation: Computer Literacy.

**DUTIES** : Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Accompaniment of learners in the clinical areas where appropriate. Implement assessment strategies to determine learner competencies. Management of a learner database. Initiate and /or participate in nursing research. Continuing Education in nursing Education and own subject field.

**ENQUIRIES** : Mrs. RK Nene, Tel no: (011) 644-8915

**CLOSING DATE** : 14 September 2010

**POST 34/128** : **CHIEF RADIOGRAPHER REF NO: 70256486**  
Directorate: Radiography

**SALARY** : R161 970 - R190 791 per annum (plus benefits)

**CENTRE** : Chris Hani Baragwanath Hospital

**REQUIREMENTS** : National Diploma in Diagnostic Radiography or Bachelor Degree in Radiography. Registration with HPCSA as a Radiographer and current registration for 2010. 4 years experience as a Radiographer. Good communication skills. Ability to work under pressure. Must be prepared to work shifts and public holidays. Competency in specialized radiographic examinations.

**DUTIES** : Provide 24 hours of radiographic service. Produce diagnostic radiographs as requested by clinicians. Supervise, guide, develop and train radiographers in all aspects of service delivery in line with Batho Pele Principles. Observe and apply TQC and the ALARA principle in day to day functioning. Apply Radiation Protection guidelines. Perform radiographic procedures and other delegated duties. Supervise subordinates or other support personnel within the department. Give technical and professional advice on radiographic and radiation related matters. Implement QA measures in all areas of work. Participate and facilitate in continuous professional development as required by the HPCSA. Compilation of reports. Keep record and statistics for planning and staffing requirements.

**ENQUIRIES** : Ms E. Segoneco Tel no: (011) 933-9626

**CLOSING DATE** : 13 September 2010

**POST 34/129** : **SENIOR RADIOGRAPHER REF NO: 70256330**  
Directorate: Allied

**SALARY** : R130 425 per annum (plus benefits)

**CENTRE** : Tambo Memorial Hospital

**REQUIREMENTS** : Registration with HPCSA. Diploma in Radiography, B. Rad or equivalent.

**DUTIES** : Perform radiographic procedures according to standard protocols. To participate in radiographic policy making. To assist with training of students. To render a 24 hour service. Implement Quality Assurance in area of work.

**ENQUIRIES** : Ms. L. Willemse Tel No: (011) 898-8068

**CLOSING DATE** : 10 September 2010

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
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)*

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

**OTHER POSTS**

**POST 34/130** : **MEDICAL OFFICER GR 1, 2 & 3 – CRISIS CENTRE/OCCUPATIONAL HEALTH REF NO: PSH 83/10**

**SALARY** : And Experience Requirements:  
Medical Officer GR1: R405 333 – R417 582p.a. PLUS rural allowance and commuted overtime: Nil experience  
Medical Officer GR2 : R470 406 – R484 623 p.a. PLUS rural allowance and commuted overtime: 5 years appropriate experience after registration with HPCSA as MBChB  
Medical Officer GR3 : R554109 – R579 420 p.a. PLUS rural allowance and commuted overtime: 10 years appropriate experience after registration with HPCSA as MBChB

**CENTRE REQUIREMENTS** : Port Shepstone Hospital  
: MBChB degree or equivalent, Current registration with the HPCSA as a Medical Practitioner for 2010 NB: Non Sa Citizen Applicants – A “Seek Employment Letter” from the FWMP Knowledge, Skills And Experience: Knowledge of current Health legislation and policies at Public Institutions Sound clinical knowledge and ability to deal with all kinds of clinical crisis matters Knowledge of COIDA and OHS Act in regard to completion of occupational health documentation Comprehensive knowledge of TB/HIV/OPEP Goods communication, team building and innovation skills Good interpersonal relationship Ability to assess patient and maintain accurate, clear concise and legible clinical records of highest quality in accordance with legal/ ethical considerations Maintain clinical, professional, ethical standards and avoid medical malpractices

**DUTIES** : Responsibilities / KR's: Provide a holistic patient care of high quality, inclusive of preventative measures, treatment and rehabilitation in the clinical crisis unit Assessment of staff in case of injury on duty Assessment of staff during medical surveillance Be prepared to service occupational health in the morning sessions and crisis centre in the afternoon sessions. Basic administrative functions Self development, training and learning Perform all other duties as allocated by the HOD or the medical manager Participate in after hours duties in the clinical crisis unit Participate in the department quality improvement Programmes, ensuring that departmental policies and procedures are followed, assist with clinical audits and in overseeing the implementation of institution cost containment centre

**ENQUIRIES APPLICATIONS** : Dr PB Dlamini 039-6886147  
: Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

**FOR ATTENTION CLOSING DATE** : Mr. N. Shude  
: 03<sup>rd</sup> September 2010 at 16h00

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

**POST 34/131** : **ARTISAN SUPERINTENDENT REF NO: EGUM 13/2010**

**SALARY** : R161 970 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

**CENTRE** : Institution: E G & Usher Memorial Hospital

**REQUIREMENTS** : Proof of Passing a Trade Test (Electrical or Mechanical – Fitter) in terms of the provision of Section 13(2) (h) of the Manpower Training Act, of 1981 as amended. An NTC2 and Five years post-qualification experience in the required specific trades as well as other trades such as Carpentry, Bricklaying, Plumbing, Painting, Refrigeration, Electrical and Mechanical of which at least three years should be in a Supervisory position (preferably, but not excluding, within the Public Service). Knowledge/ Skills Training And Competencies Required: Interpersonal relations. Good communication skills ( written and verbal) Strong leadership skills. Computer Literacy. Knowledge of Public Service Acts, Disciplinary Procedures and Processes. Knowledge in OHS Act of 1993. Good knowledge on Boilers (oil fired), Steam Reticulation, Laundry equipment and Autoclaves.

**DUTIES** : Key performance areas: Manage and control the supervision and guidance of all subordinate staff in the maintenance section. Responsible for the safety of patients and staff of the institution and its clinics in line with the terms and conditions of Occupational Health and Safety Act and Regulations (OHS Act 85 of 1993). Provide and co-ordinate a high standard of maintenance and ensuring that routing day to day maintenance is carried out on all buildings, plant and machinery. Exercise control and account for expenditure through ensuring efficient and effective monitoring and control of maintenance budget. Liaise with all relevant Personnel from within the hospital, district office and the community by attending to all maintenance matters to ensure the smooth running of the hospital and clinics. Oversee maintenance activities and ensure that all maintenance staff adhere to the relevant Acts/Prescripts applicable with the maintenance environment, and that staff welfare is maintained. Participate in the analysis and formulation of maintenance policies and procedures as well as maintenance training review. Oversee the implementation of policies and procedures and ensure that the maintenance personnel are aware of these. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. Be responsible for the organization and implementation of planned work of the maintenance division of the institution and its relevant clinics, including methods of improvement and temporary re-allocation of duties as when required with special reference to training and staff development Ensure that all Rosters for maintenance staff on call-out are maintained and duly distributed timeously including attending to emergency call outs. Attend management, engineering institutional and works meetings affecting institutions. Provide expert advice to management on issues relating to maintenance services. Participate actively in the Quality Improvement and Infection Control Programmes.

**ENQUIRIES** : Mr. K. N. Ngcobo Tel (039) 797-8100

**APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**CLOSING DATE** : 10 September 2010

**NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**POST 34/132** : **SENIOR FINANCE MANAGEMENT OFFICER: REF NO: GTN 27/2010**

Manager: Finance and Systems

Re-Advertisement, Those Who Had Apply, Must Re-Apply

**SALARY** : R161 970 per annum

**CENTRE** : Greytown Hospital

- REQUIREMENTS** : Applicant must be in possession of a Bachelor's Degree /National diploma plus three (03) years supervisory experience in finance environment (preferable expenditure and budget control) OR Senior Certificate/Grade 12 /equivalent plus five (05) years supervisory experience in finance environment (preferable expenditure and budget control); Computer Literate (attach proof) : Ms Office software applications and Ms Excel; will be responsible to render control of expenditure and budget; knowledge of Public Finance Service prescripts; ability to deal with all levels of staff; good organizational and planning skills; adequate communication (verbal and written) and report writing skills; ability to work under pressure and meet the required deadlines
- DUTIES** : Exercise budget expenditure control and monitor expenditure with regard to purchase of supplies /services and report and report at Cash flow Committee meetings; develop, implement and monitor measures designed to optimise the collection of fees; conduct internal audit and risk management; participate and make inputs in budget meetings; train, develop and monitor staff in order to improve service delivery; clearing of suspense accounts; do corrections of incorrect expenditure; ensure control of all assets and comply with periodical stock taking; supervision of Finance components i.e. Assets, SCM, Revenue & Accounts, Budget & Expenditure and Patient Admin; advise and manage the effective implementation of employee performance in accordance with EPMDs; exercise control to line managers/ supervisors
- ENQUIRIES** : Mr. S.F. Mdlalose, Tel. 033 413 9450
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Management, Greytown Hospital, Private Bag X 5562 Greytown, 3250
- FOR ATTENTION** : Miss. Z.P. Mkhize
- CLOSING DATE** : 03 September 2010
- POST 34/133** : **SUPPLY MANAGEMENT OFFICER REF NO: EGUM 12/2010**
- SALARY** : R130 425 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements
- CENTRE** : Institution: E G & Usher Memorial Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate) or equivalent (T1, T2, T3) plus at least 3 years working experience in Supply Chain Management (SCM). OR A Bachelor's degree or National Diploma in Finance Management or related field of study plus 2 years working experience in SCM component. Knowledge/ Skills Training And Competencies Required: In depth knowledge of procurement / SCM directives, PFMA, Treasury instructions and SCM practice notes. Good verbal and written communication, problem-solving, labour relations, conflict resolution skills. Good interpersonal skills. Computer literacy and knowledge of BAS. Ability to plan, organize and negotiate.
- DUTIES** : Key performance areas: Supervision of procurement and Supplies Departments. Ensure compliance to departmental Procurement rules, regulations, policies and regulations. Maintain adequate availability of stores and supplies by ensuring timeous and continuous procurement of goods and services (Stock and non-stock items). Maintain effective and efficient staff management in respect of giving guidance and supervision on performance of their duties (EPMDs). Co-ordinate in-service training in order to promote service delivery. Compile and submit monthly returns and reports. Implement discipline and grievance procedures. Conduct internal audit on a monthly basis. Formulate SCM policies and specification for procurement of goods and services. Maintain proper filing system and effective control of all order books. Prepare and submit demand for procurement plans and monitoring thereof. Ensure that controls are in place. Ensure that regular stocktaking is conducted as prescribed.
- ENQUIRIES** : Mr. H.M. Kunene Tel (039) 797-8100
- APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- CLOSING DATE** : 10 September 2010
- NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**POST 34/134** : **SECRETARY-LEVEL5 SECRETARY TO: CHIEF EXECUTIVE OFFICER**  
**REFERENCE NO: PSH 84/10**

**SALARY** : Experience Requirements, Salary R 87 978 per annum Other Benefits: 13<sup>th</sup> cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

**CENTRE** : Port Shepstone Hospital  
**REQUIREMENTS** : Minimum Education Requirements For The Post: Senior Certificate (Grade 12/ N3); PLUS Certificate in the following training Advanced computer training Professional skills for Secretaries and Administrative Assistance Certificate In-service training in administrative procedures 12 Months experience in secretariat duties. NB: Shortlisted candidates will be subjected to the advanced level of computer literacy testing. Knowledge, Skills And Experience: The incumbent of this post will report to the Chief Executive Officer, and will be responsible to provide secretarial services to the Manager: Banking and Reporting thereby ensuring that the Office is functioning optimally, and as such the ideal candidate must Have sound Knowledge of the office practices. Have advanced written communication and language skills. Have good telephone etiquette and people skills Have sound organisational skills. Have the ability to act with tact and discretion. Have high level of reliability. Be computer literate with proficiency in MS Office, Excel, Word, Outlook and PowerPoint

**DUTIES** : Responsibilities / Kra's: Performs front-line functions by determining the business of persons wishing to have audience with the CEO( in person or telephonic) and admitting / making an appointment / redirecting such persons Controls incoming and outgoing correspondence and files and keep a mail register. Manages and maintains the diary of the CEO, set up relevant appointments, booking and meetings. Motivates for new equipment and upgrading / maintenance of existing equipment Orders office supplies; keep register of goods ordered and issued Provides secretarial functions to meetings of the CEO, through making logistical arrangements, distribution of the notice of Meeting and the Agenda, takes, prepares and disseminates minutes. Checks and prepares documents for payment of services and claims Manages and maintains filing system

**ENQUIRIES** : Mr GBC Khawula 039-6886208

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

**FOR ATTENTION** : Mr N Shude

**CLOSING DATE** : 03<sup>rd</sup> September 2010 at 16h00

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

**POST 34/135** : **TRANSPORT OFFICER REF NO: EGUM 14/2010**

**SALARY** : R73 584 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

**CENTRE** : Institution: E G & Usher Memorial Hospital  
**REQUIREMENTS** : Standard 10/Grade 12/Senior Certificate or equivalent qualification PLUS Computer Certificate in MS Office Software applications. Recommendation: Code 10 valid drivers license. PDP / Proof of application thereof. Knowledge/ Skills Training And Competencies Required: Ability to work under pressure. Good Communication skills. Computer literacy in MS Word, MS Excel. Knowledge of Transport Management.

**DUTIES** : Key Performance Areas: To supervise hospital drivers and the whole transport division. Compile monthly fleet returns and submit to senior management. Daily ensure that trips are entered into the logbook. Regularly check mileage to curb state vehicles unauthorized diversion from an official route. Ensure that all trips are authorized before being undertaken. Ensure that all vehicles are road worthy and serviced on regular intervals at all times. Ensure that all vehicles are fully utilized. Keep vehicles maintenance records. Arrange licensing of all vehicles. Complete accident and monthly reports and also report to the accident committee. Do in-service training to all transport users about completion of trip sheets, filling of petrol and general handling of the state owned vehicles. Formulate of transport policies and procedures. Ensure safe keeping of petrol



cards and keys. Maintain fleet register. Ensure yearly fleet verification for fuel cards supply and B.O.S. recommendations. Provide hospital management with information pertaining to performance of vehicles. Review job description for all drivers. Implement EPMDS in the transport division. Report in the cash flow meeting all transport and budget related matters. Liaise with the systems or senior systems management officer for advice or necessary authorities. Liaise with First Auto for breakdown services, servicing, minor and major repairs of state vehicles.

**ENQUIRIES** : Mr. K.N. Ngcobo Tel (039) 797-8100  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**CLOSING DATE** : 10 September 2010  
**NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**POST 34/136** : **SUPPORT SERVICE OFFICER REF NO: EGUM 11/2010**  
(CEO'S Secretary)

**SALARY** : R73 584 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

**CENTRE** : Institution: E G & Usher Memorial Hospital  
**REQUIREMENTS** : Senior Certificate Plus At least 1 year experience as a Secretary / including administrative and office management. Knowledge/ Skills Training And Competencies Required: Knowledge in General Office Administration. Computer skills with experience in software packages in particular MS Office, MS Excel, MS Power Point and MS Outlook. Must have good interpersonal and public relations skills. Have ability to work independently and under pressure. Have good planning and organizing skills.

**DUTIES** : Key performance areas: Maintain and keep diary of Hospital Manager. Provide secretarial service to the Hospital Manager and management team. Make travel arrangement, venue and accommodation bookings for meetings, courses and seminars. Typing of letters, memos, submission, reports and writing minutes. Control photocopy and fax machines. Minutes taking, tying and distributing of all the minutes of meetings held in the institution. Receive and distribute documents and circulars timeously by post or fax. Exercise confidentiality of all documents entrusted to you. Analyze information. Present results of analysis to Hospital Manager and other Managers. Provide general management of the office. Must be willing to work irregular hours / overtime.

**ENQUIRIES** : Mrs. N.C. Thekiso Tel (039) 797-8100

**CLOSING DATE** : 10 September 2010  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

*The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE Candidates. The Department of Local Government and Housing would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.*

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in personally at 28 Market Street, (next to UNISA), Registry Office (First floor).
- CLOSING DATE** : 07 September 2010 (Tuesday at 16H30)
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. NB: Faxed or e-mailed applications will not be considered

**MANAGEMENT ECHELON**

- POST 34/137** : **SENIOR GENERAL MANAGER: SHARED SERVICES DLGH 54/10**
- SALARY** : R 976 317 (All inclusive package) Salary Level 15
- CENTRE** : Polokwane
- REQUIREMENTS** : An appropriate Bachelors degree or equivalent. An appropriate Post graduate qualification will be an added advantage. Experience: 6 to 10 years experience at Senior Management level. Knowledge: Relevant prescripts and procedures pertaining to Human Resource Management, Labour Relation, Human Resource Development and Organisational Development, as well as the legislative framework governing the Public Service\* PSR\*PSA\*LRA\*PFMA\*SDA\*PSCBC Resolutions\* EXCO Resolutions. Skills: Strategic Planning\*Communication \* Report Writing\* Interpersonal Relations\*Conflict Resolutions\* motivational Skills\* Influencing\*Presentation\*People management \*Negotiation\* Policy formulation and development \* Strategic\*Focused.
- DUTIES** : Provide strategic direction and monitor the implementation of the Strategic objectives of the Sub-department\*Manage the provision of profession strategic human resources to line managers and municipalities\*Manage government electronic information management technology services\*Render financial and supply management services to the Department\*Manage the provision of transversal professional; services to the department and municipalities\*Manage resources (Financial, human and physical).
- ENQUIRIES** : Ms Ramohlola Makgano (015) 294 2282

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

*This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will representatively will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications*

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Public Works, Roads & Transport, Private Bag X2080, Mmabatho, 2735
<b><u>FOR ATTENTION</u></b>	:	Ms N.V Sebitloane: Office No. 160 1 <sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
<b><u>CLOSING DATE</u></b>	:	10 September 2010
<b><u>NOTE</u></b>	:	Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. If you have not hear from us within three months after the closing date, please accept that your application has been unsuccessful.

**OTHER POSTS**

<b><u>POST 34/138</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE POLICIES &amp; PLANS REF NO: 42/2010</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum (SL 07)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Qualification and Experience: Matric Certificate. An appropriate three years Bachelor's Degree or Diploma in Human Resource Management. Two years experience in HR Policy. In depth understanding of Government Legislations (Basic Conditions of Employment Act, Employment Equity Act, Public Service Act, Batho Pele Principles, Labour Relations Act Knowledge :Report writing Skills, Presentation and facilitation skills knowledge of PFMA, Ability to interpret and implement policies. Skills: Computer literacy. Verbal and writing skills. Interpersonal skills. Conflict Resolution skills. Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Facilitate and monitor the implementation of Employment Equity. Monitor and advice on the Employment Equity targets as per EE plan. Ensure compliance and report to the relevant stakeholders. Co-ordinate the process of verification of qualifications. Facilitate Human Resource policy development, implementation and review. Provide monthly reports. Supply nametags.
<b><u>ENQUIRIES</u></b>	:	Ms B.L Nkopo Tel (018) 387 2087
<b><u>POST 34/139</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: UMAN RESOURCE DEVELOPMENT REF NO: 43/2010</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum (SL 07)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate and recognized Tertiary qualification or equivalent qualification in Human Resource Management or Development. Knowledge of the applicable Public Service Regulations especially Skills Development Act, ABET Policy. Sound verbal and written communication including report writing skills.
<b><u>DUTIES</u></b>	:	Analyse Departmental training needs. Implement and monitor Learnership Programme. Implement and monitors Abet Programme. Prepare VA2 and ensure that invoices are submitted within the prescribed period. Compile submissions for approval of training interventions. Keep HRD records of

attendance registers, approved memos and order forms of coordinated training interventions. Coordinate training programme as identified in the departmental WSP.

**ENQUIRIES** : Mr I.V Moiloa TEL (018) 387 2291

**POST 34/140** : **SENIOR ADMINISTRATIVE CLERK – GRADE III –OHS REF NO: 44/2010**

**SALARY** : R105 645 per annum (Level 6)

**CENTRE** : Mmabatho

**REQUIREMENTS** : Senior certificate/Grade 12 with extensive appropriate experience. Understanding of Public Service Legislations and prescripts. Human Resource policies and practices. Ability of report writing. Policy interpretation. Good communication skills, analytical and innovative thinking. Good interpersonal relations. A valid driver's license will be an added advantage.

**DUTIES** : Implementation of Compensation on Occupational Injuries and Diseases Act; (Administration of injury on duty and occupational diseases). Identification and management of chronic illnesses. Facilitation payment of Medical Bills. Management Fatal accident. Facilitation of Care and Support. Compilation of reports on implementation of COIDA. Follow-up on occupational injuries and diseases cases with Compensation Commissioner.

**ENQUIRIES** : Mr M D Setlhare Tel (018) 387 2205

**POST 34/141** : **SENIOR ADMIN CLERK - GRADE I (LEAVE SECTION) REF NO: 45/2010**

**SALARY** : R73 584 per annum (Level 4)

**CENTRE** : Mmabatho

**REQUIREMENTS** : Senior Certificate/Grade 12 with relevant experience/ or equivalent qualification. Understanding of Public Service Legislations and prescript. Human Resource Policies and practices. Ability of report writing. Policy interpretation. Good communication skills, analytical and innovative thinking. Good interpersonal relations. PERSAL knowledge will be an added advantage.

**DUTIES** : Administer all basic absence documents of employees. Processing of leave applications. Monthly reconciliation of leave of absence for all employees. Ability to interpret leave policies to newly appointed employees. Capturing of leave of absence on to the PERSAL system. Filling and recording of leave in the leave register. Processing of long service recognition of employees.

**ENQUIRIES** : Mr M.D Setlhare Tel (018)387 2205

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

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

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

**OTHER POSTS**

**POST 34/142** : **PROFESSIONAL NURSE (LECTURER)**  
Directorate: Nursing Services

**SALARY** : Remuneration: Grade 1: R 195 936 (PN-D1) per annum, Grade 2: R 240 981 (PN-D2) per annum.

**CENTRE** : Western Cape College of Nursing, Boland Overberg Nursing Campus (Worcester)

**REQUIREMENTS** : Minimum educational qualifications: Grade 1 and 2: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification in Nursing Education registered with the SANC. Inherent requirements of the job: Valid driver's licence (Code EB/B) and willing to work overtime. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. Experience in Community-Based Education, Problem Based Education and Outcome Based Education. Experience as a Nursing Lecturer. Registration with a professional council: Registration with the SANC as a Professional Nurse in Nursing Education. Competency (knowledge/skills): Fluent in at least two of the three official languages of the Western Cape. Computer literacy. Recommendation: Diploma/Degree in Nursing Administration. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

**DUTIES** : Key result areas/outputs: Provide education and training to student nurses. Co-ordinate and take part in clinical learning exposure to students between college and clinical facilities. Support the mission and promote the image of the college. Evaluate the theoretical and clinical performance of the student nurses to ensure a safe, competent nurse practitioner. Evaluate and revise the curriculum relevant to changes in the health care environment. Exercise principles to ensure student wellness. Optimal Management and use of resources. Conduct surveys and research relating to nursing education and nurses service matters.

**ENQUIRIES** : Ms L Strauss, tel. no. (023) 347-0732

**APPLICATIONS** : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762.

**FOR ATTENTION** : Ms S Telemachus

**CLOSING DATE** : 24 September 2010

**POST 34/143** : **ADMINISTRATIVE OFFICER (FINANCE)**

**SALARY** : R130 425 per annum

**CENTRE** : Western Cape College of Nursing, Surwell

**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in Financial Administration. Inherent requirements of the job: A valid driver's licence. Competencies (knowledge/skills): Advance knowledge of the PFMA, as well as Treasury

directives and legislations pertaining to a financial, Supply Chain Management and Procurement work environment. Knowledge of BAS/LOGIS systems. Knowledge and experience of budgetary aspects. Good leadership abilities. Computer literacy (MS Word, Excel, and Power Point), BAS and LOGIS. Ability to communicate effectively (verbal and written) in 2 of the 3 official languages of the Western Cape. Recommendation: Mathematics or Accounting as a passed subject. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

**DUTIES** : Key result areas/outputs: Compilation of year-end and in-year monitoring reports. Completion of relevant annexures for AFS (Annual Financial Statement) reporting. Co-ordination and evaluating response to audit reports. Reporting of expenditure, revenue and projections. Reconciliations and monitoring of Asset and Liability Accounts (including Debt Accounts). Authorisation of payments and journals on BAS (Basic Accounting System). Co-ordination and monitoring of Revenue process and functions in the Substructure. Ensuring that all transactions comply with legislative requirements. Ensuring a financial discipline finance Administration. Delivering a financial/accounting budget control and support service to management. Performing BAS/LOGIS system controller functions. Effective supervision of subordinates.

**ENQUIRIES** : Mr C Brown, tel.no.021 684-1280  
**APPLICATIONS** : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762.

**FOR ATTENTION** : Ms S Telemachus  
**CLOSING DATE** : 21September 2010

**POST 34/144** : **SENIOR HOUSEKEEPING SUPERVISOR**

**SALARY** : R73 584 per annum.  
**CENTRE** : Western Cape College of Nursing, Surwell  
**REQUIREMENTS** : Minimum educational qualification: Junior (or equivalent) Certificate. Experience: Appropriate previous experience in household duties. Supervisory experience. Inherent requirement of the job: Must be willing to render a shift service on weekends and public holidays. Competencies (knowledge/ skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to do physical tasks. Good organization and communication skills. Ability to adhere to implement safety and hygienic standards. Ability to maintain disciplinary of sub-ordinates. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

**DUTIES** : Key result areas/outputs: Constant supervision and control to ensure that all departments are cleaned according to prescripts. Planning, organizing, co-ordination and monitoring residential activities i.e. duties of personnel. Adhering safety precautions and ensure that all personnel are well informed with regards to safety equipment. Rendering of an efficient household supervision function. Responsible for the ordering and control of cleaning and household items and equipment.

**ENQUIRIES** : Mrs M Le Roux, tel. no. (021) 684-1227  
**APPLICATIONS** : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762.

**FOR ATTENTION** : Ms S Telemachus  
**CLOSING DATE** : 22 September 2010

**POST 34/145** : **CLEANER**

**SALARY** : R 48 210 per annum.  
**CENTRE** : Western Cape College of Nursing, Surwell  
**REQUIREMENTS** : Basic reading and writing. Experience: Appropriate previous experience in household duties. Inherent requirements of the job: Must be willing to render a shift service on weekends and public holidays. Competencies (knowledge/ skills): Ability to effectively communicate in at least two of the official languages

of the Western Cape. Ability to do physical tasks. Good interpersonal communication skills. Note: The Provincial Government of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

- DUTIES** : Key result areas/outputs: Ensuring a high standard of hygiene and safety in the relevant areas. To assist with other household activities (e.g. provision of tea/coffee and refreshments). Willingness to relieve within the college. Overall responsibility of general cleaning, which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying dirt bins daily. Cleaning windows and walls. Change curtains and screens when necessary. Ensure that equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc are clean after usage and securely stored.
- ENQUIRIES** : Mrs M Le Roux, tel. no. (021) 684-1227
- APPLICATIONS** : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762.
- FOR ATTENTION** : Ms S Telemachus
- CLOSING DATE** : 21 September 2010

#### DEPARTMENT OF THE PREMIER

*Step into a challenging and rewarding career at the Department of the Premier, Provincial Government Western Cape The Department of the Premier is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply, and an indication in this regard will be appreciated.*

- APPLICATIONS** : Applications must be forwarded to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered in a sealed envelope and placed in the PGWC Job Application box located at 4 Dorp Street, Foyer Entrance, Ground Floor, Cape Town
- FOR ATTENTION** : Judy Johnstone
- CLOSING DATE** : 10 September 2010
- NOTE** : Z83 forms (obtainable from any Government department) must: Be completed in full, Clearly reflect the reference number and/or name of the position, Be signed, Accompany a comprehensive CV and copies of ID, driver's licence and highest qualification. CVs will not be returned. Only short-listed applicants will receive further correspondence, thus if you have not heard from this Department within 3 months of the closing date, please regard your application as unsuccessful. No faxed, e-mailed or late applications will be accepted. Candidates will be required to display the requisite skills and competencies to be able to function effectively in these posts. To this end, all short-listed candidates will be required and must be available to undergo a competency assessment and security clearance. Appointments are subject to personnel suitability checks as prescribed by DPSA.

#### OTHER POSTS

- POST 34/146** : **ASSISTANT DIRECTOR: PROVISIONING REF NO: FMA 013/10 D**  
Directorate: Finance and Administration
- SALARY** : R192 540 per annum (Level 9)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate recognised degree or diploma or an equivalent, relevant NQF-aligned qualification • At least three years' experience in Government Public Sector Finance and provisioning processes and practices • Good knowledge of technology • Computer literacy • Good training skills • A financial background, specifically in Public Sector Finance and the Government's provisioning process and practices • Excellent communication skills in at least two of the official languages of the Western Cape.
- DUTIES** : Reporting to the Deputy Director: Supply-Chain Management, the successful candidate will mainly manage and oversee the Department's provisioning process by acting as the departmental logistics system controller in accordance with prescripts. Inter alia he/she will: • Approve procurement advices on-line • Act as first point of contact for all LOGIS-related matters, including attending user meetings, managing general communication and providing training •

**ENQUIRIES** : Manage the departmental stationery store • Maintain security profiles on the system • Draw up reports pertaining to departmental financial statements.  
Ms. A. Stassen, tel. 021 483-2934

**POST 34/147** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: FMA 019/10 D**  
Directorate: Finance and Administration

**SALARY** : R192 540 per annum (Level 9)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A B.Com. degree or degree or diploma in Financial Management, Commerce or Internal Auditing as well as three to five years' experience in public finance • The ability to take the lead, yet work as part of a team • Knowledge of financial and supply-chain management processes.

**DUTIES** : Reporting to the Chief Financial Officer, the successful candidate will mainly promote sound financial management through the improvement of internal control measures, procedures and systems and the management of the drafting of financial policies. Inter alia he/she will: • Co-ordinate compliance testing and manage the pre- and post-auditing of payment batches • Supervise and manage staff and the operational planning and work organisation of the unit • Take charge of the overall management and investigation of irregular, fruitless and wasteful expenditure.

**ENQUIRIES** : Mr. P. O'Brien, tel. 021 483-4257

**POST 34/148** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: FMA 021/10 D**  
Directorate: Finance and Administration

**SALARY** : R192 540 per annum (Level 9)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A relevant Bachelor's degree or a National Diploma or an equivalent qualification in Finance or Commerce • Three years' experience in public finance with knowledge of the Public Finance Management Act (PFMA) • A good understanding of the Basic Accounting System (BAS) and Logistical Information System (LOGIS) • Problem-solving skills • The ability to act as a leader and team player • Computer literacy.

**DUTIES** : Reporting to the Deputy Director: Financial Accounting, the incumbent will provide an accounting service for the Department and manage, supervise and train staff. Inter alia he/she will: • Compile annual financial statements in terms of GAAP (generally accepted accounting practice) • Manage the efficient processing and capturing of receipts and payments • Ensure compliance with financial norms and standards and prescripts • Control the Department's Paymaster- General Account • Manage the clearance of suspense accounts • Assist in resolving audit queries.

**ENQUIRIES** : Mr. L. Petersen, tel. 021 483-5758

**POST 34/149** : **SENIOR ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: FMA 015/10 D**  
Directorate: Finance And Administration

**SALARY** : R161 970 per annum (Level 8)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate recognised degree or diploma or an equivalent, relevant NQF-aligned qualification • At least three years' experience in Government Public Sector Finance processes and practices • Computer literacy, specifically in databases and spreadsheets • The ability to compile reports and manage projects • A valid driver's licence and the willingness to travel • The discipline to work after hours • Excellent communication skills in at least two of the official languages of the Western Cape • Supervisory skills.

**DUTIES** : The main objective of this post, where the incumbent will report to the Assistant Director: Asset Management, will be to provide support to the asset management process of the Department, including reconciling the departmental financial systems with the asset register and compiling monthly financial statements related to all assets. Inter alia he/she will: • Capture new acquisitions, transfers and the re-valuation of assets on the asset register • Make logistical arrangements with relevant clients • Supervise the performance



of staff, including staff involved in stocktaking functions • Compile submissions on the Department's processes related to the disposal and transfer of assets.

**ENQUIRIES**

: Mr. A. Betz, tel. 021 483-4732

**POST 34/150**

: **SENIOR ADMINISTRATIVE OFFICER: PROCUREMENT REF NO: FMA 014/10 D**

Directorate: Finance and Administration

**SALARY**

: R161 970 per annum (Level 8)

**CENTRE**

: Cape Town

**REQUIREMENTS**

: An appropriate recognised degree or diploma or an equivalent, relevant NQF-aligned qualification • At least three years' experience in Government Public Sector Finance and procurement processes and practices • Extensive knowledge of supply-chain management and the PFMA • Good knowledge of financial norms and standards, National Treasury regulations and Provincial Treasury instructions • Very good communication skills • Knowledge of the organisational structure and general office procedures • Supervisory skills • A valid driver's licence.

**DUTIES**

: Reporting to the Assistant Director: Procurement, the successful candidate will give support to the procurement process of the Department by scrutinising all requisitions and procurement-related applications and recommendations. Inter alia he/she will: • Take charge of the bid process, including the compilation of bid documents, the preparation of advertisements and the preparation of submissions for the relevant committee • Maintain all contract files and the database of registered suppliers • Supervise the performance of staff.

**ENQUIRIES**

: Ms. M. Conje, tel. 021 483-2997

**POST 34/151**

: **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: FMA 018/10 D**

Directorate: Finance and Administration

**SALARY**

: R161 970 per annum (Level 8)

**CENTRE**

: Cape Town

**REQUIREMENTS**

: A B.Com. degree or a degree or diploma in Financial Management, Commerce or Internal Auditing • Three to five years' experience in public finance • Knowledge of financial (including auditing) and supply-chain management processes • The ability to work as part of a team • Computer literacy • The ability to multi-task and work under pressure.

**DUTIES**

: Reporting to the Assistant Director: Internal Control, the incumbent will provide an effective and efficient support service with regard to internal control measures and he/she will assist with the operational planning and work organisation of the unit. Inter alia he/she will: • Monitor and control compliance testing as well as the pre- and post-auditing of payment batches • Investigate irregular, fruitless and wasteful expenditure and assist with the drafting of financial policies.

**ENQUIRIES**

: Mr. P. O'Brien, tel. 021 483-4257

**POST 34/152**

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FMA 020/10 D**

Directorate: Finance And Administration

**SALARY**

: R161 970 per annum (Level 8)

**CENTRE**

: Cape Town

**REQUIREMENTS**

: A relevant Bachelor's degree or a National Diploma or an equivalent qualification in Finance or Commerce • Three years' experience in public finance with knowledge of the Public Finance Management Act (PFMA) • A good understanding of the Basic Accounting System (BAS), Logistical Information System (LOGIS) and Personnel and Salary System (PERSAL) • Computer literacy • Problem-solving skills • Leadership skills and the ability to work as part of a team.

**DUTIES**

: The main objective of this position is to provide a departmental accounting service. The incumbent will report to the Assistant Director: Financial Accounting. Inter alia he/she will: • Supervise and manage the performance of staff • Pre-audit and authorise payments • Compile annual financial statements, as well as interim financial statements in terms of GAAP (generally accepted accounting practice) • Assist in resolving audit queries • Manage the clearance of suspense accounts • Ensure compliance with treasury regulations.

**ENQUIRIES** : Mr. P. O'Brien, tel. 021 483-4257

**POST 34/153** : **ICT PROJECT MANAGER / TRAINEE REF NO: FMA 013/10 D**  
Chief Directorate: Gito Management Services

**SALARY** : R130 425 to R192 540 per annum (Level 9) - commensurate with qualification and experience.

**CENTRE** : Cape Town

**REQUIREMENTS** : A relevant Bachelor's degree or a diploma (or an equivalent NQF-aligned qualification and applicable courses in project management) • A minimum of three years' experience in project management in the ICT environment • A valid driver's licence and the willingness to travel • Availability to work outside normal hours • Effective an efficient redering of ICT services • Excellent communication and human resource management skills • Good leadership skills and the ability to work with various teams.

**DUTIES** : The main objective of this position is to manage various ICT projects and outsourced contracts. Inter alia the incumbent will: • Plan, monitor and control the activities of project leaders, system analysts, developers and network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network-infrastructure technologies • Train personnel with regard to FATSS (functional applications training and support system)-related projects • Manage outsourced information-technology projects and the design or planning thereof • Assign personnel to projects, direct their work and coordinate work of project leaders • Control finances and certify projects • Ensure technical and functional standards are observed and prepare staffing and hardware or software budgets • Manage contracts for outsourced projects • Monitor and manage performance against project plans • Research and implement the latest trends and best practices in ICT project management • Provide input on policy matters • Manage project management documentation • Liaise with clients.

**ENQUIRIES** : Mr. S. Hurwitz, tel. 021 483-4522

**POST 34/154** : **ADMINISTRATIVE CLERK: PROVISIONING REF NO: FMA 020/10 D**  
Directorate: Finance and Administration

**SALARY** : R87 978 per annum (Level 5)

**CENTRE** : Cape Town

**REQUIREMENTS** : Grade 12 or an equivalent qualification, with Mathematics or Accountancy as passed subjects • Previous experience in a general administrative environment • Good communication skills in two of the official languages of the Western Cape • The ability to learn fast, operate independently and work meticulously • Computer literacy.:

**DUTIES** : Reporting to the Assistant Director: Provisioning, the successful candidate will give administrative provisioning support to the Department, from the investigation and follow-up of outstanding commitments and invoices, through to stationery store spot checks and maintenance of the catalogue. Inter alia he/she will: • Maintain and add to the Department's supplier-and-requisition-databases, including maintaining suppliers' banking details • Assist with item classification.

**ENQUIRIES** : Ms. A. Stassen, tel. 021 483-2934

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

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

**FOR ATTENTION** : Mr S Boli

**CLOSING DATE** : 10 September 2010

**OTHER POST**

**POST 34/155** : **MANAGER: CONTRACT MONITORING U2/10/076**  
Provincial Roads and Transport Management Branch, Directorate: Operator Contracts Management

Job purpose: To manage the development and evaluation of modal contract designs, the administrative process of appointing a service provider and monitoring service delivery for the implementation of modal contracts in the Western Cape.

**SALARY**

: An all-inclusive salary package of R 378 456 per annum (Level 11)

**CENTRE**

: Cape Town

**REQUIREMENTS**

: Qualification: An appropriate degree (or equivalent qualification) with 3 - 5 years management experience in communication and training projects. Candidates who do not meet the minimum advertised formal qualification requirements, but who have the necessary competencies to successfully perform in the post, may also apply. Competencies: Knowledge and ability to interpret relevant legislation, regulations and policies impacting on public transport • knowledge of transport planning and service designs • experience of tender and procurement processes • good numeric and literacy skills • experience with contract documentation • strong analytical and problem solving skills • budgeting, presentation, project and time management skills • ability to exercise quality control • ability to manage, lead and provide coaching support to a multi disciplinary team • proven financial management experience • good verbal and written communication skills in at least two of the official languages of the Western Cape Province (including report writing) • advanced computer literacy skills (MS Office) • a valid Driver's license would be an advantage • ability to work under pressure and according to tight schedules.

**DUTIES**

: Job function: Contract Management: identify contract areas and monitor the developments in each one • ensure the establishment of services • manage the monitoring process • ensure the processing of claims • evaluate, recommend and verify implementation of amendments of contracts • monitoring the consultation process with commuter forums, local authorities, other departments and stakeholders • scrutinise and approve the final design specifications for inclusion in the contract documents. Tender Management: compile and verify tender documents • submission of tenders to the relevant committees and board for approval • ensure the implementation of the relevant procedures with regard to the tender process, closure and award • serve on the tender evaluation team • arrange, present and monitor tender training in co-operation with Empowerment Component. Financial Management: compile financial reports to management, the minister and National Department of Transport (NDOT) regarding spending • ensure the transfer of funds from NDOT. Personnel Management: compile and update job descriptions • manage staff leave, grievances and disciplinary processes • ensure training and development of staff.

**ENQUIRIES**

: Mr D Jacobs Tel: (021) 483 5098

**NOTE**

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